

Spring 2007



HAVE YOU HEARD?

an update for the division of finance & administration

HAVE YOU HEARD ABOUT: SALARY INCREASES

Friday, March 16, 2007

Valdosta State University is moving towards implementing a new pay plan. Currently we have a pay plan that consist of pay grades that number from 10 to 38. Each of these numbers is associated with a range of salaries. The salary range starts with a minimum salary and ends with a maximum salary. MGT has a proposed a new pay plan for VSU and this pay plan will consist of pay grades that are numbered from 11 to 47. Each new pay grade will have a pay range with new, more competitive minimum and maximum salary amounts than what is currently in place. These new pay ranges were determined by the research conducted by MGT based on Georgia Department of Labor information.



In order to begin moving employees into the new pay grade system we will begin by adjusting those individuals who are in the lower pay grades. With the money that has been budgeted this fiscal year VSU will be able to adjust those employees who will be in the new pay grades numbered 11 through 16 and who are below the minimum of the new pay ranges. These pay grades include such titles as Custodial Workers and Office/Clerical staff. Currently there are 165 individual staff members who are below the pay grade minimum for the new pay grades 11 through 16. These increases will be retroactive to January 1, 2007. Along with the initial increases to the lowest pay grades we will also be addressing the reclassifications that have been on hold since last year pending the results of the MGT study. These reclassifications will also have an effective date of January 1, 2007.

Employees who are in the pay grades that will be affected will receive a letter advising them of their salaries and new pay grades. Once this phase is completed the new pay grades will be 11 through 16. All employees will receive letters advising them of the new proposed pay grades and associated pay ranges that will be implemented in a phasing in process as monies become available. Each fiscal year VSU hopes to put aside an equivalent sum of money to continue to bring those employees who are below the new minimums of the pay ranges up to that new minimum amount.

Information provided by VSU Human Resources http://romulus.valdosta.edu/finadmin/human_resources/aboutus.shtml

NEWS NOW

Tax Returns



W-2 Statements for all employees were distributed Friday, January 19, 2007.

Did you receive yours?

If you did not receive a W-2 form or have misplaced your W-2 form and need to have one reprinted, please complete a request form and submit your information to the Payroll Office. Request forms are available online at <http://www.valdosta.edu/finadmin/financial/forms.shtml> If you have further questions please contact the Payroll Office at 229-333-5708.

Tag... Your It!

We want to plaster the state highways and byways with VSU Blazer Pride! Join the game, tag your vehicles, and then "tag" all your Blazer relatives and friends to join in as well!

The State of Georgia requires at least 500 applications to reinstate the official State of Georgia Valdosta State University plate. All that is required at the time of application is the \$25 manufacturing fee. When you receive your new plate, you will pay a \$25 special tag fee, in addition to your regular ad valorem taxes. If the required 500 applications are **NOT** received, the manufacturing fees will be refunded.



All applications **MUST** be received by July 31 of 2007. Tags applied for in 2007 will be available in 2008. To apply for your tag, visit your local tag office and request the new Valdosta State University license. To find out where your local tag office is located, please visit <http://motor.etax.dor.ga.gov/locate/tagoffices>.

Information provided by <http://www.valdostastate.org/NetCommunity/Page.aspx?&pid=290&srcid=203>

Lunch & Learn: Beyond Fad Diets



Join us as we learn about and promote a healthy lifestyle!

- Building a Well Community March 20th

Seminars are held at Palms Dining Facility from 12:30 p.m. to 1:30 p.m. The cost is \$7.19 (cash) or a Meal Plan. Space is limited. Please call 229-259-5105 or email Becky Murphy at rbowes@valdosta.edu to reserve your seat!

Mark Your Calendars: COSA Meeting April 10th

Council on Staff Affairs meets the 2nd Tuesday of each month. Meetings are held in the University Center Rose Room beginning at 9 a.m. The next meeting is scheduled for April 10th. Faculty, Staff, and students are all welcome to attend monthly meetings.

Employee Training Opportunities for March

Please consider participating in one of the many professional development opportunities available in March and April. Encourage your employees to participate as well. Remember that one of your 5 strategic planning goals for the entire university is to enhance employment development!

How to Hire the Right Person

Date: March 20th & March 27th (Participants must attend both days)

Time: 9:00 a.m.-12:00 p.m.

