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## Happy Thanksgiving!

The Human Resources Team and I would like to wish you all a happy holiday season and also thank you for your continued support and understanding of the bureaucratic processes, paperwork/forms required by our department. We are very excited to have finally filled four vacant positions in Human Resources (view page 9 for a copy of their bios).

This newsletter is the last one for 2014; therefore, it is full of a lot of helpful information including: upcoming training sessions, helpful ADP tips, policy review, and ACA reminders.

In addition, please remember the *University will close for the Christmas Holidays from December 24, 2014 through January 2, 2015. However, this will require everyone to use two days of annual leave, comp time or leave without pay for December 31, 2014 & January 2, 2015. Employees with available comp time or annual leave must use this time rather than elect leave without pay. Employees should not place annual leave on their timecards for these days. Leave will be entered for all employees by the Payroll Department. This would allow the University to be closed for 12 consecutive days.*

We wish you and your family members the very best during this holiday season!

*Dr. Ale Kennedy*

*Interim Associate Vice President for Human Resources*



## Personnel Action Form Training

All sessions will be held  
in the Human Resources  
Training Room.  
9:00 to 10:30 AM

- January 14
- February 18
- March 18
- April 15

*To sign up for any of  
these sessions, please vis-  
it [georgiasouth-  
ern.gosignmeup.com](http://georgiasouthern.gosignmeup.com).*

## Compliance Training Update

We appreciate your patience  
as Building a Better U had  
to undergo emergency  
maintenance by the third  
party vendor. Due to the  
system being pulled down  
for a few days, Human Re-  
sources has extended the  
due date for the "Legal and  
Ethical Compliance" and  
"Workplace Safety Compli-  
ance" training courses.

**The new due date is Fri-  
day, December 12, 2014.**

Currently, 40% of Univer-  
sity faculty, staff, and gradu-  
ate assistants have complet-  
ed the required training.

If you have any questions or  
concerns, contact Jeff Laws  
at 478-7120.

# TRAINING OPPORTUNITIES

## The Training Website is Being Updated!

The current website employees are using to sign up for face-to-face training opportuni-  
ties is being updated. Please take note that most of the training opportunities shown in  
this newsletter will require participants to sign up at [georgiasouthern.gosignmeup.com](http://georgiasouthern.gosignmeup.com).  
Employees will be able to sign up for courses taking place during the month of Decem-  
ber at [training.georgiasouthern.edu](http://training.georgiasouthern.edu). However, at the conclusion of the Fall semester,  
the old training site will be taken down, and the new training site will then use the tra-  
ditional URL of [training.georgiasouthern.edu](http://training.georgiasouthern.edu).

**To sum it up, from now until the end of the Fall semester, to  
register for courses in 2015 you will go to [georgiasouth-  
ern.gosignmeup.com](http://georgiasouth-<br/>ern.gosignmeup.com). After the Fall semester, it is business as  
usual and all training will be found at [train-  
ing.georgiasouthern.edu](http://training.georgiasouthern.edu).**

Please click the link below to view the step-by-step instructions to sign  
up for a class in the new training website.

<http://goo.gl/6fjFbt>.

## Train-The-Trainer

*When presenting or facilitating training.....*

*How do you overcome nervousness?  
How do you gain the participants' respect and attention?  
How do you develop your materials?*

These are just a few of the many questions that will be answered in this session. This  
course will break down the different aspects of conducting a training session. We will  
discuss the entire training process including:

- Conducting a needs assessment
- Planning the course agenda
- Developing course materials
- Knowing your audience
- Playing devils advocate
- Practicing the presentation
- Presenting with confidence

**T**rain  
the  
rainer

This session will be held on Thursday, February 19 from 9:00 AM—10:30 AM  
in Continuing Education Room 2911.

