

## **Gordon State College**

### **Staff Council**

#### **Approved Minutes**

**June 21, 2016**

#### **Student Center Auditorium**

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

Staff Council President, Sherri Gooch, called the meeting to order at 10:00 a.m.

Sherri began the meeting by introducing the Summer Work Program students and thanking them for their service.

Sherri then asked for any suggested revisions of the unapproved minutes for the March 3, 2016 Staff Council meeting. There were none and a motion was made, seconded, and carried for approval of the minutes dated March 3, 2016.

Candice Brown gave the current Treasurers report. She stated that \$10,405.00 in Staff Development Funds has been used. Our 'Gordon Gives' balance is \$761.40. We raised a total of \$1,337.40 in FY16. We donated \$500 to Lamar County Backpack Program and \$1000 to Relay for Life.

Candice Brown and Erica Madoni presented for "Who Am I". They both told us about themselves and their lives outside of work.

Skipper Burns addressed the "Campus Campaign". He spoke about last years' campaign videos. Jeffrey Knightons' "Why I Give" video from last year was viewed. He announced that the "Why I Give" videos would be circulated again this year to publicize the "Campus Campaign". Names of candidates for future videos should be given to Peter Boltz, Justin White, Steve Rainy or Skipper Burns.

Autumn Schaeffer addressed Staff Development funds and procedures. She noted that the cap per use had been raised to \$750. She also explained how to find the Staff Development Request Form in Windows.

Candice Brown explained the Staff Development Request Form. Directions to complete the form will be put on the website.

Laura Bowen introduced the new hires:

- ❖ Jerry Compton
- ❖ Tabitha Crawley
- ❖ Dwight Willis
- ❖ Kimberly Nicholson

Laura Bowen addressed Title IX and introduced the deputy coordinators:

- ❖ Sherri Gooch
- ❖ Gratasha Banks
- ❖ Gary Sharp
- ❖ Lynn Rae

Laura Bowen addressed the Fair Labor Standards Act and how it would affect employees here at GSC. It was explained that if a salaried employee makes \$47,476.00 or below annually their pay structure would change from salaried/exempt to hourly/non-exempt. This change will go into effect on 12.1.16. GSC is waiting on the Board of Regents to let us know about how travel time will be effected due to the Fair Labor Standards Act update.

Janet Barras addressed new FERPA (Family Educational Rights & Privacy Act). FERPA mandates that employees can't give any student information out to anyone other than GSC employees without student consent. Training meetings have been planned to learn the new FERPA form.

Terry Betkowski addressed a focused report for nine issues found in initial report from SACS/COC. She informed us that the QEP Coordinator as Anna Higgins. 'First Things First' is the QEP program that Anna Higgins is handling. The final affirmation date is to be June 2017.

Laura Hayes announced the 'Tell Me Something Good' recipients for this meeting.

- ❖ Missy Parker would like to thank Autumn Schaeffer for always being willing to assist with whatever you need.
- ❖ Carlous Plummer would like to thank Janet Barras for her assistance with VA students and Justin White who is always helpful and eager to assist.
- ❖ Employees from the Academic Building would like to thank Katina Pate for taking such good care of their building.
- ❖ Shirley Chambers would like to thank the IT Department and Maintenance for always being very friendly, courteous, timely and efficient.
- ❖ Debbie Christian and Jessica Eanes would like to thank Justin White and Tobias Walker for their outstanding customer service and Sherlana Walker for all her help in Community Education office.
- ❖ Sue Gilpin from the Testing Center would like to thank Amy Cowart for helping out on short notice with an early morning deadline.

Laura Hayes also addressed 'I Heard it Through the Grapevine'.

- ❖ Raises were discussed. From the 3% that Governor Deal put out there as a raise pool for individual raises to be drawn from. We will receive notice through the mail letting us know what percentage raise we will receive. Raises will take affect 7/1/2016.
- ❖ Will four ten hour day work weeks become a permanent schedule? Undetermined
- ❖ President Burns addressed an inquiry about FVSU GAP students. He stated that our academic departments have no responsibility for the FVSU GAP students. The students will all be attending the same classes and there will be no scheduling necessary.
- ❖ Announcement that the week after July 4<sup>th</sup> would be "Free Jeans Week"

President Burns spoke of how proud he was of the new library. He mentioned approvals for the addition of a Student Services Center at the corner of Spencer St. and College Dr. This would be preceded by the move of Community Education, Welcome Center/Call Center, and Institutional Effectiveness from their Spencer St. locations. He mentioned the faculty/staff meeting to be held August 3, 2016 and the fact that there would be staff development during the afternoon. He also mentioned the fact that the Board of Regents allocated \$40,000 to GSC for need based scholarships.

Sherri Gooch adjourned the meeting.

WG/wsg