

**Gordon State College  
Staff Council  
Unapproved Meeting Minutes  
June 17, 2015  
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 March 10, 2015. None were suggested; a motion was made, seconded and carried to approve the minutes dated March 10, 2015.

**Old Business:**

None

**New Business:**

**New Hires** – Dr. Laura Bowen, Interim Director of Human Resources

Dr. Laura Bowen introduced the following new hires to Gordon State College since our last meeting:

- Irene Celestin                      Bursar                      Business Office
- Jeffrey Davis                      Custodian                      Facilities
- Jennifer Jones                      Custodian                      Facilities
- Jeffrey Weege                      Bldg Maint.                      Facilities
- Tony Whidby                      Custodian                      Facilities
- James Woodruff                      Advisor                      Student Success Center
- Dr. Bowen also brought our attention to the approximately 20 Lamar County High School students who are on campus this summer with the work/study program.

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

Dr. Bowen took a moment to thank everyone for their kindness during her husband's passing. She greatly appreciates the expressions of thoughtfulness and kindness she was shown during a difficult time.

**Information Security Program Review** – Troy Stout, Systems Administrator, Information Technology

Troy Stout provided us with an overview of GSC security processes in IT. Here are the highlights from the information given:

- Our policies follow USG Board of Regents IT handbook, section 3.1, which have been implemented.
- These policies are audited by the Board of Regents
- PHISHING emails create "openings" for hackers to gain access and information. Examples of PHISHING emails are available on the Gordon State College web site: <http://www.gordonstate.edu/computer-services/phishing-alert>
- **NEVER** respond to an email that asks for passwords or credentials as a Gordon State College employee (or your personal email). Legitimate emails give warnings only; do not ask for your personal information/passwords/etc. Also, if the email address is not from a Gordon State College email source, it is NOT official.
- **NEVER** click on links on these emails - DELETE these emails only
- SPEAR Phishing emails are more targeted, more believable and "spoof" organizations like ADP – again DO NOT click any links or verify any passwords / information.
- This is also showing up on Instant Messenger, Social Media (Facebook) and more as hackers get better and better.
- DO NOT use the same passwords for everything. Use different passwords for different systems for better protection.
- **Things You Can Do** on GSC equipment- Do not use email to send sensitive/confidential information, use complex passwords, do not use the same passwords for multiple sites / programs, do not open attachments from unknown emails, try not to visit websites you are unfamiliar with

- Items that are coming our way: Annual Security Awareness Training, new anti-virus / Endpoint Protection, encryption for email and laptops, BYOD (Bring Your Own Device) policy – awareness of personal devices used on campus policy
- Lastly – it is a SCARY WORLD out there. Gordon State College is doing everything possible to protect our system, employees and students.

**SACS-COC Review** – Dr. Terry Betkowski

Dr. Terry Betkowski provided an update for our SACS-COC Reaffirmation process.

- On the GSC website there are new policies that have been approved
- Please look to make sure your department policies are listed – this is part of the reaffirmation process
- Under section 3.3.1 – Institutional Effectiveness / Administrative & Support Services: Each department needs to have a *mission statement* listed and *unit outcomes*: goals, outcomes, evidence of improvement
- Please make sure your department has provided the necessary information

**Nominating Committee:**

Ballots to elect officers and committee members for the upcoming 2015-2017 Staff Council were dispersed to those present at the meeting. Ballots were completed by those Staff Council members present and taken up by Nominating Committee members to count and notify Staff Council of the elected officials.

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

Jackie Lovejoy, Staff Council Treasurer, reports –

Gordon Gives Funds:

- Beginning of year balance: \$ 817.67
- Ending year balance: \$ 972.09

The Staff Council donated \$500 to the Foundation and \$1000 to Relay for Life from this year’s collected funds. Please remember that we will also donate to the Lamar County Helping Hands / Backpack program at the beginning of the 2015-2016 academic year for local Lamar County students in need of assistance.

Staff Development Funds:

- Beginning balance: \$10,000.00
- Funds used this year: -9,334.91
- Ending Balance \$ **665.09**

Staff Development Funds are for a class, workshop, seminar, or other opportunities that will assist employees in their position at Gordon State College. Please speak to your supervisor concerning the type of training you would like to attend to see if you will be eligible to use Staff Development Funds. Funds are generally received at the beginning of the fall term for any academic year and must be used by June 30<sup>th</sup> of the same academic year. These funds are available to *full time* staff members.

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

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

- Susan Crosby thanks **Dian Pitts** in IT for her daily assistance
- Candi Babcock thanks **Jessica Eanes** for her assistance with a report while Candi was out with her mother who was in the hospital.
- Congratulations to the **GSC Tutor Training Program** for receiving Level 1 Certification by the College Reading and Learning Association! Way to go!

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. She will forward all submissions to the new Staff Council Chair to be read at the next Staff Council Meeting.

**Justin White, Staff Council Chair** - Thank you to everyone who helped out over the past two years as I served as Staff Council Chair!

**Final Comments:**

**Dr. Burns -**

- Dr. Burns added his appreciation to Justin White for his service as Staff Council Chair for the past two years.
- Thank you to Troy Stout and IT for their hard work and dedication to keeping GSC safe.
- Thank you to Dr. Terry Betkowski for her hard work with SACS-COC – without accreditation, we do not exist
- NSO – we held the first NSO for the upcoming academic year. Thank you to everyone involved for your hard work: there were approximately 255 attendees with a new format for the NSO program
- In early July, NEW hires are coming in for Financial Aid and other administrative positions – thank you to all of those who have stepped up and served in interim positions
- The Master Plan for our campus (10-year facility plan) is nearing completion
- What's Going On at Gordon:
  - Gordon State College has been here for 160 years
  - we are very strong and have a strong niche in this community: Quality undergrad education at a value!
  - Three (3) new Baccalaureate programs have been approved: Pre-licensure BSN program, BS-Education/Middle Grades, and BS-Management & Administration. This gives GSC a total of 11 Baccalaureate programs
  - Associate degree programs are being evaluated, some will be combined in the future
  - Academic programs at GSC are growing
  - HUGE investment by the State of Georgia on our campus in the last 5 years: \$25 million Nursing and Allied Health Sciences building, \$5 million for renovations to Smith Hall, \$4 million Dining Hall expansion, \$15 million SARC building, and \$5 million Library renovation that are underway = \$54 million investment in GSC!
  - We are expanding programs, enhancing our campus and our future is bright!
- Thank you for everything you do

**Justin White –**

- Our next Staff Council meeting will be in September
- Election of new officers will be announced as soon as the votes are tallied
- Jeans Day buttons are being collected and stickers will be issued to button holders for the remaining paid Jeans Days for this year.

Justin motioned to adjourn the meeting, which was seconded.

**The meeting concluded at approximately 11:18 a.m.**

Respectfully submitted,

Laura Parks  
Staff Council Secretary