*To sign up, go to [georgiasouthern.gosignmeup.com](http://georgiasouthern.gosignmeup.com).*

## Legal Affairs Boot Camp Series

Merriam-Webster defines “boot camp” as: “a program or situation that helps people become much better at doing something in a short period of time.” This is a seven session, comprehensive overview of legal issues facing the University and its employees. Employees will learn to recognize legal issues as they arise and will gain an understanding of the rules, regulations, laws and policies that apply to University operations. Participants will be provided with useful reference materials and web links and will become familiar with campus resource persons for each area covered. By the end of the course, participants will be much better at recognizing situations in which certain laws or policies may apply and will know where to go on campus to find assistance. The series will be taught by Associate Vice President for Legal Affairs, Maura Copeland. All sessions will be from 2:00 to 4:00 pm in the College of Education Building, Room 3166-H. Please try to attend all sessions of the series if possible. If you would like to attend an individual session, please contact Jeff Laws at 478-7120.

Session 1: Monday, February 2

- Structure of the University and the USG, Sources of Law/Policy, Compliance

Session 2: Wednesday, February 4

- Student issues (including due process, FERPA, and disability accommodations)

Session 3: Monday, February 9

- Employment issues (FMLA/ADA/Workers Comp, international candidates)

Session 4: Wednesday, February 11

- Diversity and Discrimination (including Title IX)

Session 5: Monday, February 16

- The First Amendment (including issues involving religion and speech/press)

Session 6: Wednesday, February 18

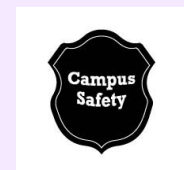
- Technology and IP (copyright, social media, and information security)

Session 7: Monday, February 23

- Campus Safety and resources



**Employment  
Issues**



Please sign up at [georgiasouthern.gosignmeup.com](http://georgiasouthern.gosignmeup.com).



## Training

All sessions will be held in the Human Resources training room from 9:00-10:30 AM.

- January 9
- February 13
- March 13

Sign up at [georgiasouthern.gosignmeup.com](http://georgiasouthern.gosignmeup.com).

## By the Numbers

Employees were asked: What are the most important aspects of management training?

The top 5 answers are:

1. Difficult Communications
2. General Management Skills
3. Performance Management
4. Leadership Characteristics
5. Coaching Skills

Source: XpertHR Surveys, 2012

## TRAINING OPPS. CONTINUED

### Management Training Series

All new managers (promoted or recently hired) are encouraged to attend the Management Training Series. This series offers managers helpful information on University policies, procedures, and methods to manage more effectively. The series also offers participants an opportunity to meet and network with other managers across campus. This certificate series totals 24 professional development hours and usually fills up fast so reserve your seat soon!

#### Session One: Becoming a Manager at GSU Monday, January 12

- Personnel and Leave Policies
- Recruitment and Selection
- Hiring
- Managing Performance
- Grievances
- Legal Issues

#### Session Two: Communication, Decision-Making, and Delegating Wednesday, January 14

- Tips to Improve Communication
- Identify Your Communication Style
- Tactics for Effective Decision-making
- Delegating

#### Session Three: Roles and Responsibilities Wednesday, January 21

- Differences Between Employees and Managers
- Management Style Assessment
- Characteristics of an Effective Manager
- Manager's Roles and Responsibilities

#### Session Four: Developing Employees Monday, January 26

- The Three Step Process for Developing Employees
- Tips and Benefits for Developing Employees
- Six Step Process for Developing an Effective Orientation Program
- Types of Training
- Analyzing Employees Training Needs
- Signs that Coaching Needs to Take Place
- The Coaching Process
- Guidelines for Giving and Receiving Feedback

#### Session Five: Handling Conflict & Creating a Positive Work Environment Wednesday, January 28

- Steps to Create a Positive Work Environment
- Techniques to Motivate Employees
- Benefits to Rewarding Employees
- Tips for Rewarding Employees
- Resolving Workplace Issues
- Identifying the Different Types of Conflict
- Understand the Positive and Negative Effects of Conflicts
- Tips for Resolving Conflicts
- Process for Resolving and Handling Conflicts

Each session will be held in Continuing Education Room 2911 from 8:30 AM—12:00 PM.  
Please sign up for the series at [georgiasouthern.gosignmeup.com](http://georgiasouthern.gosignmeup.com).



