FROM THE PRESIDENT

Thanks to all faculty and staff who helped with WOW week activities and to everyone who welcomed our students for fall semester. These first impressions for students are so important in creating the welcoming environment we value. Despite the large numbers of students, things seemed to go well. I visited some evening classes filled with new and returning students who seemed happy to be here.

*** *** ***

With the greatly increased travel involving two campuses, it might be helpful to clarify how travel reimbursement should be calculated. I will use myself as an example.

The distance from my home to the Gainesville campus is 13 miles. When I leave from this campus, go to Oconee and home, the total miles are 99 (I travel from Oconee via 129 directly into Gainesville). I then deduct 13 which would be the mileage that I would have driven home from the Gainesville campus and which is not reimbursable.

If I travel from my home to Oconee and back without coming to this campus, the mileage is 112. I can then request reimbursement for 112 minus 26 which is my roundtrip from home to the Gainesville campus and back. Again, I would have had to travel 26 miles which is not reimbursable.

The distance from the Gainesville campus to the Oconee campus is 43 miles (via Highway 53). This is the maximum distance that will be allowed.

I hope this is helpful in clarifying travel reports.

FROM THE OCONEE CAMPUS

The dust is beginning to settle in Oconee, and everyone finally found a seat and parking spot. Infrastructure issues are still being dealt with. Offices, keys, telephones, copiers, printers, security systems, custodial services, signage, and traffic control continue to get much of our attention. The library, or, as we call it, the Student Learning Center is extremely busy. Mary Pennington, who was literally buried in books last week, has dug herself out through some heavy book sales.

Staffing for the future has become a major focus. Byron Drew and his staff have chosen some excellent folks to work as tutors and to provide library services.
However, we are still hoping to add staff in advising, disability services, and academic support. This is a busy place. Come to see us when you can.

FROM THE CENTER FOR TEACHING & LEARNING

Promotion and Tenure Workshop
Wednesday, September 3
3 - 5 p.m.
Dunlap/Mathis Building, Room 109

Pre- and Post-Tenure Review
Thursday, September 4
3:30 - 5:30 p.m.
Dunlap/Mathis Building, Room 109

For general information, contact Sue Gittens via e-mail or phone (X3933); for assistance (if you can’t make the workshops), contact Penny Mills via e-mail or phone (X3652).

FROM HUMAN RESOURCES

We’d like to call your attention to the following:

Part-time faculty member of GC, Dana Von Badinski, has graciously offered to provide several FREE Fitness Yoga Workshops to GC Staff and Faculty. These one-hour classes will run from September 9-25 on Tuesdays and Thursdays at 2 p.m. in the gym of the P.E. building on the Gainesville campus. Please e-mail Amy Collins at: acollins@gc.peachnet.edu to put your name on the list.

We are beginning a new feature with this issue called, “Who We Are.” It is designed to highlight the various departments and divisions of GC and communicate who’s who in each area and what that areas’ responsibilities are. We hope it will serve as an opportunity to get to know each other a little better. ATTENTION COST CENTER HEADS: Please be on the lookout very soon for your invitation from H.R. to tell us about your wonderful group of folks and the great work they do.

Please be aware that you might be part of a random telephone survey of GCBS PPO participants. This survey will occur in September. IF you get a call from the “Burrus Institute” — don’t just hang up thinking they’re telemarketers. Your feedback is important and this is your chance to provide input on your healthcare plan.

AUDITIONS

for

ANYTHING GOES
September 2
Brenau’s Hosch Theatre
6 p.m.

The Gainesville Theatre Alliance invites singers and dancers to audition for ANYTHING GOES and STONE SOUP. Auditionees should dress comfortably for movement and prepare a 30-second song. There are roles for approximately 20 men and 20 women. Tap dancing experience is a plus but not a requirement. For more information or to make an audition appointment, call Francine Dibben at 770-718-3606. ANYTHING GOES will be performed in the Hosch Theatre, November 4-16.

