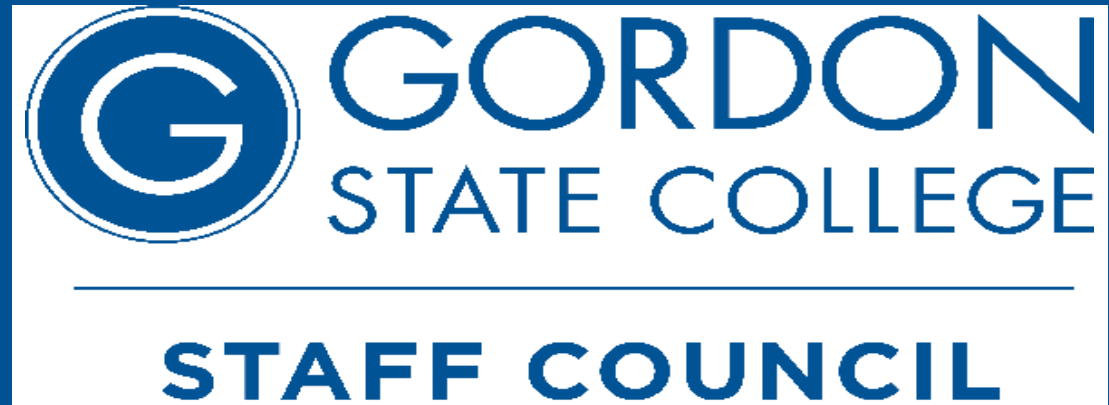




September 19, 2023

# Agenda

- Call to Order
- Approval of June Meeting Minutes
- New Business
  - Introduction of 2024-2027 Strategic Plan (Theresa Betkowski or Sherlana Fryer)
  - Vote Proposed Staff Bylaws Amendment - Merger of Staff Development and Programs Committee and Staff Welfare Committee
  - HR – performance evaluations, telework, holiday hours, Hiring Guide updates
  - Enrollment/Marketing – funding update
  - Finance – enrollment impact on budget, deficit, upcoming trainings
  - Academic Affairs – deans and reorganization
- Treasurer's Report
  - Gordon Gives
  - Staff Development Fund
- “Tell Me Something Good”
- Announcements
  - If anyone is interested in taking over “leadership” of existing interest groups, please get in contact!

# 2024-2027 Strategic Plan

# Proposed Amendment to Staff Bylaws

*The proposal is to combine the Staff Development and Staff Welfare committees to create a Staff Development and Welfare Committee: The purpose of the Staff Development and Welfare Committee is to review and recommend policies affecting staff welfare, provide feedback to the Executive Committee when applicable, and ensure support to staff when requested. The Staff Development and Welfare Committee shall consist of five members elected by and from the Council. The committee shall choose its chairperson. The committee shall:*

- a) address staff development issues and process paperwork pertaining to staff development funding requests in a timely manner*
- b) process the Proposal to Amend Staff Bylaws form; amendments made to the Handbook must also be approved by the Human Resources Director. All approved proposals will go to the Staff Council Secretary to update the Bylaws and website.*
- c) arrange and support programs and seminars which aid in increasing staff training, morale, and staff-to-faculty relations (includes supporting the Presidents office with the Holiday Meal and any other events the committee deems necessary)*
- d) review and provide feedback on policies and concerns regarding staff welfare, including working conditions and staff development funding. The committee shall work with the Treasurer of the Council in acquiring any funding necessary for Council programs, professional development, and events.*

*Additional edits:*

- a) Move to Staff Council Secretary: maintain accessibility to and integrity of the Employee/Staff Handbook and Staff Bylaws and ensure that the most recent versions are available on the Council website*
- b) Move to Executive Board: act as an official Welcome Committee for new hires and foster awareness of campus and Council processes and opportunities*
- c) Move to Executive board: conduct unofficial staff morale-boosting recognitions once per year and work with the Treasurer of the Council and/or the President's office for procuring funds relevant to this purpose.*