Location: UC Cypress Room

Dynamite Telephone Skills

Date: March 27, 2007

Time: 1:00 p.m.-4:00 p.m.

Location: UC Rose Room



ACKNOWLEDGEMENTS & ACCOMPLISHMENTS

Strategic Planning & Organizational Development's Newest Employee



The Office Strategic Planning and Organizational Development would like to welcome their newest employee, Gala Jackson. A VSU Alumni, Gala graduated Magna Cum Laude with a Bachelor of Fine Arts in Speech Communication with emphasis in Organizational Communication. During her undergraduate course work at VSU, Gala has been listed among the Most Outstanding Students in the College of the Arts, awarded the President's First Year Scholar Award, and a member of three honor societies. Currently, Gala is working towards a Master's in Higher Education Administration at VSU.

Gala officially joined the VSU staff in August 2006 in the Division of Public Services as a Continuing Education Program Coordinator. As a coordinator Gala maintained an active role in the community, and through her professional experiences discovered her career niche, planning and organizational development. Gala will serve as the Administrative Coordinator for Dr. Christy Coons Yates.

Still active in the community, Gala serves as the Vice-Chair of the MetroOne Committee with the Valdosta Lowndes County Chamber of Commerce, serves as a CHOICES presenter in local school systems promoting positive choices and planning for the future, and is the founder of *Young Women Speak*, an organization designed to help young women achieve the highest levels of personal and academic excellence.

We Caught You Caring



Bethany Brett
Lowndes Hall (Housing)

Alex Cramer
University Police

Litisha Glover
Lowndes Hall (Housing)

Stuart Taylor
University Police

The following people were recognized with
I Caught You Caring Cards for their exemplary
service in the past month!



Pam Vickers
Financial Services

Thomas White
University Police

Andrea Zrikas
Hopper Hall (Housing)

Employee Spotlight – Hazel Dasher

The Division of Finance and Administration would like to welcome Hazel Dasher to the staff. A former Valdosta State College student, Hazel is the receptionist for the Vice President of Finance and Administration, James L. Black. On March 2, 2007 Hazel will celebrate her one year anniversary with VSU and states that, "There is no such thing as a typical day. Each day is different and exciting".

As a receptionist, Hazel's job duties include answering the phone, assisting visitors in the office, interacting with the office staff, handling the mail, and additional secretarial duties. So far her favorite part of the job is the people that she works with, "They are all very special and great to be around".

When she is not in the office, Hazel enjoys spending time at her mountain home in North Carolina, oil painting, reading, designing, making jewelry, going to movies and plays, and eating out.

Welcome and Congratulations!

The following employees have been hired, promoted (*), or moved to new positions since January. The Division of Finance and Administration would like to offer our welcome and congratulations!

| <i>Name</i> | <i>Department</i> | <i>Job Title</i> |
|-----------------|--------------------------------------|--------------------|
| Troy Adams | Physical Plant & Facilities Planning | Custodial Services |
| Kunesia Cobb | Physical Plant & Facilities Planning | Custodial Services |
| Maebula Pringle | Physical Plant & Facilities Planning | Custodial Services |

February

| | |
|-------------------|------------------|
| Edward Alexander | Linnie Kinard |
| Donnie Atkins | Betty Lloyd |
| Harry Crumley | Kenneth Daniels |
| Michael Jones | William Hires |
| Barton Rye | Christy Coons |
| Rayfield Scurry | Yates |
| Michael Eaves | Barry Futch |
| Thomas Butler | William Griffin |
| Latoya Donar | Kevin Boyd |
| Rufus Foster | Lisa Brown |
| Selena Harvey | Michael Fontaine |
| Phyllis Jackson | |
| Courtney Edington | |
| Debra Reaves | |

*Please wish
the following
people a happy
birthday !*



March

| | |
|-----------------|-----------------|
| Anthony Rolls | Johnnie Lamb |
| Bethanie Bass | Bobby Flowers |
| Jed Brogdon | Todd Howard |
| Mandy Steams | Beverly Simmons |
| Donald Carnine | Melissa Adams |
| Mike Hamm | Jennifer Blair |
| Roy Wilson | Gina Breseman |
| Willie Carter | Carolyn Patrick |
| Angela Johnson | Russell Severns |
| Marjorie Lucas | Ashley Williams |
| Sherri McDonald | |
| John Watson | |
| Robert Kellner | |