

**Gordon State College  
Staff Council  
Unapproved Meeting Minutes  
November 20, 2014  
Student Center Auditorium**

**Call to Order & Approval of Minutes:**

Staff Council President Justin White called the meeting to order at 10:00 a.m. He inquired of the staff present if any revisions or additions were needed for the Staff Council minutes dated September 4, 2014. None were suggested; a motion was made, seconded and carried to approve the minutes dated September 4, 2014.

**Old Business:**

None

**New Business:**

**New Hires** – Tonya Johnson, Director of Human Resources

Tonya Johnson introduced the following new hires to Gordon State College since our last meeting:

- Sherri Gooch                      Human Resource Analyst                      HR Dept

Please welcome Sherri to the Gordon State College family!

**Lost and Found** – Jeff Mason, Chief of Police

In response to the various emails going out daily for lost/found items, please make sure campus police / public safety is notified, especially for electronic items, wallets, etc. Campus police has the resources to help find the owners for many of these items. Campus Police keeps lost and found items until the end of a semester, at which time any unclaimed items are donated to the local community: notebooks, backpacks, eyewear, clothing and so forth goes to the appropriate charity and jewelry items are pawned with funds placed in the General Funds account. It is suggested to possibly keep items at a central location until the end of that day, notifying campus police of the item, which will then be picked up (or sent to them) and stored. **Please refrain from the email notifications being sent out daily and direct those looking for lost items to retrace their steps and/or contact campus police.**

**SACS & QEP Update** – Terry Betkowski, AVP of IE

Gordon State College is preparing for its SACS (Southern Association of Colleges and Schools) reaffirmation of accreditation which will take place in 2017. The QEP (Quality Enhancement Plan) is part of this process. The current QEP topic is "Academic Literacy" which began 10 years ago and is meant to promote ongoing improvement in an environment of change. The timeline for the QEP update is: Spring 2015 choose topic, Summer/Fall 2015 research topic, Spring 2016 announce topic; the selected topic will be our focus for the next 10 years of SACS accreditation.

A form will be available for suggestions from the entire Gordon State College community and a PowerPoint presentation is available, as well as other information, at the following page on the Gordon State College web site:

<http://www.gordonstate.edu/ie/quality-enhancement-plan>

Dr. Burns added to Terry Betkowski's presentation that we (Gordon State College community) are part of the process and solution. SACS-COC is our accrediting body, which certifies Gordon. Without certification, we receive no federal funding: "No accreditation = No Air". We must have a Quality Enhancement Plan that is approved by SACS for accreditation and everyone must be familiar with this plan when we have our SACS accreditation visit in 2017. This process is repeated every 10 years.

**Toy Drive** -Justin White, Staff Council President

The toy drive boxes have been placed around campus in the following locations:

IC Building –Room 109 Computer Services  
Nursing and Allied Health– 3rd floor Reception Office  
Academic Building – Humanities Office  
Student Center Building – Mail Room  
Lambdin Hall – VPBA Office  
Facilities

Gift Ideas (but not limited to):

Board Games (They try to give one to each family)  
Craft Kits  
Model Cars  
Socks, Gloves, Hats  
Baby Toys  
Anything Educational  
Books  
Toys  
Jackets  
Backpacks  
Watches

Please bring new, unwrapped toys/gifts and place in one of the boxes listed above. Toys will be collected from November 17 through December 16 and are donated to our local charity after the Christmas Luncheon on December 16<sup>th</sup>.

**Christmas Luncheon** – Justin White, Staff Council President

The Christmas Luncheon will be held on Tuesday, December 16<sup>th</sup> from 11:30 to 1:30 in the Dining Hall. Turkey and ham will be provided by Sodexo with everyone bringing his or her own choice of side item(s). There will not be a sign-up sheet again this year; last year worked very well with everyone bringing his/her own choice of side items. Please be sure to bring serving utensils for your dish if needed and label the utensil so that it is returned to you. Food items may be left in the dining hall from 7:30 to 8:30 am, a warming box and cooler will be provided by Sodexo.

**The Tacky Sweater Contest** will continue this year, so make sure to dig in your closets for your entry – a trophy will be awarded to the winner!

