Introduction

Mission of the Staff Senate
The mission of the Staff Senate is to facilitate the exchange of information between staff members and GPC administration, to provide a voice for staff ideas and concerns, and to further develop the GPC staff in alignment with the GPC Strategic Plan. Representatives elected to the Staff Senate will be the collective, comprehensive voice of GPC staff employees.

About the Staff Senate
The GPC Staff Senate represents the voices of all staff employees in the decision-making process of Georgia Perimeter College. While continuously striving to encourage communication and involvement in those matters closest to staff, the Staff Senate serves as a resource of inquiries regarding general staff concerns. The goal is to promote a positive and collaborative work environment that allows us to build stronger bonds and professional work relationships within the GPC Community.

Outlined below are a few things Staff Senators can do for staff.

- Advise and make recommendations on existing and proposed policies
- Inform staff of issues and activities of importance
- Integrate GPC staff into the GPC Shared Governance and Policy Review process
- Represent the College in the activities of the USG Staff Council
- Facilitate staff development opportunities including, but not limited to, coordinating Staff Development Day, welcoming new staff employees, and developing a mentoring system

*The full list of Staff Senate responsibilities may be reviewed in the GPC Staff Bylaws.

The Creation of the Staff Senate
The Shared Governance and Policy process of Georgia Perimeter College includes several groups that advise the President and other administrators. A Staff Senate “Task Team” was convened to make recommendations about the membership, selection process, responsibilities and by-laws of the new Staff Senate. The Task Team met for the first time on March 26, 2010, for an overview of the new Shared Governance and Policy Review process and to develop an
understanding of the role of the Staff Senate in the new process. Members of the Task Team reviewed similar groups at other USG institutions and started to craft their recommendations at their second meeting on April 6, 2010. Minutes of this committee are available on the Shared Governance and Policy Review Website: http://www.gpc.edu/governance/staffsenate.html.

**The Purpose of the Staff Senate at Georgia Perimeter College**

The purpose of the Staff Senate is to represent staff employees by enhancing communication and involvement of the staff in the decision-making process of the College, and by engaging in efforts towards promoting a positive and collaborative work environment.

**The Responsibilities of the Staff Senate**

- Advise and make recommendations on existing and proposed policies to the administration of the College to promote fair and impartial treatment of staff employees.
- Serve as a resource for inquiries by and requests from staff in order to address general staff concerns
- Participate in the process of informing staff of issues and activities that may affect them
- Suggest and promote activities that provide employees the opportunity to build informal relationships, thus aiding improved communication among staff employees and faculty
- Integrate GPC staff into the GPC Shared Governance and Policy Review process.
- Create a stronger bond among the staff employees
- Facilitate training and staff development opportunities
- Participate in the activities of the USG Staff Council

**The Definition of Staff**

Staff is defined as all full-time and part-time support, and professional and administrative (P&A) employees of the College not represented by the Faculty Senate.

**2012 – 2013 Staff Senate Officers**

<table>
<thead>
<tr>
<th>Executive Committee Leadership</th>
<th>Staff Senate Term</th>
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<tbody>
<tr>
<td><strong>Chair:</strong> Emily Cowdrick, <em>Enrollment &amp; Registration</em>, Online</td>
<td>2011 - 2013</td>
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<tr>
<td><strong>Vice Chair:</strong> Brad Blitz, ACRS, Decatur (July 2012 – October 2012/resigned)</td>
<td>2012 – 2014</td>
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<tr>
<td>Mary Hamilton, LTC, Clarkston (November 2012 – June 2013)</td>
<td>2011 - 2013</td>
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<tr>
<td><strong>Secretary:</strong> Irene “Lois” Shelton, R25 Scheduling, Clarkston</td>
<td>2011 - 2013</td>
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<tr>
<td><strong>Assistant Secretary:</strong> Janice Byrd, OIRP, Lakeside</td>
<td>2011 – 2013</td>
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The Staff Senate Executive Committee (officers and committee chairs) met monthly from August 2012 through June 2013. All approved agendas and minutes are posted on the Staff Senate Executive Committee Agenda and Minutes link on the Staff Senate website at www.gpc.edu/staffsenate.gpc.edu.

### 2012 – 2013 Staff Senators

The Staff Senate consists of representatives from the six functional areas of the College and from each of our campuses/locations. Representatives are expected to understand and share the collective viewpoint of their entire functional area or campus.

The establishment of the Staff Senate formalizes the involvement of all staff employees in the governance of the College. Staff employees include support staff and professional and administrative employees from Academic Affairs, Student Affairs, Financial/Administrative Affairs, Institutional Advancement, OIT, and the GPC Contact Center/President’s Office.

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Emily Cowdrick</td>
<td>2011 - 2013</td>
<td>Dennis Bullard</td>
<td>2012 – 2014</td>
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<tr>
<td>Mary Hamilton</td>
<td>2011 – 2013</td>
<td>Linda Fields</td>
<td>2012 - 2014</td>
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<tr>
<td>Carolyn Satcher</td>
<td>2011 – 2013**</td>
<td>Lori Payne</td>
<td>2012 - 2014</td>
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* Patrice Masterson and James Rasmus, Human Resources, Ex-Officio Members
** Served a partial year during the 2012 – 2013 year.
Staff Senate Meetings

Meetings of the Staff Senate are held at least four times a year, with special meetings called as projects warrant. However, meetings are not held more frequently than once a month. Meetings this past year were primarily held by video-conference at each GPC location. All regular meetings of the Staff Senate are open to interested parties; dates/times/locations of meetings are posted on the Staff Senate website in advance of meetings. All non-representative attendees sit in a separate area at the meeting. Meetings for the 2012 – 2013 academic year were held on the following dates: August 13, 2012, November 1, 2012, January 31, 2013, February 8, 2013, March 28, 2013, and June 6, 2013.