# VOTE!

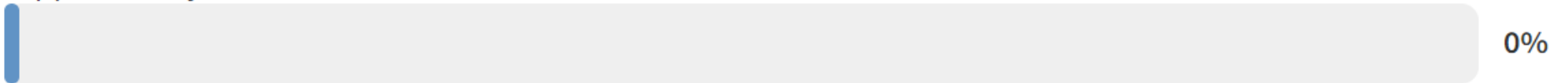
When poll is active respond at **PollEv.com/atravis119**

Send **atravis119** to **37607**

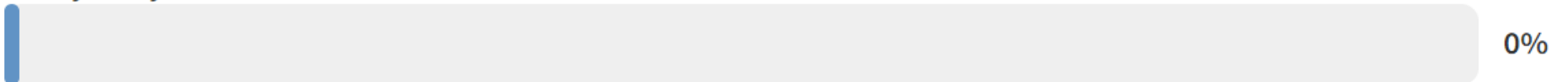


**Do you vote to approve or deny the proposal to merge the Staff Welfare and Staff Development Committees?**

Approve - Yay



Deny - Nay



# Human Resources



# Welcome New Highlanders!!

Zachary Davis, Alumni Affairs  
Kandice Estrella, Student Success Center  
Pedro Gaspardo, IT  
Xavier Hunter, Maintenance  
Haley Jones, Registrar  
Alec Moon, BLASS  
Walter Navarro, Public Safety  
Dinesha Robinson, Custodial

Coming Soon!!

Shannon Zellner, Custodial (9/25)



# Farewells



Beverly Eskridge, Library  
Zachary Kusch, Housing & Residence Life  
Atralyus Beckham, IT  
Montrese Adger Fuller, Advancement



# Current Full Time Staff Positions

(Check our website for full list)



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

# 2023-24 ePerformance



# Telework & Flextime

## Telework

Required supervisory training on managing teleworkers rolling out later this month  
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!*

## Recently Approved Policies:

- Hiring Guide update to align with USG policy (8/23)
- Post Tenure Review update to align with USG policy (8/23)





# Timeline for Changes to Hiring Policies

**5/16/23 - BOR created 6.5.1 on Academic Freedom (excerpt below)**

“Similarly, faculty and staff have the right to be unburdened by irrelevant factors such as ideological tests, affirmations, and oaths, and should instead be hired and evaluated based on relevant factors such as their achievement and the success of students.”

**7/1/23 - USG revised Policy on General Criteria for Employment**

**7/1/23 - USG created new Policy on Employee Recruitment**

**8/23/23 - GSC approved revisions to [Hiring Guide](#)**

**8/28/23 - Overview of Hiring Guide changes presented to Faculty Senate**

**9/11/23 - Training on Hiring Guide offered (recording available)**

**9/19/23 - Overview of Hiring Guide changes presented to Staff Council**

See email to all F & S 9/7/23

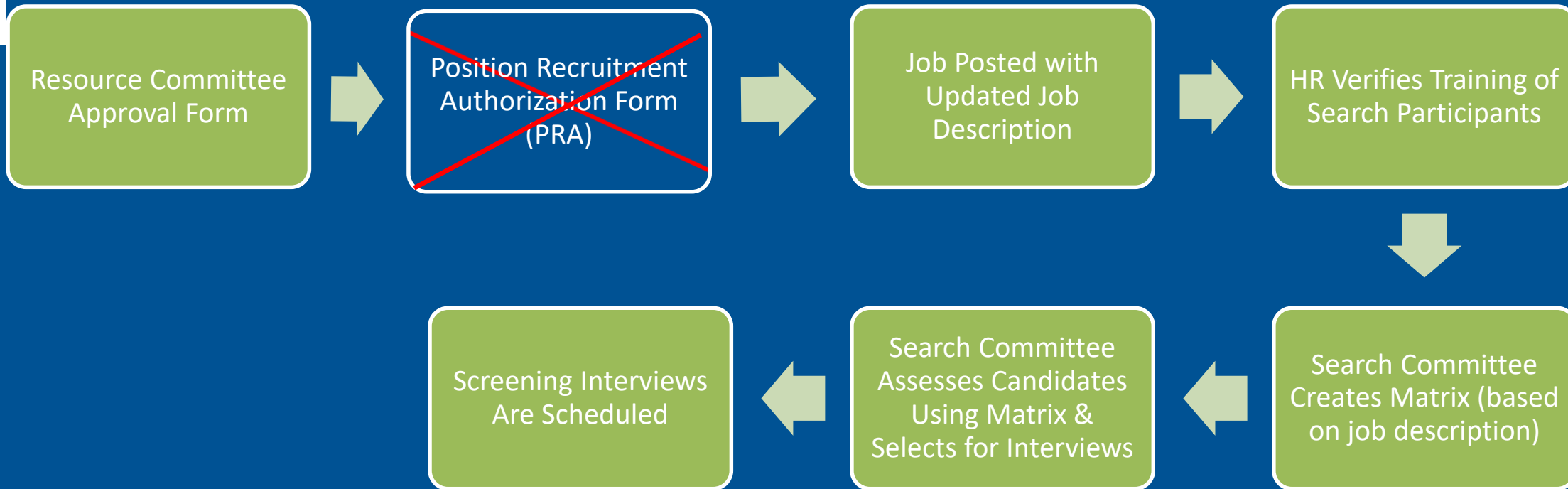
# Staff Search Committees – Who & What?