# ADP Spotlight

*Where do you go for resources if you need help with ADP?*

**The ADP Helpdesk of course! It's found at**  
<http://jobs.georgiasouthern.edu/adp/>.

## ADP Help Documents

The help documents we have provided are found under the "Training" tab of the ADP Helpdesk. These are broken down by the different types of employees as well as documents for approvers.

### Approvers:

- Approving Time or Leave Off
- Proxy Delegation
- Adding a Punch or Reconciling Timecards
- The Approver Manual
- eTime Quick Reference Guide
- eTime Time Stamp / Job Transfer Guides

### Faculty:

- eTime Employee User Guide
- Requesting Leave and Sick Time
- Saving and Approving Your Timecard
- Viewing Accruals in eTime

### Monthly Employees:

- Approving Your Timecard
- Completing Your Timecard
- eTime Employees User Guide for Project View
- Requesting Leave and Time Off
- Viewing Accruals in eTime

### Bi-Weekly Employees:

- eTime Employee User Guide
- Entering Time on Your Timecard
- Requesting Leave and Time Off
- Approving Your Timecard
- Viewing Accruals in eTime

### Temporary/Student Employees:

- eTime User Guide
- How to Clock in Using a Timestamp
- Additional eTime Features
- How to Transfer Time
- eTime Timestamp User / Job Transfer Guide

<http://jobs.georgiasouthern.edu/adp/training/>



## ADP How-To Videos

Our how-to videos will provide you with step-by-step instructions for completing the following tasks. These narrated videos will show you what screens to view and which options to select.

### For Employees:

- Adding eTime
- Approving Your Personal Timecard
- Graduate Assistant Time Approval
- Part-Time Faculty Time Approval

### For Supervisors/Approvers:

- Approving Your Employee's Time
- How to Check Hours Worked in ADP (Reporting for ACA Compliance)

<http://jobs.georgiasouthern.edu/adp/how-to-videos/>



Please note the **ADP Portal**, **Payroll Schedules**, and **eTime Policy** can be accessed at anytime through the ADP Helpdesk.

For questions, contact Karen Iler at 478-5529 or [kiler@georgiasouthern.edu](mailto:kiler@georgiasouthern.edu).



## Spring 2015 Student Employment Job Fair

The Student Employment Center will be hosting a Job Fair on January 15th in the Russell Union Ballroom from 9:00 A.M. - 12:00 P.M. All departments are highly encouraged to attend and hire students to meet your workforce needs.

Benefits of attending are as follows:

1. You can hire a student(s) on the spot without having to advertise the position.
2. You will forgo screening out a large number of applicants, thus saving you time.
3. You will be able to meet students face-to-face, talk with them, and not have to rely solely on their resume before deciding to move on to the interview phase.
4. It's an excellent opportunity to promote your department and meet students.
5. Human Resources staff members will be available should you have any questions or concerns.

Register by visiting [www.georgiasouthern.edu/jobfair](http://www.georgiasouthern.edu/jobfair) or contact Kyle Herman at [kherman@georgiasouthern.edu](mailto:kherman@georgiasouthern.edu) or 912-478-7159.

## ACA Reminder: USG Capped Temporary Hours at 1300. Be Proactive and Track Your Employee's Hours!

Hiring Managers,

The Affordable Care Act (ACA), a United States federal statute, requires employers to provide health coverage to any employee who works more than 30 hours per designated period. In order to comply with the ACA, the University System of Georgia (USG) must document hours worked by non-benefited personnel.

Based on ACA regulations, a temporary employee may be full-time or part-time and may not exceed a total of 1,300 hours worked in a 12-consecutive month period. A temporary employee must have a 26-week break in service if they have worked 1,300 hours in a 12-consecutive month period from their hire date. The 1,300 hours can be accumulated in any combination during the 12 month period; however, once an employee has worked 1,300 hours or worked for 12 consecutive months, whichever is first, the temporary employee must have a break in service of 26 weeks or be converted to a regular position.