Children aged 8 - 12 may audition for STONE SOUP on Thursday, September 4, 4 - 5:30 p.m. Adult auditions are at 6 p.m. Auditions will be held at Brenau’s Pearce Auditorium. Directing STONE SOUP is Gay H. Hammond, WonderQuest’s artistic director and co-author with Dale Grogan of this musical version of the classic folktale. No appointment is necessary. For more information, call Francine Dibben at 770-718-3606.
To sign up to receive e-mail notification about all upcoming auditions, including *The Passion of Dracula* (February 10-22) and *Comic Potential* (April 13-25), go to:
www.gainesvilletheatrealliance.org and follow the instructions under “Audition Information.”

All auditions are open to amateur actors and to actors with professional experience. The latter may be considered for paid roles.

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**KEVIN BURKE**

*Psychological Aspects of Fitness and Exercise*

Noon on Monday

September 15, 2003

CE/PA Auditorium

Kevin Burke is an Associate Professor in the Department of Public Health and is the director of the Sport Psychology Laboratory at Georgia Southern University. He has assisted professional, college and high school athletes from various sports as a sports psychology consultant. He earned an M.A. in Social/Organizational Psychology from East Carolina University and a Ph.D. from Florida State University in Sport Psychology.

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**SEPTEMBER PROGRAMS**

**Sponsored by the Office for Minority Affairs**

9/3 - Academic Advising Workshop
12 noon and at 5 p.m. Academic III, 187.

9/4 - Academic Advising Workshop
12:30 p.m. in Academic III, 187.

9/8 - Sign up for a Campus Mentor—Mentee/Mentor at 12 noon and at 5 p.m. in Academic III, 187.

9/16 - Study Skills and Time Management Workshop at 12:30 p.m. in Academic III, 187.

9/17 - Study Skills and Time Management Workshop at 12 noon and at 5 p.m. in Academic III, 187.


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**STAFF COUNCIL** will be meeting monthly this year—the first Thursday of each month at 3 p.m. The next meeting will be Thursday, September 4. If anyone has a matter to be brought up by the Council, please let a Council member know.

Council members are: Brenda Adams, Sarah Booker, Sheree Corbin, Debbie Farmer, Joyce Ferguson, Mary Hamby, Sloan Jones, Leora Myers, Glenn Preston, T. J. Johnson, Tony Phillips, Julia Davies, Garry Merritt, Jason Ponders and Alfred Barker.

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A GCWO Membership Form is inserted in this issue of *Tower Talk*. If you haven’t paid your dues, please do so today.

One of the pet projects of GCWO is the Gateway House. Brenda Cook, Gateway House Executive Director, wrote in an August 15 letter: “If you have ever doubted whether a single contribution to Gateway could really make a difference, just look at it from the perspective of someone whose life it has touched. At Gateway House, our mission is to provide shelter, crisis intervention and support services to victims, as well as community education and outreach for the prevention of domestic violence.”

And Cook lists the following testimonial example:

“Gateway House provided safety and support for my three children (10, 4 and 3 months) and me. Thanks to them, we look forward to happy times. — Mary, Justin, Amy & Jake.”

On behalf of the Gainesville College Women’s Organization, we urge you to look over the Gateway House Fall Back-to-School Needs List below. Any contribution you make can be picked up by Ray-Lynn Snowden or other GCWO members who will insure that your donation is received by Gateway House.
promptly. Ray-Lynn’s office is Room 117 in Academic II, X3608.

As Brenda Cooks says in her letter, “Thank you for your continued and generous support in the effort to prevent and protect against domestic violence.”

**Back to school needs:** Book bags, spiral notebooks, 3-ring binders (1 - 3”), 3-holed zipper pencil cases, notebook dividers w/tabs, grades 1 - 3 D’Nealian writing tablets, Kleenex, baby wipes, gallon size Ziplock bags.

**Children’s Program Needs:** Diapers (sizes 4 & 5), juice boxes, fruit snacks, Granola bars, Clorox wipes.

**Shelter needs:** Alarm clocks, dryer sheets, paper towels, bathroom tissue, disposable razors, deodorant, hand & body lotion.

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**MYRA NASH: Small Scale Works**

Exhibit: September 3 - October 1, 2003

Roy C. Moore Art Gallery, CE Building

**Artist’s Reception,**

Wednesday, September 24,
12 noon, Gallery/Lobby

Myra Nash is a Georgia artist working with oil paint on hand-crafted small scale wooden boards. Her somewhat dreamlike imagery is made up of symbolic-type forms drawn from media sources that take on a new life when they are reassembled out of context in her work.

