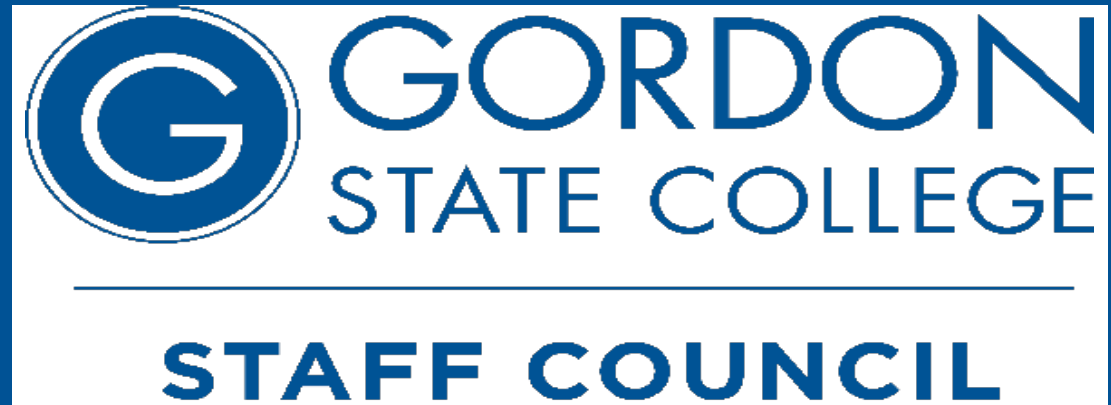




November 14, 2023

Agenda

- Call to Order
- Approval of September Meeting Minutes
- New Business
 - Holiday Party update
 - Pets of Gordon Calendars
 - HR
 - Finance & Admin
- Treasurer's Report
 - Gordon Gives
 - Staff Development Fund
- “Tell Me Something Good”
- Announcements
 - Interested in interest groups?
 - Anon suggestion form update
 - Thanksgiving dinner in the Dining Hall tomorrow--\$8.61

You're Invited! Holiday Party

When: Dec. 12, 11:30 AM

Where: Highlander Dining Hall, Student Center

Who: You! And your significant other

Wear: Whatever but especially your Ugly Sweater A-Game

What: Unwrapped toys, Holiday-themed games, mystery guest,
oh my!



Look out for a survey soon



Unwrapped Toy Donations

Drop off boxes:

BPS office in Russell Hall

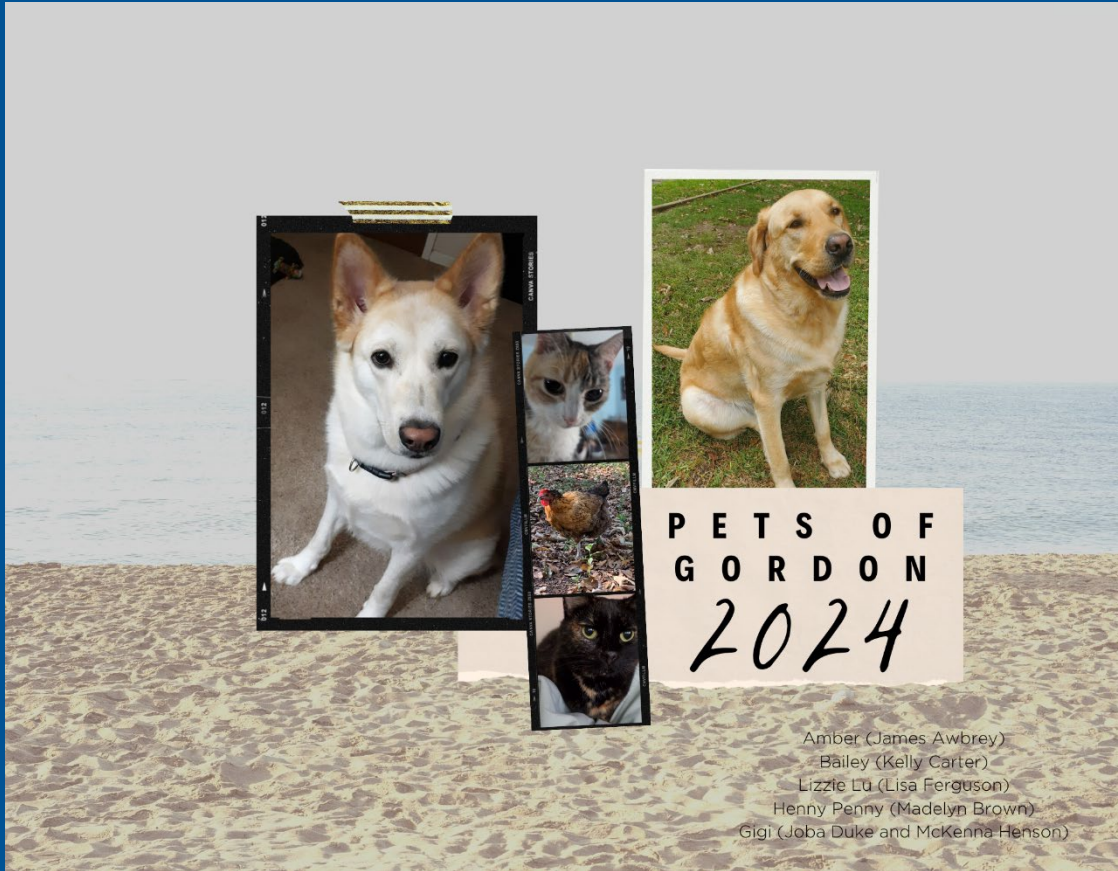
Humanities office in Academic Building

Mailroom in Student Center

Now until pickup during the Holiday Party



Pets of Gordon Calendars are here!



- Suggested donation \$15
- all proceeds back to
Gordon Gives

Human Resources



Welcome New Highlanders!!



Kwanjelin Farrar, *Admissions*





Welcome New Highlanders!!

Stacy Gooden, *Admissions*





Welcome New Highlanders!!



William Vaughn, *Public Safety*



Welcome New Highlanders!!



Shannon Zellner, *Custodian*





With Special Guest Star



David Van Hook, *Interim Director of Facilities (Shared with GA Highlands)*





New Roles

Gemani Gaspardo, *Enrollment Operations
Coordinator (Admissions)*

Joy Matthews, *Custodian Liaison*



Coming Soon!!



Amanda Maynard, *Manager of Institutional Effectiveness & Research (12/1)*



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*

Current Full Time Staff Positions

(Check our website for full list)



- BUS DRIVERS! (p/t)
- Assistant Basketball Coach (p/t)
- Executive Director of HR
- Executive Director Institutional Advancement
- Student Success Center Program Assistant
- Facilities Director
- Building Maintenance Worker
- Senior Building Maintenance Worker
- Director of Admissions
- Custodians
- Police Officers (full & part-time)

2023-24 ePerformance Timeline



Telework & Flextime

Telework

- Required supervisory training on managing teleworkers
- Continue with current telework plans; agreements renew every 6 months

Flextime

- Work with your supervisor to create a flexible schedule that aids your work/life balance and also meets departmental needs

Communication is key to success!

2023 December Holidays

- Residence Halls Close 4pm – December 13th (Wed)
- Commencement - December 15th (Fri)
- Holidays - December 25th (Mon) – January 1st (Mon)
- Friday December 22nd is regular workday

Payroll Due Dates

Biweekly Approval Dates

1st Biweekly (11/12 – 11/25) – Due November 22nd (Wednesday)

- Employees – submit all time & absences by 12 p.m.
- Managers – approve all time & absences by 4 p.m.

Monthly Approval Dates

Monthly (11/1 – 11/30) – Due November 17 (Friday)

- Employees – submit all absences by 12 p.m.
- Managers – approve all absences by 4 p.m.



Work Smarter, Not Harder:

Become a time management master



Participants will understand:

- The time management process
- Characteristics of effective time managers
- The importance of prioritizing important events.

November
GOLD
Series



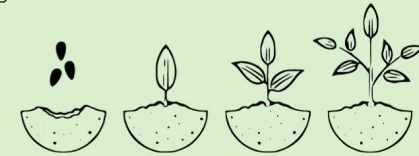
Nov 16th @ 3:30
Via GoToWebinar

Tackle Unhealthy Habits and Transform Your Life

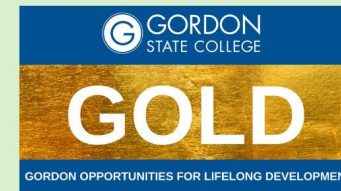
Facilitated by
Acentra Health

Breaking bad habits can
be tough.

The good news is that
change is absolutely
possible.



When we can understand
unhealthy habits and
behaviors, we find
motivation in tackling
these habits to better
ourselves.



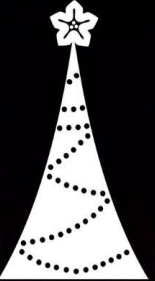
December
GOLD
Series



Dec 21st @ 3:30
Via GoToWebinar



Employee Discounts



Fantasy in Lights

**CALLAWAY GARDENS
CORPORATE PARTNERS**

Save 20% and enjoy Fantasy In Lights' Value & Prime Nights with the Promo Code below.