- Chair will be Hiring Manager *OR* will be designated by Hiring Manager
- Members selected by Chair and/or Hiring Manager
- HR representative will serve on each committee
- Creates matrix based on job description
- Uses matrix to screen candidates & select for initial interview
- Determines interview questions with assistance as needed from HR
- Serves as hosts for campus visits (help with campus tour, escorting around campus)
- Completes annual Selection Training & will comply with training, policies & laws
- Maintains confidentiality of applicants' identity and information
- Takes enough notes to support recommendations



**\*\*Prior to review of applications, the HR member of search committee will review each applicants' response to question regarding having been fired or asked to resign & take appropriate actions.\*\***

# Part I of Selection Process



# Job Postings

NOTE: All internal applicants must meet minimum requirements; no “courtesy” interviews.

## Internal

- 3 or more business days
- Appropriate when an internal pool exists
- Internal candidates must have completed 6-month provisional period
- Any current level of formal discipline must be disclosed to search chair (not verbal warnings)
- Follows same process as external postings

## External

- 5 or more business days
- Appropriate when an internal pool does not exist or when hiring manager & HR determine an external candidate would be beneficial to the college or if internal posting was unsuccessful



Once job has been posted, content changes can only be made if job is closed & reposted



# Direct Appointments



- Nominations can be made by VP and above via Direct Appointment Request Form
- Must be approved by CHRO, CBO, Dean & Provost (for faculty), and President
- Should be used judiciously
- Should not be used when other staff or faculty members could be deemed as suitable candidates for the position



# Interview Questions to Avoid



“Tell us a little about yourself.”

“Your last name is interesting. Where are you from originally?”

“How many sick days have you used in the last year?”