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**Fitness Yoga**

**Free to Gainesville College Faculty and Staff**

September 9 - 25, 2003

Tuesdays and Thursdays

2-3 p.m., PE gymnasium

Achieve relaxation, balance, flexibility and strength through Yoga. Learn to perform poses, control movement and sense the body’s abilities and strengths. All fitness levels are welcome to attend.

**Instructor:** Dana Von Badinski, M.S. Kinesiology, ACSM certified, YogaFit® certified, GC Physical Education Instructor.

Wear comfortable, loose-fitting clothing. Bring water and a towel. Yoga mats are recommended and a limited number are available to borrow.

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**YOU MAY GET A CALL ABOUT YOUR HEALTHCARE PLAN.**

**PLEASE RESPOND**

If you were enrolled in the University System of Georgia’s PPO Healthcare Plan last year (2002) or this year (2003), you may be contacted in the next few weeks as part of a customer survey.

On behalf of the USG, the Burrus Institute will be calling randomly selected faculty, staff, and retirees between 6 and 9:30 p.m. Mondays - Thursdays during the month of September. Responding will only take a few minutes.

They will ask for your opinions on things like
- The provider network
- The care you and your family have received.
- Your understanding of the PPO plan design
- Your overall satisfaction with the plan

So if you get a call from the “Burrus Institute” -- don’t just hang up thinking they’re telemarketers. Your feedback is important, and this is your chance to provide input on your healthcare plan. (But no, you can’t volunteer to be contacted; that wouldn’t be random!)
INTRAMURAL TENNIS SINGLES TOURNAMENT

Sign up for the Singles Tournament this fall! Entry forms are available in the PE office and Fitness Center. Each player should list contact information and estimated level of play (A-advanced; B-intermediate; C-beginner). Tournament is single elimination.

Players will get one week to complete each round, so matches can be arranged with your opponent. Tournament will begin the week of September 22. For further questions, contact Lisa Watson in the PE office (X3646). Students — this will go on your co-curricular transcript!

INTRAMURAL SWIM MEET: OCTOBER 1

The fall GC Intramural Swim Meet will take place on Wednesday, October 1, during the noon activity hour. Warm-ups in the pool begin at noon and the meet should start at 12:15 p.m. and be done at 1 p.m. (in time to make the next class!). Entry forms are available in the PE office and Fitness Center. Swimmers may enter up to four individual events — ribbons awarded for all events and t-shirts go to the first 24 swimmers to sign up! Events include: 25's of each stroke (1 length), 50's of each stroke, and a few longer events.

For questions, contact Lisa Watson in the PE office (X3646). Students and faculty welcome — swimmers will compete within their respective age groups. Students this will go on your co-curricular transcript!

GET WELL WISHES to Wallace Scott. We all hope you are back on your feet again real soon.

CONGRATULATIONS to John O’Sullivan and his new bride, Kommerien Daling who were married in Amsterdam on May 22.

The Gainesville College family extends its heartfelt sympathy to Glenn and Gary Preston, whose grandfather, Robert Killian, died August 16.

Ringing our Bells

Dale Crandall and Dana Nichols hosted a Foreign Language Social on the evening of August 12 on the Oconee Campus in order to get part-time faculty acquainted with each other and with any of the full-time faculty who could make it. Everyone brought a finger food and we received some high praise from the part-time faculty who really felt that we cared about their success with GC. Most of our language part-time faculty attended, and Chaudron Gille and Dava Dobbs (part-time Oconee employee) were also in attendance.

Dale Crandall and Dana Nichols also conducted a workshop for the Spanish part-time faculty on creating a syllabus and administering the departmental final exam for SPAN 1001/1002.

Kerry Stewart was nominated to serve on the American Philosophical Association Committee in Two-Year Colleges and appointed by the Board of Officers to serve a three year term.

Michallene McDaniel attended the annual meetings of the Association for the Sociology of Religion in Atlanta from August 15-17. She presented a paper entitled, "More Meaning: New Age Books From the Readers' Perspective."

