

**Gordon State College
Staff Council
Approved Meeting Minutes
March 4, 2014
Student Center Auditorium**

Call to Order & Approval of Minutes:

Staff Council President Justin White called the meeting to order at 10:31 a.m. He inquired of the staff present if any revisions/additions were needed for the Staff Council minutes dated November 21, 2013. None were suggested; a motion was made, seconded, and carried to approve the minutes dated November 21, 2013.

Old Business:

None

New Business:

New Hires – Tonya Johnson introduced the following people who are new hires to Gordon State College since our last meeting:

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|-------------------|-------------------------|----------------------|
| • Ameche Jones | Admissions Specialist | Office of Admissions |
| • Gladys Presley | Custodian I | Facilities |
| • Veronica Mackey | Financial Aid Counselor | Financial Aid |

Please welcome our newest members to the Gordon State College family!

Compensation Study Update:

Tonya Johnson, Director of Human Resources at Gordon State College, provided an update to the Compensation Study:

The preliminary report has been received and given to the Cabinet, which is comprised of the president and vice presidents. It is being reviewed and a meeting has been held with the compensation study team to discuss the given suggestions and to answer any questions the Cabinet may have. The project team leader and Tonya Johnson will meet with each VP to discuss the findings of the report. Lastly, the project team lead and Tonya will meet with the President and make decisions of how to best implement the report suggestions. Once this process has been completed, the final report will be sent to department heads for review. All Gordon State College faculty and staff will have access to a copy of the final report once it is completed. An appeal process will be available for any faculty / staff member who opposes findings given in the report. Please note that any appeal must be valid and relate to the person who submits the appeal. It is planned for the final report will be available by the end of this month or beginning of April.

Dr. Burns stated that he is very pleased with the Compensation Study panel, the report provided, and our Human Resources department for the timely manner in which they have facilitated this process.

Founders Day:

Rhonda Toon presented background information concerning the Gordon State College Founders Day Ceremony, which is planned for March 29th. This event includes a benefit concert at Gordon State College by The Return, a Beatles tribute band, at 7 pm. Tickets are \$100 each (\$55 of which is tax deductible) and include the concert, heavy hors'douvres at intermission, a ticket for one free drink at the cash bar, and a wonderful evening that will raise funds for a scholarship foundation at Gordon State College. Please see Natalie Rischbieter or Skipper Burns to purchase tickets for this special event.

Computer Security and HelpStar Update:

Laura Hayes of Computer Services provided information concerning the use of HelpStar when problems are encountered with your computer/software/Banner or other technology issues. Computer Services has asked that we follow these guidelines:

- Use the email helpstar@gordonstate.edu to report any technology related problems encountered
- Add a subject line to your email that includes a title, computer #, department location, problem, or other identifying information
- For problems with password changes: please include in the ticket (email) what system you are having difficulty with, computer #, location, software/program using, error message given, a screenshot of the error(s) given and so forth
- A first corrective measure that can be taken for many problems with computers is to “reboot” your system
- You CAN CALL Computer Services to ask about a problem you have encountered, but they will most likely ask you to create a ticket through the email system
- Please respond to the original ticket confirmation email with any update to your problem or to give more information; using a new email to give more information with create a new ticket in the HelpStar system
- If your system is down, you may still call computer services. They will help you with your problem and then direct you to create a ticket once you have access to your email
- Please remember that passwords CANNOT be reset over the phone. You must ask for assistance through your own email or in person with your ID at Computer Services
- NEW FORMS: Supervisors complete computer access/service forms for all new employees granting access to only the information needed to complete work required. Supervisors will also complete the Change of Access form for any employee who needs access to software/systems not currently available, access to EPro Cards for purchasing or in the event an employee leaves

Laura informed us that many of the updates to the HelpStar system have been put into place due to new Board of Regents security policies. We are working under a “Principal of Least Privileged” policy in that employees only have access to information that is needed to complete the work required of the position. We are required to undergo an IT audit at Gordon; the BOR policy is much more intense/strict than before and we must adhere to these new policy standards. A security audit is now required every four months to verify that all employee access to critical and/or sensitive data is correct. New password standards will be implemented as your password expires. Passwords will need to be reset every 122 days, be eight (8) characters in length and you must include 3 of the 4 given options to create a new password.

Laura Hayes also asked that we all remember and adhere to the following safe practices with our computers:

- Always LOCK your computer when you step away or leave for lunch, the day, meetings, etc. You can accomplish this by simply pressing “CTRL + ALT + DELETE” or by pressing the “WINDOWS KEY + L”. You will then use your regular login information to unlock the computer when you return
- NEVER share passwords with others
- NEVER sign in to a computer and allow others to work under your login information

Gordon State College Budget Update:

Lee Fruitticher, VP for Business Affairs, reiterated the need for all of us to adhere to the “Best Practices” guidelines given by Computer Services and the appropriate use of HelpStar for any technology issues that are encountered.

Lee provided an update of the Budget for fiscal year 2014: June 30th marks the end of this fiscal year; an email has been sent to all Vice Presidents requesting suggestions for how to use any end-of-year monies available. The 2015 budget is under review at this time. The Board of Regents should have news regarding the allocations of funds in April. Campus

budget hearings, which are open sessions, were held on Wednesday, March 5th at 2 pm in the Nursing Collaborative room. All are welcome to attend these open meetings.