## Better Questions

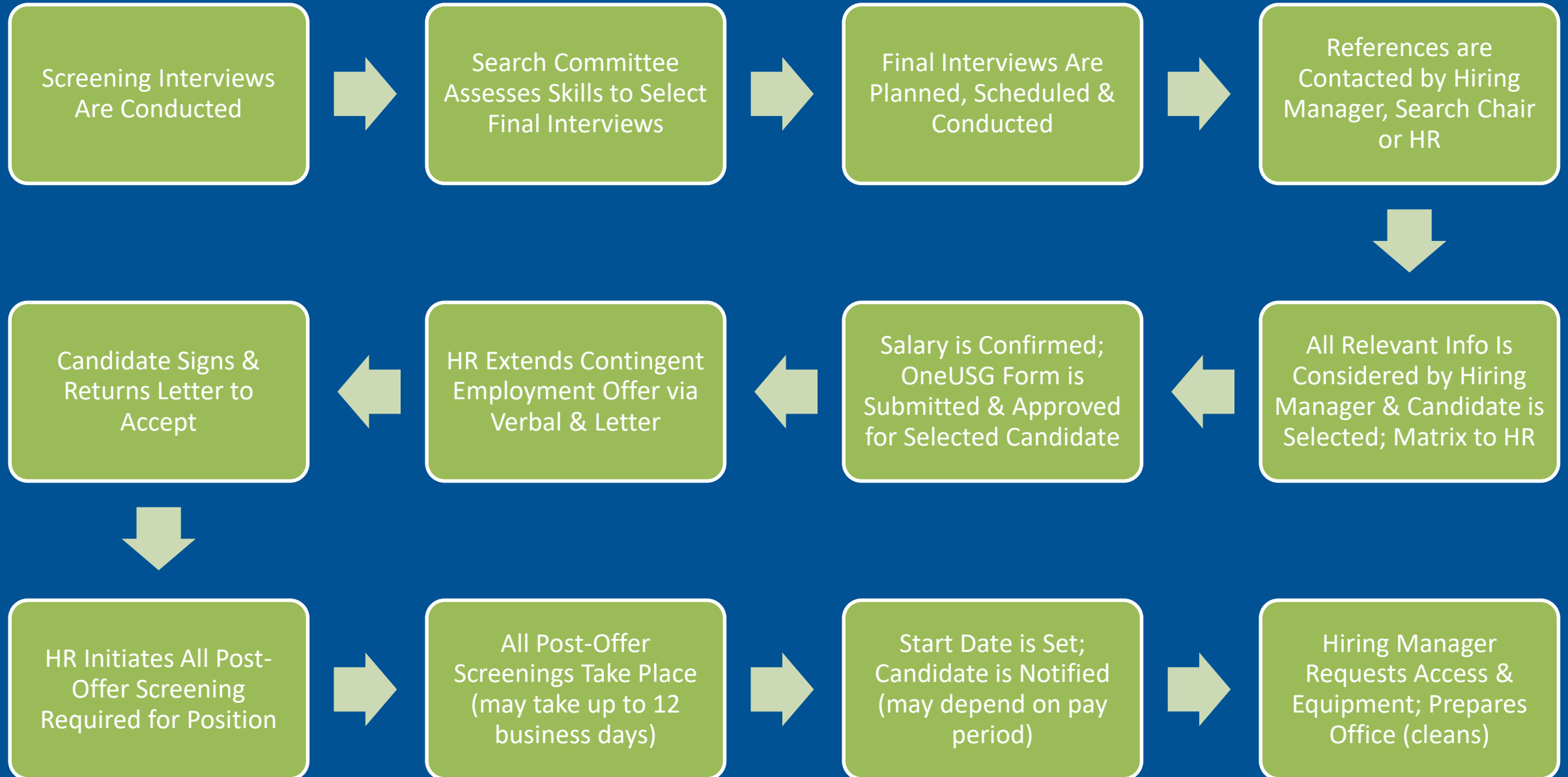
*[Reduces risk of candidate disclosing info we can't consider in decision]*

“Tell us why you see yourself at Gordon.”

“Am I pronouncing your last name correctly?”

“I’m going to ask our HR representative to tell you about our generous benefits package.”

## Part II of Staff Selection Process



**Not Included:**



**Social media** is not included in our acceptable selection criteria and is not to be used as a part of the hiring process.



# Reference Checks



- Minimum of 2 positive references are required
- Reference check from all current and prior USG institutions is required
- Under no circumstances will an institution give consideration to an applicant designated as “ineligible for rehire” or “conditional hire” within the USG unless three years have passed
- References may be conducted by the Hiring Manager, Search Chair, or HR, depending on the position and situation

# USG Candidates & Presidential Notification

Prior to extending an offer to a current USG employee, the President shall notify the President of the employing institution for potential hires of the following positions:

- Full-Time Principal Administrator OR
- Full-Time Faculty Member



Offer letters for the above situations shall acknowledge that “critical obligations should be fulfilled at the current institution within a reasonable and mutually agreed upon timeframe.”

# Payroll Due Dates

## Biweekly Approval Dates

1<sup>st</sup> Biweekly (9/17 – 9/30) – Due September 29<sup>th</sup> (Friday)

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

## Monthly Approval Dates

Monthly (9/1 – 9/30) – Due September 21<sup>st</sup> (Thursday)

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



# 2024 Open Enrollment

October 23 to November 3

Stay tuned for a Teams Meeting to discuss some of the upcoming changes to our benefits (including USG Wellness Programming.)