Answer: Between 1825 and 1829 there was a “moon” on the Potomac around 5 a.m., when John Quincy Adams stripped down and took his morning swim.
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<td>Myra Nash Art Exhibit, September 3 - October 1, Roy C. Moore Art Gallery,</td>
<td>Ms. Nash is a Georgia artist working with oil paint on hand-crafted small scale wooden boards. Her somewhat dreamlike imagery is made up of symbolic-type forms drawn from media sources that take on a new life when they are reassembled out of context in her work.</td>
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I wish to join the Gainesville College Women's Organization for the year 2003-2004. Paid membership entitles me to participate in trips, fundraisers, meetings, lunch and learn, and other planned events for the year.

Please complete this form and send it along with your $5.00 yearly dues to Jackie Mauldin, Bookstore. (Make checks payable to GCWO). Spouses of employees are invited to join and fully participate in the GCWO activities.

Retirees are also invited to join.

(PLEASE PRINT)

Name of Member: ____________________________
Home Address: ______________________________
Home Phone: ________________________________
Work Phone: ________________________________

GC Position and Location: ____________________________

Retired ( ) please check if yes

Spouse of: __________________________

Please select one or more ( ) committees below to serve on for the 2003/2004 year. (See committee descriptions).

- Christmas Auction/Luncheon
- Program/Activities
- Refreshments
- Service Project (Gateway House)
- Scrapbook
- Ways & Means (Cookbook)
- Special Projects Committee

Please help the program/activities committee by giving your suggestions of what programs you would like offered or places to visit (either on campus or off.)


Committee Descriptions

Christmas Luncheon/Auction: Main fundraising event for the year. It is either held on campus or off campus (usually decided by Chair and committee members). Members of the organization solicit donations or make/bake items to be either auctioned off or used as door prizes at the function. A very nice meal is served. All members of the college community are invited to attend.

Refreshments Committee: Responsible for refreshments at meetings and other events where refreshments will be served.

Scrapbook Committee: This committee is responsible for the inclusion of all photos and articles of GCWO events in the scrapbook.

Special Projects Committee: (1) Book Scholarships - really nothing to do on this; 2) Retirement Gifts - work with Treasurer to secure retirement gifts; and 3) If funds are available, this committee will survey campus cost center heads for needs in their area that cannot be purchased with state funds and then present needs to membership for consideration of funding.

Program/Activities Committee: This committee is responsible for planning all programs and activities for the organization. The Vice President of the organization will chair this committee.

Service Project (Gateway House): This committee will be responsible for being the contact for the Gateway House and letting the membership (as well as the campus as a whole) know of their monthly needs. Will be responsible for taking all donated items to the Gateway House after collection.

Ways & Means Committee: This committee will come up with ways to raise funds, if needed. The GCWO Cookbook will be available for sale this fall.
GCWO COOKBOOKS ARE HERE

THESE WILL MAKE GREAT GIFTS BIRTHDAYS, WEDDINGS, CHRISTMAS, ETC. ONLY $15.00 EACH

See a Cookbook Committee Member:
Teresa Leckie, Plant Ops. X3677;
Leora Myers, President’s Office, X3610;
Lynda Gastley, Development Office, X3607;
Rebecca Homan, Oconee Library, 706-310-2238; or
Dru Thomas, Child Care Solutions, 770-531-6052
Who We Are......

This is the first of a series of articles in Tower Talk about the personnel, duties, and responsibilities of the various offices, departments, and divisions of Gainesville College. Hopefully, and with the cooperation of each department, these articles will run monthly and will help all employees to understand the workings of these diverse entities. So be on the look out for an invitation from Human Resources to highlight your area very soon.

Meet the Business Office of Gainesville College. Personnel in this office are housed in the Administration Building on the Gainesville Campus of GC. The Office handles all business accounting functions, purchasing, accounts payable, accounts receivable, payroll and human resources. Individually, each of these areas has layers of functions and responsibilities that affect the entire GC community. The Office also maintains communications with state and Regents' auditors, various vendors, and ultimately the Chancellor's Office and the Board of Regents. Through the responsibilities of the Business Office, every student, staff and faculty member on campus is touched.