GORDONSTATEFIL

2023 Ticket Prices*

SUPER PRIME
Adult \$39.95
Child (ages 3-11) \$34.95

PRIME
Adult \$34.95
Child (ages 3-11) \$29.95

VALUE
Adult \$24.95
Child (ages 3-11) \$19.95

**Harris County
Appreciation
Nov. 12**
Adult/Child \$15.00

**BICYCLE NIGHT
Nov. 13**
Adult \$24.95
Child (ages 3-11) \$19.95

NOVEMBER

Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

						11
12					17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Discounted rates apply to
Value and Prime Nights only.**

*Taxes and fees not included.
Children ages 2 & under do
not require a ticket.

DECEMBER

Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

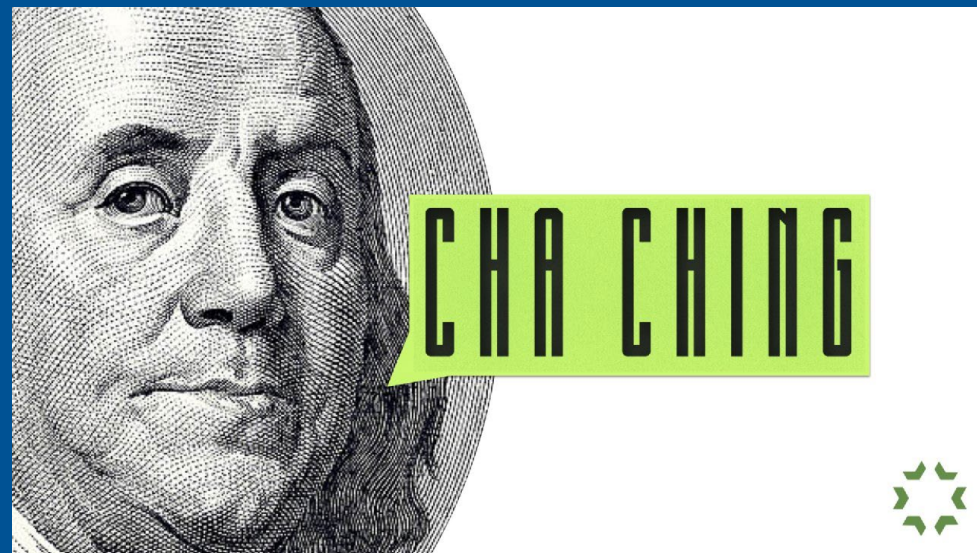
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY

Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

1						
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2023 Well-Being Credits:
Paid on your last November check.



Annual Compliance Training

FINAL DEADLINE:
Friday, November 17

Finance & Administration

Introducing: David Van Hook

Background

- 98-03 United States Marine Corps
- 05-15 Kennesaw State University
- 15-19 Floyd County School System
- 19- Present Georgia Highlands College

Education

- BBA- Operations and Supply Chain Management (KSU) 2011
- MS Integrated Facilities Management and Construction Management (GT) 2015
- Certified Educational Facilities Professional (APPA) 2015

Philosophy

- Curb appeal matters!
 - If the grounds aren't inviting we won't get people in the building.
 - If the building is not inviting we won't get people into classrooms.

Work Prioritization

- Life Safety- Poses a danger to people
- Urgent- It's going to continue to get worse until someone intervenes
- Important- Stable, but has a deadline
- Routine- Everything else

Academic Affairs

Fall Commencement – December 15, 2023

Schedule of Events	
Assistants Arrive (Staff and Students)	7:30 a.m.
Graduating Students Arrive and Check In (Alumni Memorial Hall)	8:00 a.m.
Faculty Arrive (SARC Multipurpose Room)	8:00 a.m.
Line up for Procession	8:20 a.m.
Students Process into SARC Arena	8:40 a.m.
<i>Graduation Ceremony</i>	9:00 a.m.
Brunch	10:00 a.m.
Nursing Pinning Ceremony (SARC)	12:00 p.m.

- **As of this morning:**
 - 197 candidates/122 walking

Make plans to attend! Campus is closed except for essential personnel

There will be a staff-reserved section in the SARC arena -> left of the IT tables

Let's support our graduates!!

Treasurer's Report

- Gordon Gives
- Staff Development Fund

“Tell me something good!”

Announcements

Interested in interest groups?

See Staff Council page for updated
Suggestion Form submission and
meeting slides/minutes