As of May 1, 2014, institutions were asked to begin tracking hours of all temporary employees to ensure they do not go over 1,300 hours in a 12-consecutive month period.

Currently, HR is working diligently to develop a report to efficiently view the hours for all temporary employees. However, in the meantime, Human Resources would like to provide you the instructional steps to view and monitor your temporary employee's hours.

**Please watch the video found by clicking on the link below for clear instructions on how to track and view hours worked.**

<http://jobs.georgiasouthern.edu/adp/how-to-videos/>

*(Scroll to the bottom to the video titled "How to Check Hours Worked in ADP.")*

If your employee is over 1,000 hours, please contact the Director of Employment, Demetrius Bynes to discuss your options.

Thank you for your patience and assistance as we all learn how to maintain ACA compliance.

If you have any questions accessing your reports, please contact Human Resources at 478-5468.



# Policy Review

## Policy # 2375 Exempt Leave Reporting

Exempt employees at Georgia Southern University are not required to report hours worked in eTime, but do record their annual and sick leave taken in eTime.

However, since the University has a bona fide (approved) leave plan, sick and annual leave must be reported when an exempt employee does not work more than **five (5) hours in any given day**.



- Exempt employees must receive prior approval to be absent from or leave work during work hours.
- A supervisor may use their discretion whether to practice this policy in their unit.
- The intent of this policy should be used sparingly and requires prior approval by the supervisor.
- Supervisor's decision should be fair and consistent, and based on business needs.
- Employees must communicate with the supervisor on their leave, and the supervisor must still approve the employee's time off.

NOTE: This policy is not intended for an employee to leave early once or twice a week. This policy should be managed by each supervisor.

## Policy #2195 Flexible Workplace Arrangements

The University System of Georgia and Georgia Southern University allows Flexible Work Arrangements to assist employees in their personal planning, departmental business needs and to maintain productivity.

Flexible Work Arrangement may not be suitable /possible for all employees and/or positions. Departments may implement Flexible Work Arrangements as a work option for specific eligible employees based on specific criteria and procedures consistently applied throughout the department.

The Flexible Work Arrangement Request agreement must be signed by both parties, agreeing that both parties will abide by the terms and conditions of a flexible work arrangement. The agreement must be reviewed and renewed at least annually to ensure that the guidelines for participating in the program indicate continued eligibility and are well understood. A supervisor may elect to revise the agreement when a need arises. In addition, the agreement should be reviewed and revised if necessary when there is a change in supervisor, job responsibilities, or change in work circumstances or performance.



- Managers who choose to consider Flexible Work Arrangement flextime for employees shall be responsible for the following:
- Establishing expectations for and monitoring employee performance;
- Identifying eligible positions suitable for a Flexible Work Arrangement;
- Identifying eligible employees (see policy);
- Ensuring that each employee's request for a Flexible Work Arrangement is considered in relation to the department's operating and customer needs; and
- Requiring a completed and signed Flexible Work Arrangement Agreement Form.
- Establishing a core period of time when all employees are in attendance.
- The pre-approved flexible work schedule agreement may be terminated at any time based on business necessity.

For a full description of this policy or any other HR policies, go to <http://jobs.georgiasouthern.edu/facultystaff/policies/>.

For any questions, please contact Ale Kennedy at [alekennedy@georgiasouthern.edu](mailto:alekennedy@georgiasouthern.edu).



## By the Numbers

Below are the results of a survey of employees who expect to stay with their current employer and the percentage that believe each statement.

