

# TOWER TALK



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## MESSAGE FROM THE PRESIDENT

Kudos to the **College's IT staff** who have consistently provided exemplary service and support to all the college community. On evaluations, they receive the highest marks and complimentary comments. This group of dedicated individuals rarely work a 40 hour week—it is more like a 60 hour + week (without extra compensation). Also, they often have to work outside of normal working hours. When upgrades must be made, they usually have to begin after the campus is closed. On Friday, June 6, for example, the IT staff began work to disconnect and reconnect computers and telephones in the Student Center after the campus closed. Many times, their work must take place late at night as well.

Due to the nature of their work, IT staff must have flexibility in their schedules. The college recognizes this. We continue to rely on this committed group whose work is often "below the surface." I like the analogy of ducks: "While ducks look so graceful swimming in the pond, below the surface they are paddling like crazy." Thanks **Brandon Haag, Melanie Allen, Alfred Barker, Wally Beck, Rick Coker (still assisting part-time), Rick Crane, Susan Daniell, Chris Hammond, Lance Hundt, Melody Little, Eric Mullins, Lance Murphy, Beth Wheeler, Valarie Reeves, Michael Roth, Garret Sisk, Brian Wesnofske, Jack Whidden and John Williams.**

Please be sure and check out the new college video on the web site. Thanks to **Media Services**, now part of IT, who developed it.

## FROM THE OCONEE CAMPUS

The faculty and staff were rewarded for all of their hard work with an Ice Cream Social on Friday, June 27. This event was hosted by the Oconee Academic Affairs Office and the ice cream was provided by **Dr. Penny Mills**. There were many faculty and staff who came out and participated in this event and everyone had a great time.

Please welcome **Marsha Norris**, Bookstore Manager, to the Oconee Campus. Marsha comes to us from the University of Georgia where she also worked in the Bookstore for a number of years and we are very pleased to have her. Please say "Hi" to Marsha when you see her around campus or stop in the bookstore for a chat.

**TOWER TALK** is the official newsletter for Gainesville State College faculty and staff members and is published bi-weekly by the Office of Public Relations and Marketing. Submissions for the next publication should be e-mailed to [mlindsey@gsc.edu](mailto:mlindsey@gsc.edu) or sent to Michelle Lindsey, President's Office, to be received by 5 p.m., Wednesday, July 16.

**GAINESVILLE STATE COLLEGE**  
  
University System of Georgia

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## IMPORTANT COLLEGE BUSINESS

- ◆ **FROM ACADEMIC AFFAIRS:** The full-time faculty contracts for fiscal (12-month) and academic (10-month) year 2008-2009 have been mailed to the home address on file. The contracts are dated June 16, and that is the date used for the twenty (20) day return deadline. Please review, sign, and forward your contract to Dr. Martha Nesbitt for her signature. Your contract should be received by July 7. If you have any questions, please contact Dean Lieburn x3619 or e-mail [dlieburn@gsc.edu](mailto:dlieburn@gsc.edu).
- ◆ **Information concerning the new fiscal year and a few changes that would be upcoming.** FY09 budgets were uploaded on July 1. With this there are a few changes for the fiscal year.
  1. There is a new travel account number that is 650500-mileage-non employee. This account is for candidates that drive their personal vehicle to interviews. We do not pay for gas, only mileage. The rate is the same as employees.
  2. If you receive an item at your desk that was purchased by a requisition/purchase order, please send Peggy Holton the packing slip with a note letting her know if it is okay to be paid. If no packing slip was included, please send Peggy an email if the invoice for this item can be paid. This will expedite payment to vendors.
  3. Unfortunately, personal services (payroll), equipment items, and employee travel can no longer be paid from Agency Funds. According to the new regulations posted on 6/20/08, all Agency Funds will be reviewed and each steward of these funds will be contacted to discuss the impact on their particular account.
  4. We are getting more requests for payment for students performing various services. Unfortunately, we can not pay anyone for services unless they have a SSN we cannot accept the 924 number. This is an IRS regulation. This DOES NOT affect Banner payments, only if a student performs a service (note taker, referee, etc.).
  5. We will be converting to the new Peoplesoft Financials software Labor Day weekend. Per OIIT, we are to be closed for the month on August 26 and will not have access to the system until September 2. This will affect all check writing, including students, Purchasing, Budgets, and inquiries. Please plan accordingly. If you have any questions please contact Wanda Aldridge x 3731.
- ◆ **Foundations of Excellence Final Report** has been completed. This year-long self-study examined many aspects of our college to determine how well we are addressing the transition into college for our new students (those with less than 30hrs. credit). If you would like to read this report, it is available on the Faculty/Staff Portal. Click on Committees/Councils, and then click on Foundations of Excellence. If you have any questions or comments, please feel free to contact Diane Cook or Dede deLaughter.
- ◆ **Fac/Staff Phone & E-mail Directory**—If your office location has changed, please update your contact information on the website. Here's how:
  1. Go to <https://web.gsc.edu/ASP/tools/Phone/>
  2. Type in your name and click Search
  3. Click your name which should appear below the Search field
  4. Click Edit Employee Information
  5. Enter your GSC name and password
  6. Make changes and then click Update Employee Information

