



STAFF COUNCIL

Staff Council Meeting Minutes

Tuesday, September 19, 2023

10:00 AM

Call to Order: Staff Council Chair, Brienne McDaniel, called the meeting to order at 10:01 AM

Approval of Minutes: Motion to accept the minutes from the last Staff Council meeting was made by _____ and seconded by Meagan Pearson. June 26, 2023 minutes were approved as written.

2024-2027 Strategic Plan Overview, Theresa Betkowski:

Representatives involved include: Tonya Moore (Admin Rep), Ryran Traylor (Faculty/Community/Local Government Rep), Kristy Hayes (Staff Rep), Sherlana Fryer (Staff Rep), Mary Monroe Smith (SGA President, Student Rep), Catherine Green and Cecil McDaniel (Board, Community and Alumni Reps). Student Questionnaire receiving fairly positive response; Faculty/Staff Questionnaire coming soon. Areas of interest: Recruitment, Retention, Graduation. Also intends to focus on updating/improving Facilities and Residence Halls.

Message to the community that Gordon is a force for economic/workplace development in this region.

Proposed Amendment to Staff Bylaws:

Proposal to combine Staff Welfare (5 members) and Staff Development (5 members) committees into one (5 member) committee. Currently, both committees have a total of 7 members; change would take place after current term ends to not interfere with duties.

Motion made by Candi Babcock and seconded by Meagan Pearson. No Nays recorded.

Amendment proceeding to next steps.

Human Resources, Creche Navarro:

New Hires: Zachary Davis (Alumni Affairs); Kandice Estrella (Student Success Center); Pedro Gaspardo (IT); Xavier Hunter (Maintenance); Haley Jones (Registrar); Alec Moon (BLASS ASA); Walter Navarro (Public Safety); and Dinesha Robinson (Custodial). Shannon Zellner (Custodial) will start 9/25.

Farewells: Beverly Eskridge (Library); Zachary Kusch (Housing & Residence Life); Atralyus Beckham (IT); and Montrese Adger Fuller (Advancement).

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

2023-2024 ePerformance goals are due to be defined. Contact Amy Anderson with questions.

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.

Hiring Guide updates: USG policy update (8/23). Recording of 9/11/23 Hiring Guide Training available. Staff Search Committees involve member training. Position Recruitment Authorization form replaced by Resource Committee Approval form. USG has lessened posting length requirements for Internal and External job postings; once job descriptions are posted, job must be closed and reposted if any changes are made. Direct Appointments by VP and higher can be made if approved by CHRO, CBO, Dean/Provost and President but should be used judiciously. Avoid interview questions that could lead to information that cannot be legally considered in selection process. In regards to references, any previous USG employer will be contacted. Presidents must communicate between one another if one is hiring one of the other's employees.

Be mindful of Payroll Due Dates! Open Enrollment for Benefits is October 23 to November 3. Upcoming GOLD series sessions every 3rd Thursday this semester. Deadline to earn \$200 in Well-Being Funds is September 30th.

Enrollment Services & Marketing, Melissa Johnson:

1.1% increase enrollment! 102% to New Admit goal!

Admissions: Recruitment events & efforts increased in surrounding areas and further away to draw dorm students. Looking at application process—two platforms, only one with a fee currently.

Financial Aid: upcoming changes to FAFSA. Look for FAFSA sessions and Financial Literacy Workshops.

Registrar: CPoS Implementation on track.

Marketing: expanding social media; looking to increase media coverage to new audiences. There could possibly be a campus newsletter happening. Please shoot marketing a quick blurb and/or photo if you find yourself part of something interesting.

Finance and Administration, Jamie Petty:

FY24 saw \$500,000 reduction in state appropriations. \$700,000 in reserves used to mitigate effects of this reduction.

College will likely see an increase in cost of utilities and services soon. College also covered roughly 25% of recent staff raises.

Dual enrolled students contribute towards credit hours for future appropriations but not towards fees (including facility fees like SARC fee). Fees and tuition have not increased in years—could happen in response to inflation. Currently, fee increases can be requested at the upper levels, but may not happen. There is some discussion of petitioning to update the existing funding formula. Facilities upkeep, repair and updating are slowly being worked on.

Academic Affairs, Joanne Ardovini:

3-4% increase in retention after beginning an “invasive mentoring” program. Goals of the program are to breakdown silos and streamline the advising process and advisor assignment. There are multiple touchpoints engaged to help students, including advisors, tutoring services, and faculty mentors.

Multiple new programs are being submitted to the system soon.

Working with Enrollment to draw in more students, particularly ones for the Residence Halls. Working with CPE to draw in more nontraditional students and support both them and veterans.

Currently 40 rooms offline Residence Halls, of remaining 82% filled. All with less staff overall.

Graduation email forthcoming either from Joba Duke or Lori Childers. Consider volunteering your time on Commencement day—most of campus is shut down anyways. There will only be one ceremony but there is still a need for ticket collectors and people to monitor the staging areas. Look forward to a celebration after Commencement.

President, Don Green:

Currently leading the USG Step Challenge!

FAFSA changes result from governmental tightening of financial aid regulations.

Spoke briefly in regards to calling off the CBO search—wanted known quantity. Of the \$3 million one-time HERF money, some was put away for future expenses/shortages.

Once Reggie Hamm retires, we will have an Acting Director of Facilities on coopted from Georgia Highlands for 6 months.

All staff are ambassadors for Gordon—love the students you encounter and sell Gordon when you are out and about in the community.

Upcoming goals: increase online and nontraditional student offerings 20%. Reach into the untapped Corrections population. Partner with TCSG. Pick 4 high schools and visit them each 4 times this year in addition to the increased recruitment presence. Looking to move away from liberal arts degrees.

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.

Gordon Gives: \$400.20

"Tell Me Something Good!"—

Shoutout to IT, Pedro Gaspardo and McKenna Henson, for replacing the Student Center Auditorium computer tower minutes before the meeting started.

Many compliments were received in regards to the Athletes helping with Move-In Day from parents and new students.

Shoutout to Rusty for jumping a dead battery.

Alumni Relations is kicking off their campus campaign on October 2nd.

Announcements, Brienne McDaniel:

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

Poll results regarding the Holiday Luncheon have also come back as in favor of keeping the Luncheon scheduled within the workweek. Keep a lookout for the date once determined.

Adjournment:

Brienne McDaniel called for a motion to adjourn the meeting. Ashley Travis moved to adjourn the meeting. Amber Isbell seconded the motion. The meeting was adjourned at 11:20 AM.

Respectfully submitted by:
Amber Isbell