70%

**“I am confident my organization will execute on its strategy.”**

62%

**“The organization leaders communicate effectively.”**

62%

**“I trust our upper management.”**

*Source: DUPress:  
Surveying the Talent  
Paradox from an Employee Perspective*



## Notes to Remember....

On June 17, the University went live with PeopleAdmin 7.0. Since that time, there have been several questions on navigating the system. The following are a few reminders when using the system:

- **PeopleAdmin Access:** To receive hiring manager access to the system, one must complete training. Once you have completed training, submit the PeopleAdmin Account Request Form. Ensure you list all the departments that will need to be accessed.
- **Posting Request:** Before attempting to submit a posting request, ensure the correct module (*Applicant Tracking*) and user access (*Level 1, 2, or 3*) is selected. A Shortcuts box will be provided for selecting the appropriate posting type.
- **Viewing Applications:** Applications can only be viewed through selecting the *Applicant Tracking* module and the *Applicant Reviewer* user access.
- **Hiring Proposals:** A hiring proposal can be completed by selecting the *Applicant Tracking* module and the *Applicant Reviewer* user access. If the hiring proposal is submitted under the level user access, the appropriate “Take Action” options will not be provided.

PeopleAdmin training manuals can be accessed through the Department Human Resources Forms Page found at <http://jobs.georgiasouthern.edu/facultystaff/forms/>.

*Upcoming PeopleAdmin Training Sessions*  
Department of Human Resources Training Room  
Time: 9:00 A.M. – 11:00 A.M.

Student Hiring: December 8  
Temporary Hiring: December 11  
Staff Hiring: December 12

Sign up for the December courses at [training.georgiasouthern.edu](http://training.georgiasouthern.edu).

# HR Welcomes Four New Employees

## Jarmon DeSadier, Director of Employee Relations and Special Projects

Jarmon obtained his B.B.A in Marketing from the University of Georgia as well as his Juris Doctor degree from Florida Coastal School of Law. He began his career with The Home Depot as apart of their Business Leadership Program where he completed rotations as a HR Generalist, Employee Relations Specialist, Asst. Store Manager, and Project Manager. He also worked as a Sr. Benefits Analyst with Aon Hewitt. He has now joined our Human Resources team as the Director of Employee Relations & Special Projects where he brings 10+ years of combined HR and Legal experience.



## Heather Bradley, HR Coordinator for Staff Hiring

Heather will provide professional support to managers seeking to fill vacant staff positions. In addition, she will conduct PeopleAdmin Training and coordinate recruitment invoicing. Previously, she served as Human Resources Manager for Lowe's Home Improvement Stores. She received her collegiate education from the University of Georgia.



## Brad Mair, HR Coordinator for Student Employment

Brad will provide professional support to hiring managers seeking to fill vacant student positions. Also, he will develop and maintain relationships with local businesses seeking to hire University students in part-time jobs. Previously, he served as Operations Manager at Sizemore Staffing. Brad is an alumnus of Georgia Southern University.



## Denise Griner, HR Associate for Records and Compliance

Denise is an alumnus of Georgia Southern University with a BA in Marketing. Her previous experiences include serving as the HR Manager at Belk and the Assistant Store Manager at Office-Max. She will be providing assistance to the University as part of Records and Compliance area.





### Monthly Staff Council Meetings

**December 19**  
**January 16**  
**February 20**  
**March 20**  
**April 17**  
**May 15**

### Staff Council Members

- Kendria Lee, Chair
- Michele Martin, Chair-Elect
- Bo Galvin, Past-Chair
- Tifani Pool, Secretary
- Patrick Robertson, Parliamentarian
- Karen Nunnally, Treasurer
- Debbie Tyson
- Will Avra
- Kristine Yager-Rushton
- Julie Ogburn
- Christopher McBride
- Brenda Aytes
- Karen Nunnally
- Maya Mirzoveza
- Suzanne Tatum
- Nikki Collins
- Robert Hisey
- Bert Lensch
- Erin Shuman
- Dr. Ale Kennedy, Advisor

### Questions, Comments, Suggestions?

If you have any ideas, suggestions, questions, or comments, please feel free to contact your division Staff Council representative or email Staff Council directly at [StaffCouncil@georgiasouthern.edu](mailto:StaffCouncil@georgiasouthern.edu)