**2024  
BENEFITS  
FAIR**

*Monday  
October 23*

NAHS 123 10:00-2:00

Meet with USG vendors to learn about upcoming changes to our benefits plans.



LifeSouth will have a mobile blood donation station set up in the Melton Parking lot.  
Reserve a timeslot to avoid waiting.

Bring your insurance card to obtain a flu vaccine from Lamar DPH!

# Emergency Give Blood

## Gordon State College Blood Drive

Monday, October 23

10:00 A.M. – 4:00 P.M.

Mobile Station will be set up in the  
**Melton Parking Lot**

Please use QR code to  
make an appointment:



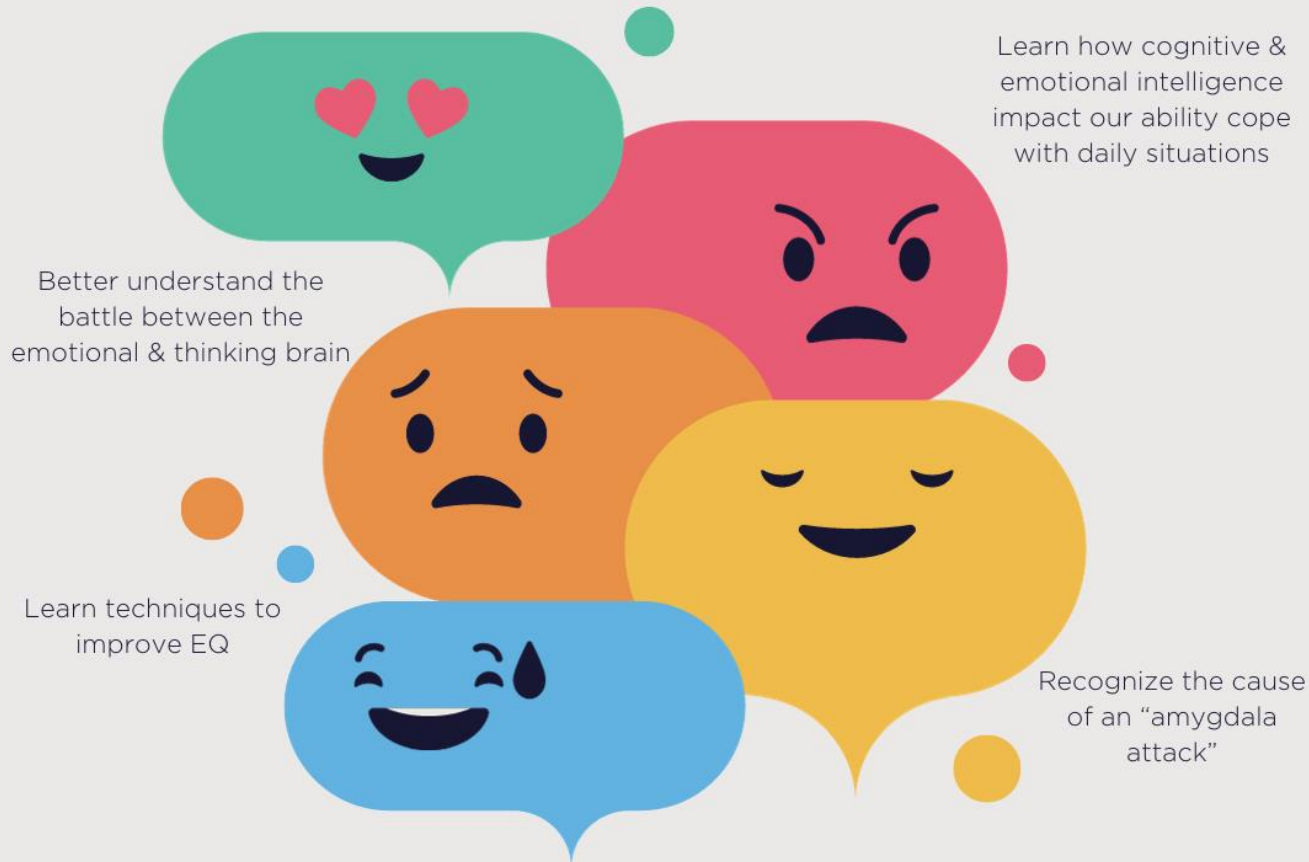
All blood donors will get a  
**recognition item!**

**LIFESOUTH**  
Community Blood Centers

Donors must be 17 or older (16 with written parental consent), weigh 110 pounds or more and show photo I.D. For more information, call toll-free 888-795-2707 or visit [www.lifesouth.org](http://www.lifesouth.org). All donors receive a recognition item and cholesterol screening.