## ANNOUNCEMENTS

- ◆ July 1 starts the New Year for **Gainesville State College Women's Organization**. We would really like for you to join us for the upcoming year 08-09! This is going to be an exciting time with GSCWO and we're going to have some awesome events! Only \$5 to join the fun! Please find the application form at: <http://www.gsc.edu/admin/gcwo/2006membershipform/gcwo%20application.doc>.
- ◆ **GATEWAY HOUSE** needs list: Children's Program: Small bottled water w/sports top, Capri Sun; Shelter Needs: dishwashing liquid, liquid hand soap, Comet, SOS pads, paper towels, dryer sheets, laundry detergent, Lysol spray cleaner w/o bleach, furniture polish, diapers, baby bottle nipples, Clorox Anywhere Spray, 1 gallon Ziplock bags, Food storage containers, 3 ring binders, pre-paid gift cards to Wal-Mart, Target and local grocery stores as well as pre-paid gas cards are also welcome. Thank you for helping the Gainesville State College Women's Organization support Gateway House. Please take your donations to Paula Arckivy in the Registrar's Office, Betsy Cantrell in OPIR or Leora Myers in the President's Office. Your donations are greatly appreciated!

# ANNOUNCEMENTS

- ◆ **Eleanor Crawford Award**—The GSC Alumni Association would like to invite you to submit nominations for the annual Eleanor Crawford Award which will be presented at the Faculty/Staff breakfast in August. This award recognizes a member of the College STAFF for extraordinary loyalty, dedication, and service to the College. Those NOT eligible for consideration are faculty members and previous recipients of the Award: **1990-Clara Phelps & Earl Poole; 1991-Frances Meadows; 1992-Ervin Crow; 1993-Peggy Stevens; 1994-Roger Brady; 1995-Steve Langston; 1996-Blanche Kinney; 1997-Gloria Brown; 1998-Mary McDade; 1999-Judy Forbes; 2000-Diane Carpenter; 2001-Brandon Haag; 2002-Sarah Booker; 2003-Deb Lilly; 2004-Joyce Ferguson; 2005-Peggy Holton; 2006-Michelle S. Brown; 2007-Gail Emmett & Julia Davies.** If you wish to nominate someone for this award, please write a brief statement about the person and send it to Michelle B. Brown—Alumni Office or email mbrown. Nominations submitted the past two years will automatically be reconsidered. The **deadline** for nominations is **Thursday, July 31.**

## Oconee Campus

- ◆ There will be a **Project Safe volunteer training session** September 15 from 8:30am to 4:30pm. If you would be interested in becoming a Project Safe volunteer, please email [projectvolunteer@yahoo.com](mailto:projectvolunteer@yahoo.com) or call the business line at 706-549-0922.
- ◆ The Oconee Campus Office of Student Life will be hosting a Red Cross Blood Drive on July 16, 2008 from 10am until 3pm. Gift certificates from Chick-fil-A and Carraba's Italian Grill will be available, and all donors will also be entered into a drawing for two \$75 Gas Cards. Come out and give, or volunteer! For more information, please contact the Office of Student Life in Oconee (6250).

## CONTINUING EDUCATION—ON COURSE

### Driver's Education & Defensive Driving

- Driver's Education—July Session I, July 14-18, Mon.-Fri. 8am-2:30pm; Fee: \$350 (Driving Dates arranged with instructor)
- Driver's Education—July Session II, July 28-Aug. 1, Mon.-Fri. 8am-2:30pm; Fee: \$350 (Driving Dates arranged with instructor)
- Behind-the-Wheel Driving Lessons (car provided), dates & times arranged for 2-hour sessions; Fee—\$99
- The National Safety Council's Defensive Driving Course, \$35 (insurance only) \$75 (points reduction); July 7 & 9, Mon. & Wed., 5:30-8:30pm

### Adult Summer Classes

- Basic Communicative Spanish I, July 7—August 11, Mon. 6:30-8:30pm; Fee: \$75
- Basic Communicative Spanish II, July 8—August 12, Tues. 6:30-8:30pm; Fee: \$75
- Water Aerobics—July 16—August 27, Mon. & Wed., 5:15-6:15pm; Fee: \$65

