



STAFF COUNCIL

Staff Council Meeting Minutes

Tuesday, November 14, 2023

10:00 AM

Call to Order: Staff Council Chair, Brienne McDaniel, called the meeting to order at 10:02AM

Approval of Minutes: Motion to accept the minutes from the last Staff Council meeting was made by Jason Oglesby and seconded by Alec Moon. September 19, 2023 minutes were approved as written.

Holiday Party Update:

Party is December 12th at 11:30 AM in Highlander Dining Hall. Staff may bring their significant other. Ugly Sweaters encouraged. There will be holiday-themed games and a mystery guest. Additionally, from now until the party, there will be collections around campus of unwrapped toys that will be donated to the Lamar County DFACS on the day of the Holiday Party. Collection boxes are located in the BPS office of Russell Hall, the Humanities office of Academic Building, and the Mailroom in the Student Center. Informal staff vote did decide on allowing potluck offerings at the Holiday Party. Be on the lookout for a survey this week that will serve as your RSVP.

Pets of Gordon Calendars:

Calendars should be available within a couple of weeks; an email will be forthcoming. Calendars will be available for a suggested donation of \$15—all proceeds will return to Gordon Gives fund.

Human Resources, Madelyn Brown:

New Hires: Kwanjelin Farrar (Admissions); Stacy Gooden (Admissions); William Vaughn (Public Safety); Shannon Zellner (Custodian); David Van Hook (Shared Interim Director of Facilities); Amanda Maynard (Manager of Institutional Effectiveness & Research-12/1).

Role Change/Addition: Gemani Gaspardo (Enrollment Operations Coordinator) and Joy Matthews (Custodian Liason).

Farewells: Kinaja Avery (Custodial); Jontavious Banks (Maintenance); Carl Cowart (Admissions); Zachary

Davis (Alumni Affairs); Reggie Hamm (Facilities); Xavier Hunter (Maintenance); Yvonne Johnson (Custodial); John Kelley (Public Safety); Walter Navarro (Public Safety); Dinesha Robinson (Custodial); Grady Sullivan (Custodial).

There are several full and part-time positions open currently (check website for full list).

2023-2024 ePerformance goals should see a midyear evaluation. Contact Amy Anderson with questions.

REMINDER: Telework: supervisor training will be coming out later this month; supervisors have until January 2024 to complete the training or their department will not be allowed telework. Flextime: work with supervisor to create flexible schedule that meets both personal and departmental needs.

December holidays: Residence Halls close at 4 PM December 13th (Wed). Commencement is December 15th (Fri). Campus is closed December 25th (Mon) through January 1st (Mon). As of now, Friday, December 22nd is a regular workday.

Be mindful of Payroll Due Dates, especially around the holidays (approval for 11/12 – 11/25 is due 11/22, a Wed). 2023 Well-Being Credit should appear on last November paycheck.

Take a look at upcoming GOLD series webinars. Even if you take off, it might be worth it to tune in. Additionally, see Creche Navarro's weekly email for a list of Gordon-only (and USG) employee discounts.

Annual Compliance Training is due FRIDAY, NOVEMBER 17th. Access will be cut off for anyone who does not complete their training.

Finance and Administration, Jamie Petty:

FY25 budget proposals due to system office December 4th. Not currently planning any cuts, but the system office has yet to offer real numbers. First priority with incoming funds is to fix the one time funds that were dispersed in FY24 to restore the reserve. There is talk of tuition increase to be more in line with increasing costs. We are waiting to hear if we were approved for one time funding for various projects around campus.

ERC: Employee Retention Credit; federal government program. There are certain requirements. Funds are not subject to lapse and could be used to restore depleted reserves; looking to speak with IRS week after next and then firm up an answer afterwards.

Question: is there any talk about raising base pay or merit increases to pay? There is talk, but while enrollment is up, it is not up enough for long enough for people to feel comfortable allocating those dollars towards payroll. This will be readdressed. There is the acknowledgement that new employees cost more in the way of time and learning than retaining existing workers. Ultimately, this would need to be addressed with the system as well.

Facilities, David Van Hook:

Introducing our shared Interim Facilities Director!

A Certified Educational Facilities Professional with the philosophy that Curb Appeal Matters.

As Facilities has recently lost many people, there is a priority system: Life Safety, Urgent, Important and Routine. You should expect communication promptly about the priority assigned to your work order and where it is in the queue. Please, please make sure all work orders are submitted appropriately to the correct email address. There is some concern that people have the incorrect work order email.

Work order email: gordon_fmzn3@mail.mpulse9.com

Academic Affairs, Lori Childers:

Commencement is December 15th at 9 AM. Please make arrangements to come and support our graduates—campus will be almost completely shut down for the day. There will be an area for Staff near the IT tables.

If you are volunteering, please arrive by 7:30 AM.

See the timetable in the Slides for more information or contact Academic Affairs.

Treasurer's Report, Joy Matthews:

Staff Development funds can be used for CPE, conferences, trainings, etc. There are still roughly \$11,000 in funds remaining. This money must be used by the end of FY24 (around May). Funds need to be approved by supervisor and cannot be for pure self-enrichment.

Gordon Gives funds have recently been used to purchase the Pets of Gordon calendars and proceeds will return to the fund. Gordon Gives donates to Lamar County Boys & Girls Club and used to sponsor the Book reading with First Lady Ms. Nooks. This money does need to be reallocated.

"Tell Me Something Good!"—

Custodial Staff – thank you so much! We do not tell you enough how thankful we are for our clean facilities. A particularly heartfelt thanks for your quick pivot during the recent One Act play recitation.

Public Safety is finally getting a new car! All cars will be given a makeover as well, so expect them to look a bit different soon.

Announcements, Brienne McDaniel:

If interested in starting (or taking over the scheduling of an existing) staff interest group, please get in contact.

Our anonymous suggestion form will soon change platforms. Keep an eye out for news.

Thanksgiving in the Dining Hall tomorrow--\$8.61.

Congratulations to all of our door prize raffle winners!

Adjournment:

Brienne McDaniel called for a motion to adjourn the meeting. Ashley Travis moved to adjourn the meeting. Joanne Gibson seconded the motion. The meeting was adjourned at 10:59 AM.

Respectfully submitted by:
Amber Isbell