

**Gordon State College
Staff Council
Unapproved Meeting Minutes
March 10, 2015
Student Center Auditorium**

Call to Order & Approval of Minutes:

Staff Council President Justin White called the meeting to order at 10:01 a.m. He inquired of the staff present if any revisions or additions were needed for the Staff Council minutes dated November 20, 2014. None were suggested; a motion was made, seconded and carried to approve the minutes dated November 20, 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:

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| • Katina Pate | Custodian | Facilities |
| • Jim Rickerson | Tech Svcs Librarian | Library |
| • Candice White | Accounting Assistant | Business Office |
| • LeAngela Matthews | Ship/Receive Clerk | Bookstore |

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

ADR – Tonya Johnson, Director of Human Resources

ADR (Alternative Dispute Resolution) Institute is a week-long training session open to faculty and staff members. It is an opportunity for staff personnel to gain valuable skills to help resolve conflict issues. If you would like to take part in this training, please complete the ADR application sent via email earlier this month or contact Tonya Johnson in HR.

Marketplace - Sharon Ellis, Director of Business Services

Gordon State College now has its very own “Shopping Mall” known as the **GSC Marketplace**. It is a Marketplace Mall for clubs, departments and organizations of GSC so that students, faculty and staff, and the public are able to “ORDER” items and pay for them through the GSC web site.

The GSC Marketplace Mall can be found from the homepage by scrolling to the bottom and click “Login Station”, or type “Marketplace” in the search box. Currently, the Marketplace is where you will find information about the Barcelona trip, the GSC Foundation opportunities and the Testing Center, among other options. If your department has a service that could be provided on the GSC Marketplace for students, staff or the public, please complete the “How to Request an Online Store” procedure by going to the Business Office department on the GSC web site and choosing “Marketplace” from the options on the left of your screen. Please contact Sharon Ellis if you have further questions regarding this service.

A word from Justin: Please note that Sharon Ellis will be retiring from GSC on March 31st of this year. We thank her for all she has done to make Gordon State College a great place to be!

Founder’s Day – Skipper Burns, Institutional Advancement

Skipper Burns gave us an update on upcoming events such as the Community Brunch which will be held on Sunday, April 12th with more family activities this year than before. Be on the lookout for an email outlining the events of this day.

Please remember the Foundation Fundraiser Concert with A1A, a Jimmy Buffet tribute band that will be held on Saturday, March 21st. This event is also available through the GSC Marketplace link to make reservations and order tickets. This

fundraiser is used to finance Foundation Scholarships to benefit students of Gordon State College. We hope you will be able to take part in this wonderful evening of entertainment.

TAP (Tuition Assistance Program) – Justin White, Staff Council President

The TAP program is available for use with USG schools only and Justin White is the GSC coordinator for TAP. To be eligible to receive TAP, you must be a full time employee, receiving benefits, and have been employed with GSC for at least six (6) months at the time of the TAP application deadline for the next semester of study. Please remember to use Financial Aid funds, if available – such as PELL, before using TAP. TAP can also be used in addition to Financial Aid funds if Financial Aid funds are not enough to cover the tuition and fees expenses. Please contact Justin White for further information regarding the TAP program.

Staff Council Bylaws – Justin White, Staff Council President

We will need to make changes to the wording of the Staff Council Bylaws and vote on this change at our next meeting in June. This change involves the Staff Grievance Committee, election of members and rules. The wording consists of:

Grievance Committee

The Grievance Committee shall consist of five members elected by and from the Council. The purpose of the committee is to hear grievances involving other staff members. The election process will be handled the same as other Staff Council Committees. The committee shall adhere to the policy listed on the Gordon State College Human Resources website at <http://www.gordonstate.edu/humanresources/human-resources-policies>.

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: \$ 2382.09

The Staff Council plans to donate \$1500 of these funds to the Foundation and Relay for Life. Please remember that we also donate to the Lamar County Helping Hands / Backpack program and the beginning of each academic year to assist local Lamar County students who are in need of assistance.

Staff Development Funds:

- Beginning balance: \$10,000.00
- Funds used so far this year: -6,010.72
- Current Balance **\$3,989.28**

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. Contact a member of the Staff Development Committee or Justin White to discuss the use of Staff Development funds. These funds are available to each *full time* staff member.

Staff Development Committee members are: Dawn Byous, Raquel Gutierrez, Tonya Johnson, Trent Johnston and Vivian Shannon

There are also additional funds available through the Gordon State College Foundation to assist with Staff Development if the regular Staff Development funds are exhausted. Again, please contact Justin White if you need further information regarding Staff Development funds and options available for use of these funds.

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

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

- SGT. Lynn Ray was named Officer of the Year for 2014
- Britt Lifsey & Sherlana Walker are running a well-oiled machine in the office of Institutional Research
- Joy Matthews for a Random Act of Kindness, inspiring others to do the same
- Linda Foster recognized by Dr. Jason Horn, Professor of English, for her excellent care of the offices

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

If you would like to make a submission to Tell Me Something Good!, please email your item(s) to Nicole Williams as soon as you remember them. She will save all submissions to be read at the next Staff Council Meeting.

Final Comments:

Dr. Burns -

- Dr. Burns added his appreciation of Sharon Ellis and her hard work at Gordon State College.
- SACSCOC – Southern Association of Colleges and Schools Council on Colleges – please take a look at the Executive Summary report, the Summary Timeline and familiarize yourselves with the information given. This is our Self Study year and GSC must be accredited by SACSCOC to qualify for federal funds (PELL, loans) for our students. The report can be found from the GSC homepage; type **SACSCOC** in the search box.
- Grand Opening of SARC is Thursday, March 19th at 2 pm. There will be a brief ceremony and the SARC will be open for two hours for tours afterwards, with Sodexo providing a reception. Please note – offices must remain open during this time. Please plan to swap out with each other to attend the Grand Opening and tour the facility.
- SARC Grand Opening concert with the band *Contagious* from Atlanta will also be on Thursday, March 19th at 7 pm. This event is FREE for all students, faculty and staff with your GSC ID card. Bring a guest for \$5.
- A SNEAK PEEK of the SARC will hopefully happen this week; watch your email for day and time.
- Faculty and staff will be allowed to use the SARC for the remainder of this academic year (until June 30th) for FREE. This is a completely student funded building through student fees paid each semester. Faculty and staff will be given access in the future for a small fee, which is not yet determined.
- Graduation is only two months away – May 8th, which will be held on Lambdin Green unless there is bad weather.
- Dr. Burns encourages everyone to come to as many events / activities as possible to show support for our students. He asks us to be as positive, supporting and encouraging as possible for the success of our students, GSC and others.

Justin White –

- Our next Staff Council meeting will be in June
- Election of new officers at June meeting – please be thinking of those you would like to nominate for Staff Council positions
- Jeans Day buttons will be collected at the June council meeting; stickers will be issued to button holders for the remaining Jeans Days of this year.

Justin motioned to adjourn the meeting, which was seconded.

The meeting concluded at approximately 10:44 a.m.

Respectfully submitted,

Laura Parks
Staff Council Secretary