DISCOVER THE WORLD OF  
EMOTIONAL INTELLIGENCE (EQ)



THURSDAY, SEPTEMBER 21 @3:30  
VIA GOTOWEBINAR

## Upcoming GOLD Series Sessions:

Sept 21: Discover the World of  
Emotional Intelligence

Oct 19: Powerful Communication-  
Harnessing Effective Techniques to  
Enhance Your Style

Nov 16: Work Smarter Not Harder-  
Become a Time Management Master

Dec 21: Tackle Unhealthy Habits and  
Transform Your Life

SUPPORT THE



HEALING  
HIGHLANDERS

WALK INCLUDES

Carnival for a Cure  
Food Truck Alley  
Kids' Park  
Arts & Crafts  
Live Music

Summer's Field  
Park

RIGHT NOW OUR TEAM ONLY HAS  
\$114 IN DONATIONS. . .

Saturday

4

NOV 2023

**September 30**

is the deadline to earn *up to* \$200  
in 2023 Well-Being Funds

Spouses on USG healthcare plans  
can also earn *up to* \$200.

-----Stay Tuned-----

For information on USG Wellness  
Program changes and upcoming  
Gordon-specific events.

Donate Here



# Enrollment Services & Marketing

# Enrollment Status

Summer 2023 (as of 07.13.2023)