**Treasure Report Update** - Jackie Lovejoy, Staff Council Treasurer

Jackie Lovejoy, Staff Council Treasurer, reports –

Gordon Gives Funds:

- Beginning of year balance: \$ 817.67
- Current balance collected from Blue Jean Days: \$ 1899.07

Staff Development Funds:

- Beginning balance: \$10,000.00
- Funds used so far this year: -4,889.72
- Current Balance **\$5,110.28**

If there is a class, workshop, seminar, or other opportunity that would assist you in your position at Gordon State College, please speak to your supervisor concerning the type of training you would like to attend and contact Justin White to discuss the use of Staff Development funds. These funds are available to each staff member.

## Tell Me Something Good! ~ Nicole Williams, Staff Council Vice-President

The following submissions were given to Nicole for the "Tell Me Something Good!" segment:

- Autumn Schaffer - Dr. Brent Johnson, Dr. Venable and a colleague in D2L with Respondus all submitted appreciation of Autumn for her willingness to help others, going above and beyond what was asked of her, her enthusiasm and professionalism when helping others, and her positive attitude.
- Laura Shadrick - Dr. Baskin expressed his appreciation of Laura during our last registration period. Laura was able to assist the parent of a student who was having problems with housing. When the parent initially called, she was very upset, but Laura was able to diffuse the situation and help the parent understand the process needed to attain housing for her daughter. Even though the parent did not get what she was after at the time of the call, she did thank Laura for helping her and "listening to her vent."
- Jose' Gutierrez - Sgt. Lynn Ray and Amanda Skelton acknowledged José for the exceptional care he provides to Public Safety.
- Registrar's Office Staff - Sgt. Ray expressed her appreciation to the Registrar's Office for assisting her in the registration process to return to school. We also would like to congratulate Lynn on her enrollment!
- Ann Howard - congratulations to Ann for completing her Licensed Professional Counselor credentials with the state of Georgia!
- IT Department - Ashley Travis submitted a thank you to the entire IT department for assisting her with various IT issues over the past few weeks, specifically Dian, Brandon, Kirsten and Troy. Way to go, IT!

Thank you all for your contributions that make Gordon State College a wonderful place to be!

## Staff Council Web Site – Justin White, Staff Council President

The Staff Council now has a page that everyone can access for information, minutes of meetings, dates of events, planned activities and more. To access this page (which is still under construction), simply go to:

- 1) Campus Departments
- 2) Human Resources
- 3) Staff Council (at bottom left of page)

## Final Comments:

**Debbie Christian** - there is 24 hours left to make your contribution to the State Charitable Contributions Program to help people in need AND win your very own **VIP Parking Spot** by purchasing a non-limited supply of raffle tickets at **\$2.00 each**. This opportunity is for one faculty member, one staff member and one student to choose a reserved parking space anywhere on campus for the entire spring 2015 semester.

**Dr. Burns** - Dr. Burns called attention to our new web site and the new brand Go Gordon! He thanked Rhonda Toons and staff, Candi Babcock, Tamara Boatwright, Peter Boltz and the entire IT department. Any hitches in the roll-out of the new page were unnoticed and the process seemed to go seamlessly. 4000+ pages had to be changed, updated, formatted and so forth. The new brand "Go Gordon!" also required changes to our print material for recruiting and admissions. Please make sure to check out these changes on the web site and around campus.

There is also a new, large digital sign being installed along College Drive in front of Lambdin Hall. This sign is for our campus and our community. It will be managed by Community Education and should be up and running when we return from the holidays in January. It's a great venue for sharing Gordon State College information for our campus and our community.

Fall 2014 Graduation is December 12<sup>th</sup>. Dr. Burns expressed his thanks to facilities for working so hard to keep our campus looking wonderful.

The construction of our new Student Center facility is very much under way with access to the facility expected in late February 2015 and an opening celebration in mid-March when we return from spring break. The library renovations will also get under way soon, with more activity to make adjustments for students to still have access to Library facilities as the renovations are being completed.

Dr. Burns also thanked Sodexo for the Thanksgiving dinner prepared for today and collecting canned goods that are donated to Hope Tree Ministries, which benefit local charities and the Thanksgiving meal served at First Baptist Church of Barnesville for those in the community who are in need.

Justin motioned to adjourn the meeting, which was seconded.

**The meeting concluded at approximately 10:39 a.m.**

Respectfully submitted,

Laura Parks  
Staff Council Secretary