### Adult Computer Classes—6 Hour One-Day

All one-day classes meet from 9am-4pm; Fee: \$99

- Basic MS Word 2007, July 7
- Basic MS Excel 2007, July 8
- Basic Quickbooks I, July 9
- MS Frontpage Web Design, July 10
- MS Windows: All You Need to Know, July 14
- Basic MS Access 2007, July 15
- Adobe InDesign CS3, July 16
- MS Powerpoint 2007, July 17
- Basic MS Excel 2007, July 21
- MS Publisher 2007, July 22
- Basic Quickbooks I, July 24
- Intermediate MS Excel 2007, July 29
- Basic Quickbooks II, July 30
- Adobe Photoshop CS3, July 31

### Adult Computer Classes—6 Hour Two-Night

All two-night classes meet from 6-9pm; Fee: \$99

- Touch Typing (Keyboarding) NEW, July 24 & 31

\* **Summer Camps and Summer Swim Lessons are now available. For more details, please visit our website at [www.gsc.edu/ce/main](http://www.gsc.edu/ce/main).**

FOR MORE INFORMATION  
AND TO REGISTER,  
PLEASE VISIT  
[WWW.GSC.EDU/CE/MAIN](http://WWW.GSC.EDU/CE/MAIN) OR  
CALL (678) 717-3605

## RINGING OUR BELLS—GAINESVILLE

- ◆ **Joan Marler and Katie Simmons** hosted the Paralegal Faculty Meeting and Paralegal Advisor Board meetings on Tuesday, June 24 and Thursday, June 26, 2008 at 5:30 p.m. in the Continuing Education Building. The groups discussed the current job climate, the new Torts Course, the proposed schedule for 2010, and the new Bachelor of Paralegal Studies approved at Clayton State College. Division Administrative Assistant, **Deb Lilly**, was also present and took the meeting minutes. These committees are a valuable resource for the program and are required to meet the American Bar Association Approval for both the AAS and Certificate Programs. We appreciate the support of the GSC Foundation in providing refreshments for these meetings.
- ◆ **Christine Jonick** served as a judge at the FBLA's (Future Business Leaders of America) Small Business Management Plan competition on June 23 at the Marriott Marquis in Atlanta.

## NEWS FROM THE COLLEGE FAMILY

- ◆ Congratulations to **Deb Lilly** on the arrival of her grandson, Caleb Bagwell. Baby Caleb arrived on June 26, and is the son of GSC Alum, Gene Bagwell and his wife Alice who are Deb's son and daughter-in-law. Alice and Caleb are doing well.
- ◆ **Louise Gee**, GSC retiree, passed away June 29, following a sudden illness. Louise worked for many years as the Circulation Manager in the Hosch Library.

## RINGING OUR BELLS—OCONEE

- ◆ Congratulations to **Anne Duke**, Business Division, on successfully becoming licensed by the State of Georgia as a Certified Public Accountant.

## UPCOMING EVENTS

- ◆ July 4—Fourth of July, College Closed
- ◆ July 8—Red Cross Blood Drive, 8am-5pm
- ◆ July 14—African-American Initiative Program, 4-8:30pm, CE Building

## COLLEGE WORKSHOPS

### Gainesville Campus

#### Staff Excellence Program Workshops-

- ◆ **July 9—Outlook Shortcuts and Tips**, 12-1pm (1-2pm for practical time w/facilitator) DM-138
- ◆ **July 15—New PeopleSoft Intro and P-Card Reminders/Policies**, 12-1pm, Acad. III 191
- ◆ **July 17—Grant Writing**, 12-1pm, Acad. III 191
- ◆ **July 22—Helpful Time Management Ideas**, 12-1pm, DM-122
- ◆ **July 23—Escape School Nationally Acclaimed Child Abduction Prevention Program**, 12-1pm, DM-109

### Oconee Campus

#### Staff Excellence Program Workshops-

- ◆ **July 15—New PeopleSoft Intro and P-Card Reminders/Policies**, 12-1pm, OC-564
- ◆ **July 17—Grant Writing**, 12-1pm, OC-564

#### Academic Success-

- ◆ **Aug. 25—Succeeding in your Math Classes**, 12-1pm, SRC Room 512
- ◆ **Sept. 24—Overcoming Test Anxiety**, 12-1pm, SRC Rm 512
- ◆ **Oct. 8—Choosing a Major**, 12-1pm SRC Room 512
- ◆ **Nov. 5—Fueling up for Finals**, 12 pm-1pm, SRC Room 512