SU23 Goal: 1053

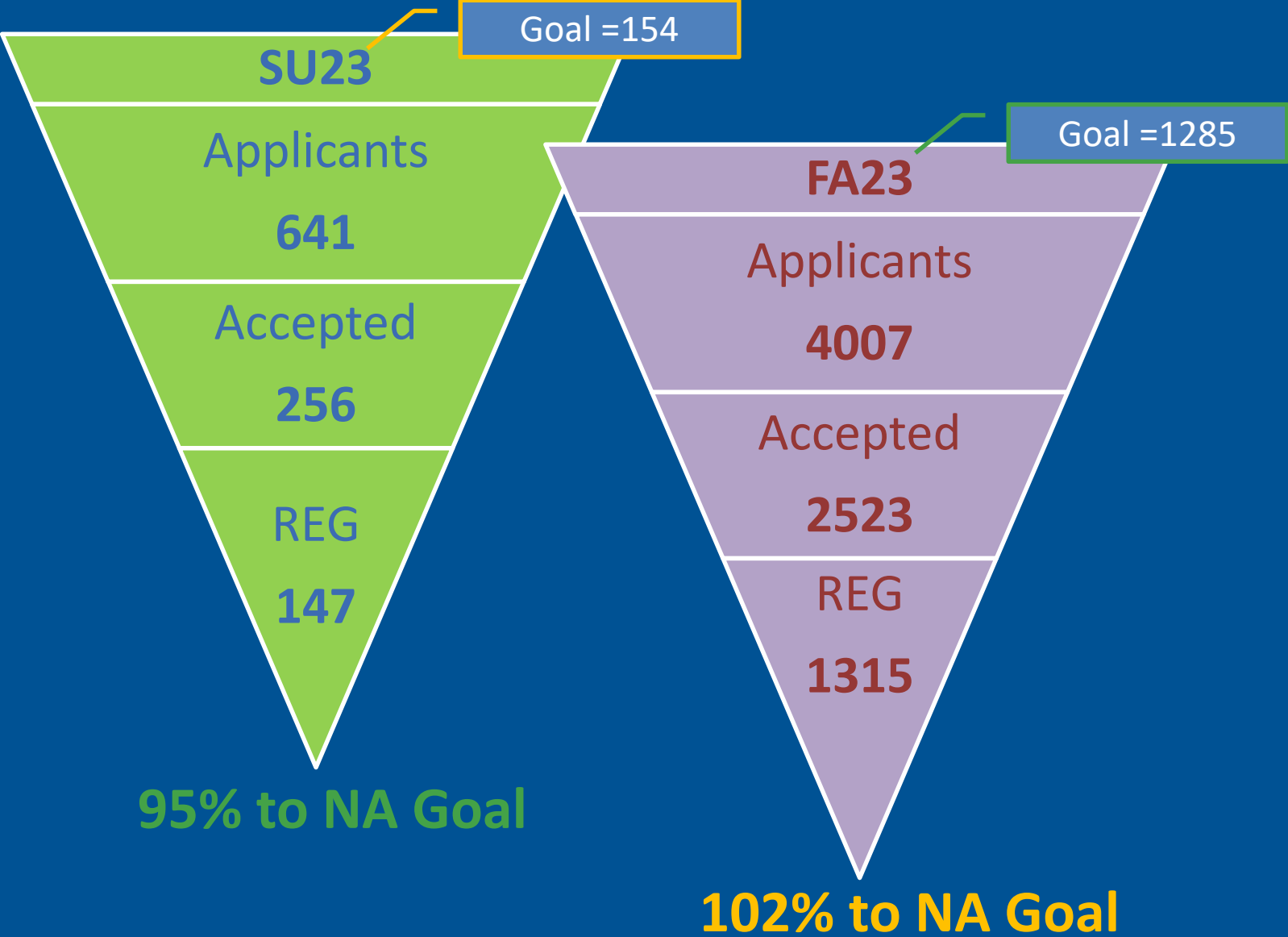
**1057** Registered

100% to Goal

SU22 Comp: 1045 as of 07.13.2022 (**1.1%Increase**)

| Returning Students |      |     |           | New Admit/Readmit Students |     |         |          |           |             |
|--------------------|------|-----|-----------|----------------------------|-----|---------|----------|-----------|-------------|
| Term               | CONT | DE  | Transient | First-year                 | DE  | Readmit | Transfer | Transient | Total       |
| SU23 Goal          | 847  | 45  | 7         | 33                         | 25  | 43      | 26       | 27        | <b>1053</b> |
| SU23 Status        | 877  | 40  | 4         | 39                         | 15  | 23      | 40       | 19        | 1057        |
| % Goal             | 104% | 89% | 57%       | 118%                       | 60% | 53%     | 154      | 70        | 100%        |
| SU22 Comp          | 837  | 43  | 4         | 29                         | 15  | 39      | 54       | 24        | 1045        |
| % Increase         | 4.8% | -7% | 0%        | 34.5%                      | 0%  | -41%    | -25.9%   | -20.8%    | 1.1%        |

# Progress: New Admits\*



\* Source: Tableau 09.18.2023

# FA23 Priorities

- **Admissions**

- Recruitment
- Application Process

- **Financial Aid**

- Automation
- FAFSA Training/Prep

- **Registrar**

- CPoS Implementation
- Banner 9 Transition

- **Marketing**

- New Audiences
- Social Media Management
- Media Relations
  - Increased Coverage
  - Increased Placements

# FA23 Enrollment Activities

## ADMISSIONS

- **Recruitment**
  - College/Career Fairs
  - Probe Tours
  - HS Table Visits/Info Sessions
  - HS Parents Nights
- **Campus Events**
  - Principal Roundtable
  - Counselors Gathering
  - Preview Day

## FINANCIAL AID

- **Campus**
  - FAFSA Sessions
  - Financial Literacy Workshops
- **Community**
  - FA Workshops
  - Scholarship Promotion

# FA23 Enrollment Activities

## REGISTRAR

- **CPoS Transition**
  - Partners
  - Communications
- **Transfer Week**
  - SM Updates
  - Possible Activities

## MARKETING

- **Internal Communications**
  - Campus Newsletter
  - News Capture
  - Social Media
  - Increased Placements
  - Website Updates



# Finance & Administration

# Academic Affairs

# Treasurer's Report

- **Gordon Gives**
  - \$400.20
- **Staff Development Fund**
  - \$14,702.00

**“Tell me something good!”**

# Announcements

Interested in interest groups?