## Staff Council 4th Annual Warm Clothing Drive

Are you in the midst of cleaning out your closets or wondering what to do with the winter clothes that you no longer need or your children have outgrown? Staff Council is currently conducting its 4<sup>th</sup> annual warm clothing drive. Last year, the Georgia Southern Community was extremely generous. Over 600 coats, hats, gloves and other cold weather accessories were collected and distributed. Staff Council is continuing this tradition to help our own faculty, staff and students stay warm during the winter months by setting up donation stations around campus from October 20th through November 21st. If you have items to donate prior to this date, please feel free to drop them in the "blue" bins located in Human Resources (Rosenwald Building), the RAC, at the back entrance to the Library, in the Eagle Card Center and in all the Residence Halls. New or gently used coats, hats, gloves, scarves and other cold weather items of all sizes will be collected. The distribution will be the first week of December. The exact time and place for the giveaways will be announced at a later date. As in previous years, any items left after we host our giveaways will be donated to local charities.



Anyone unable to come to a donation site can contact Staff Council by email at [staffcouncil@georgiasouthern.edu](mailto:staffcouncil@georgiasouthern.edu) or feel free to call Tifani Pool at 478-0283 to schedule a donation. This is a great opportunity for the Georgia Southern community to share and help out fellow members of our campus and local community.

## Staff Council at the Annual Benefits and Wellness Fair

The Staff Council had the wonderful opportunity to participate in the annual Benefits and Wellness Fair hosted by Human Resources. We thoroughly enjoyed speaking with each person that stopped by our table. This year we had a GSU raffle basket up for grabs. We had over 200 raffle entries!

The Staff Council would like to congratulate Mr. Harvey Billups, Facilities Services Supervisor, on winning the Staff Council basket.



## Staff Service & Awards of Excellence Ceremony

The annual Staff Service & Awards of Excellence Ceremony will be held on Thursday, January 8, 2015, at 10:00 am at the Performing Arts Center (PAC), with lunch immediately following. During this ceremony, staff members will be recognized for their years of service, and eight (8) deserving staff members will be selected as an Award of Excellence Recipient and presented with a medallion and a monetary award of \$1,000. Don't miss the opportunity to nominate a staff member who goes above and beyond to provide excellent customer service to our campus.

The Merit Award of Excellence nomination period begins Tuesday, October 14, 2014, and the nomination period will end Friday, November 21, 2014.

### Criteria for Merit Award of Excellence Nomination:

- Nominee must be in a benefited position
- Nominee must have been employed by the University for at least one continuous year and in good standing.
- Nominees must receive one endorsement form and two supporting endorsement forms.


(Please note: Staff Council will only accept nominations and supporting endorsement forms through the online Nomination Form).

If you have any questions regarding the nomination process, please email [staffcouncil@georgiasouthern.edu](mailto:staffcouncil@georgiasouthern.edu)

**Present Staff Council members or recipients of the Merit Award within the past two years are not eligible to receive an award.**



# University Wellness



The graphic features a stylized illustration of a person in a green shirt and purple pants walking on a blue path. The path is bordered by green zigzag lines. In the background, there are blue silhouettes of buildings and a dome. The text 'Walk To A Better U' is written in purple on the left side of the graphic.

**Walk  
To A  
Better  
U**

**Tuesday's @ 12:30**

- Walk to better health
- For Georgia Southern faculty and staff ONLY
- Meet at the Rotunda at 12:30pm each Tuesday to walk with the group
- Log your steps each week

University Wellness Program



**Is your family coming visit for the holidays?  
Do you want them staying at your house?**



### **EAGLE EMPLOYEES**



The SpringHill Suites Marriott Statesboro is an  
Official Sponsor of Georgia Southern Athletics and a  
Proud Partner with Georgia Southern University.