Dr. Burns stated that he is encouraged and optimistic regarding the 2015 budget, even though he expects it to be a “flat budget”, indicating no increases or new funds to be allocated to our budget; he does not expect any major cuts to our funds at this time.

Treasure Report Update:

Jackie Lovejoy, Staff Council Treasurer, reports -

- Gordon Gives current balance raised from Blue Jean Days: \$2,223.67
- Staff Development funds remaining for this year: \$4,741.00

Jackie encouraged everyone to please submit any requests for the use of Staff Development funds as soon as possible so that they may be appropriated before funds are depleted for the year.

Heard it Through the Grapevine! ~

Do you have a question regarding something you “heard through the grapevine”? This is an open floor question and answer session to provide information and answers to questions you may have regarding activity across the Gordon State College campus. Today’s questions:

- 1) The GSC Connect news letter from the Dean’s office is transitioning to a campus-wide news source for what’s happening around campus. It was started to provide campus news / information for faculty, but now the Staff will be given a page of their own to show what is going on in the Staff world. An email address has been set up to use if you want to submit information or questions to be included in the monthly GSC Connect. For Staff related questions/info, the email will come to Justin White; for Faculty related topics, the email will go to Dr. Lynn Rumpfelt, Faculty Senate Chair. Some examples would include the “Tell Me Something Good” and “I Heard it Thru the Grapevine” segments.
Please use the following email address is to submit your GSConnect questions/information: connect@gordonstate.edu
- 2) CLEP testing: CLEP (College Level Examination Program) testing is FREE for Gordon State College faculty and staff! CLEP tests give college credit towards courses through a test. Please contact Sue Gilpin, Testing Center Coordinator, located in the Student Center #234 for further information.

Suggestion Box:

Nicole Williams informed us that a new, updated form for the Suggestion Box is available. The new form ties in our Mission Statement and all suggestions given should somehow relate to our Mission Statement to benefit the school and our students.

Suggestion Box forms can also be sent to Nicole through interoffice mail or email. All suggestions are kept confidential; we ask for your contact information for clarification purposes if needed and Nicole is the only person who has access to the names of those who submit suggestions.

Tell Me Something Good! ~

- Jessica Eanes recognized Cindy McCard and HR for their assistance with open enrollment and purchasing requisitions.
- Dr. Burns recognized Natalie Rischbieter and Skipper Burns for helping to solve a facilities problem.
- Dr. Burns recognized Ben Ferguson for his assistance with the admission of 2 students over the Christmas holidays while everyone else was out on break.
- A “Shout Out” was given to all those who participated in the Turkey Trot, hosted by Student Activities.

- Nicole Williams recognized Vicky Bright for walking the remainder of the Turkey Trot race with her, after Vicky had already finished the race for herself.
- “Shout Out” to Computer Services for their many thanks in assistance with and resolution of various issues across the campus. You guys are Super Stars to many of us!
- An anonymous “shout out” to Wendy Briggs in Computer Services for going “above and beyond” when assisting with a problem.
- An anonymous “shout out” to Linda Littiken for always having a smile to brighten our day!
- Nicole Williams recognized Chris Reynolds in HR for assisting her with FMLA paperwork after her foot surgery.
- A super special recognition of Vicky Bright, Women’s Soccer Coach, adjunct PE instructor plus Resident Director, who also volunteers and assists across the campus in many capacities. Vicky will be leaving Gordon at the end of this semester. Thank you for all you have done to make Gordon a special place; you will be missed!

Final Comments:

Justin White, Staff Council President, reminded us all that SPRING BREAK is next week! Those who have already purchase Gordon Gives buttons for Jeans Days may wear jeans all week! WOW! Friday is a FREE JEANS DAY for everyone, and you may still buy a sticker (\$3) for each day Monday through Thursday, or purchase a button for \$15 that is good through the end of this semester. We still have the following Gordon Gives Jeans Days coming up:

- 3/10/14 – 3/13/14 – SPRING BREAK! (BUTTON ONLY!)
- 3/14/14 – Friday (Free for all)
- 3/28/14
- 4/4/14
- 5/23/14
- 6/13/14
- 6/27/14

Also, please do not forget that SPRING TIME CHANGE is this weekend, so don’t forget to SPRING FORWARD Saturday night or you may be late come Monday morning!

Justin also informed us that Vicky Bright, Physical Education instructor and women’s soccer coach, will be leaving the Gordon State College family at the end of this semester. Vicky has been extremely involved in all aspects of the Gordon community and will be greatly missed. We wish her well.

Debbie Christian informed us that the Community Education office has moved. If you have any Gordon College memorabilia that you could provide for display purposes, it would be greatly appreciated. They also have quite a few boxes available from the move if needed; just drop by the new Community Education office to pick them up. Also, an Open House for the new offices is in the works; we will have more information about this later, once plans are finalized.

The meeting concluded at approximately 11:19 a.m.

Respectfully submitted,
 Laura Parks
 Staff Council Secretary