Probably, every person on Gainesville College's main campus knows where the Business Office is located and has had opportunity to visit it, from a new employee's first visit to the campus, to a student picking up a HOPE or work study check.

The Office is headed by a 35-year employee, Bob Howington, who ably serves as Vice President for Business and Finance and is an influential and viable member of the President's Executive Council. In his 35 years, Mr. Howington has seen the campus mushroom from less than 1,000 students to more than 5,200 this fall. He has spearheaded the construction of eight new buildings, and has served as a liaison between the Board of Regents and contractors, architects, and vendors. The Offices of Plant Operations, Public Safety, and Auxiliary Enterprises report to him.

With assistance from Mr. Howington, Debbra Pilgrim prepares the College's budget each year. The preparation has been painstakingly difficulty recently due to the new accounting system, PeopleSoft, which has impacted the entire office. In addition, Ms. Pilgrim prepares the Financial Reports, and works with state and Regents auditors. She maintains the accounting and budget records of the College.

Tina Stone serves as the source of all institutional purchases, from preparing purchase orders to advertising for bids. She is responsible for campus telecommunications and handles personnel travel. She also balances all of the College's bank statements and processes personnel charge cards.

Peggy Holton ably handles the Accounts Payable for the College. She continually strives to keep the accounts payable current through her reminders to the several offices on campus. Within the last year the PeopleSoft system has created a significant impact on the processing of accounts.
Carla Gibbs and Kim Armour serve students, faculty and staff through the front window of the Business Office. Activities surrounding the various student registration periods keep both of these individuals extremely busy. Carla also prepares financial aid check requests and maintains Banner Student accounts receivable. Kim serves as cashier for all institutional business services.

Amy Collins serves as Human Resources Director. She oversees the administration of various elements of the personnel program. She assists employees and retirees with a wide variety of daily issues. This year the responsibility of Staff Development has shifted to H.R. Within the next two weeks, the H.R. and payroll offices are moving across the hall from their present location in the Administration Building.

Debbie Farmer prepares the payroll for all institutional personnel including faculty, staff, part-time personnel, and student work study or work aide. She has succeeded in getting approximately 93% of the employees to have their checks processed electronically through direct deposit.

Dean Lieburn serves as Personnel Assistant in the Human Resources Office and processes medically and other payments from retirees. Dean currently works with new employees during the completion of employment paperwork and benefits orientation.

Erdine Donovan assists with many functions in the Business Office and also serves as assistant to the Vice President for Business and Finance.

From left to right: Tina Stone, Debbra Pilgrim, Kim Armour, Dean Lieburn, Amy Collins, Debbie Farmer, Carla Gibbs, Peggy Holton, Erdine Donovan, Bob Howington.
The Office for Minority Affairs & Multicultural Programs

What is a MENTOR?

◆ A mentor is a person who takes a personal interest in another person's life.
◆ Provides a sincere form of support.
◆ Oversees the development of the mentee.
◆ Is a guide/teacher/coach.
◆ A role model.

The Office for Minority Affairs and Multi-Cultural Programs invites all Faculty and Staff to participate in the Mentee-Mentor Program. The meeting will be held Monday, September 8th at 12 noon and at 5:00 p.m. in room 187 of Academic III. Invitations have been sent to over 600 students, so your support is essential to the success of this program.

Last school year, many of you served as a mentor, and I would like to once again thank you. Through that Mentee-Mentor contact, many students became connected to the campus and positive relationships were developed.

If you have any additional questions, feel free to contact me, André Cheek at ext. 3749, or email me at acheek@gc.peachent.edu. I will be glad to talk with you about the amount of time involved in becoming a mentor.

Have a wonderful week, and I hope to see you on Monday, September 8th at 12 noon or at 5:00pm!

André Cheek
Director for Minority Affairs and
Multicultural Programs

WOULD YOU LIKE TO BE A MENTOR???

Name: ________________________________
Office Location: ________________________________
Phone: ________________________________ E-mail: ________________________________
Office Hours: ________________________________ Have you ever been a mentor before?
□ Yes □ No

Please return this information to the Office for Minority Affairs before September 8th, or bring it with you to our first Meeting on Sept. 8th, at 12:00 noon or 5:00 p.m. in Room 187 of Academic III.