We want you to spend the holidays with family  
without spending a fortune, so we are offering  
holiday rooms starting at **\$82/night!!\***

Just call the front desk at  
**(912) 489-0000** to make your reservation and  
present this coupon at the time of check in.



### **HAPPY HOLIDAYS!**



\*\$89/Double Queen Suite; \$99/night for Double California King. Rate includes Wireless Internet and Complimentary Breakfast. Limit one coupon per family per stay. Not valid for groups or group blocks. Not available during ULMonroe Football Nov 28 & 29 or Fall Graduation, Dec. 11-13, 2014. Offer good Nov 15. Expires Jan. 1, 2015.



Human Resources would like thank Dr. McGibony & Associates for a great showing at the Benefits and Wellness Fair. Their table was one of, if not the most popular, and definitely the best decorated. We also greatly appreciate their willingness to work with HR to provide a toothbrush and great coupon which is placed in all new hire bags. Everyone at their office has been a pleasure to work with.



A Legacy of Great Dental Care

It all began about 50 years ago when Dr. Jack Proctor, a native of Bulloch County, with a DDS degree from Emory and service in the Navy Dental Corps returned to practice dentistry in Statesboro with Dr. John Jackson. He practiced about 6 years with Dr. Jackson before deciding to build his own practice at the current location on Savannah Avenue. With a vision of future expansion he purchased additional land around the practice. He continued growing the practice by providing excellent care and developing a wonderful rapport with his patients.

By the late 1990's, while in his early sixties, he was looking to slow down a bit and bring in a partner to take over the management responsibilities. It was in 1999 when he met Dr. Jason McGibony and decided to sell the practice to him and continue working a few days a week. Dr. McGibony grew up in Statesboro, attended Bulloch County Schools, and was the valedictorian of the 1989 class of Portal High School. He received a BS in Biology from Georgia Southern University in 1994 and his DMD degree from the Medical College of Georgia in 1999.

Though Dr. McGibony did not know Dr. Proctor personally before graduating dental school, he did know of his excellent reputation and extensive involvement in the community. Dr. McGibony wanted to continue the good work began by Dr. Proctor. He diligently began to incorporate new technology into the practice. He also worked hard to update office protocols with an increased emphasis on preventative care while continuing the excellent restorative care for which the office was known.

It was during his early years in the practice he met and married the love of his life, Dr. Michele Davis McGibony. She is a faculty member in the Chemistry Department at Georgia Southern. They have two daughters, Skylar 8 and Sinclair 2.

As the practice grew and Dr. Proctor was nearing retirement, Dr. McGibony began to look for extraordinary future dentists to continue the excellent care and open the office every Friday for patient convenience. He decided to bring Dr. Thomas E. Marshall into the practice. Dr. Marshall is the great nephew of Dr. Proctor and had an early interest in dentistry while growing up in Statesboro that was observed and mentored by Dr. McGibony and Dr. Proctor. It was with great excitement that he was welcomed into the practice after his graduation from the University of Alabama Birmingham School of Dentistry.

In 2014, Dr. Kathryn Mentzer was also welcomed into the practice. She is the 1987 valedictorian of Metter High School and, like Dr. Marshall, a UGA alumni. She received her DMD degree from the Medical College of Georgia in 1995. She traveled the country practicing in several states before returning with her family to Metter in 2013.

At Dr. McGibony and associates, we love helping our patients, friends, and family maintain a healthy smile for a lifetime. We have been blessed to carry on what we feel has become a legacy of great dental care using the talents of people in and around our community. We offer invisalign, preventative, and restorative care in a recently expanded and renovated facility with the latest technology. We are a group practice focused on utilizing the unique skills and interests of our clinicians to offer our patients the very best care. We hope you will entrust us with your care and we look forward to helping you with all your dental needs. While dentistry is about skill and technique, it is also about building relationships. It was a pleasure to meet many of you at the health fair and we look forward to getting to know you and your smile.

To find out more about our dental services, please call 912-764-4403.

Sincerely,  
Drs. McGibony, Proctor, Marshall, and Mentzer