All approved agendas and minutes are posted on the Staff Senate Agenda and Minutes link on the Staff Senate website at www.gpc.edu/staffsenate.gpc.edu.

The Staff Senate also has an email address: staffsenate@gpc.edu. There was very limited activity on the Staff senate email during the 2012 – 2013 year.

Staff Senate Foundation Fund

During the 2011 – 2012 year, Staff Senate gained approval to establish a fund through the GPC Foundation. Donors may elect to have their donations put towards the Staff Senate fund. The goal is to use funds for Senate events, supplies, and initiatives that support the mission of the Staff Senate. The Staff Senate is not supported financially by GPC operational funding. The fund is managed by the Chair and Vice-chair of the Staff Senate.

The current balance of the Staff Senate fund as of July 31, 2013 is $115.00. Purchases made during this fiscal year included flowers for the Staff Development Day speaker and a Flash Drive for the New 2013 – 2014 Staff Senate Chair for a total of $24.36 in expenditures.
Staff Senate Committees

Staff Senate Standing Committees
* Bylaws
* New Employee On Board
* Staff Senate Website
* Staff Development
* University System of Georgia Staff Council (USGSC)

Other Active Committees for 2012 – 2013:
Celebration of Excellence (Human Resources Committee that included Staff Senate volunteers
Ad Hoc - Staff Transfer and Interim Positions Committee – November 2013 - April 2013 (See Addendum B and Addendum C)
Ad Hoc – Elections Committee - November 2013 - May 2013 (See Addendum A)
Ad Hoc – Campus Safety & Banner Alerts Committee – November 2013 – June 2013
Ad Hoc - Campus Safety/Panic Buttons – June 2013 - In Progress

All committee activities and reports are listed in Staff Senate minutes.

Responsibilities of Standing Committees:

Bylaws: The task of the committee is to provide ongoing review and propose revisions to the GPC Staff Senate Bylaws.

New Employee On Board: The task of the committee is to assist with increasing the participation and staff membership into Staff Senate activities.

Staff Development: The task of the committee is to provide college-wide development and enrichment programs for staff.

Staff Senate Website: The task of the committee is to update and maintain the Staff Senate Website. www.gpc.edu/staffsenate/

University System of Georgia Staff Council: The task of the committee is to represent GPC at the University of Georgia Staff Council www.usg.edu/staff_council/
Standing Committee Reports

2011 -2012 Bylaws Committee

Co-chairs: Wayne Bullard and Mary Brown
Members: Donna Bravard, Gail McCain and Lori Payne

Purpose

The purpose of the committee is to provide ongoing review and propose revisions to the GPC Staff Senate Bylaws.

Accomplishments

- Revised Article II, Section 1: Membership – Staff Senate representative eligibility
- Revised Article III, Section 2: Officer Election Process and Rules
- Revised Article III, Section 4: Non-Officers (The position of Chair-Elect and Immediate Past Chair was added)
  - Section 5: Non-Officer Election Process and Rules
  - Section 6: Duties of Non-Officer Positions
- Revised Article IV, Section 1: Meeting Schedule and Format
  - Section 4: Quorum
  - Section 7: Minutes

2013 – 2014 Goals

The bylaws committee will address the timeline for the Chair-Elect position to be filled. The incoming bylaws committee will continue to revise and update the bylaws as needed with the approval of the Staff Senate.
2012 -2013 New Employee On Board Committee
Chair: Michael Grimmett
Members: Janice Byrd, Amy Roberts, Mary Brown, Lois Shelton

Purpose
The purpose of the committee is to assist with increasing the participation and staff membership into Staff Senate activities.

Accomplishments
Continued to improve a Georgia Perimeter College Welcome Packet that includes:

- Welcome letter from GPC President, Rob Watts
- Welcome letter from the GPC Staff Senate
- List of Staff Senate members
- Welcome brochure with important facts about GPC and suggested activities for the first 100 days at the College
- Important numbers and resources page
- Employee discount insert inside packet

Assigned each new employee with a mentor who:

- Contacts the new employee and delivers the Welcome Packet
- Contacts the new employee at least three (3) times during the employee’s first 100 days using the suggested activities in the Welcome brochure as a resource
- Conducts a 100-day survey with the new employee to ask about the employee’s experience during the period and suggestions for improvements

2013 – 2014 Goals
- Create an online mechanism for HR to provide names of new employees
- Create a spread sheet of new employees and their mentors
- Establish a pool of mentors at each campus
- Create a welcome video for new employees
- Have a budget for new employee materials
- Solidify the program so it can be extended to include part-time staff
- Consistently receive surveys, lists from HR and packet distribution to new employees
- Increase number of active mentor participation
2012 -2013 Staff Development Committee

Co-chairs: Donna Frazier and Kameka Houston

Members: Kawana Brown, Wayne Bullard, Jeanna Chapman, Emily Cowdrick, Peggy Davis, Linda Fields, Erica Hart, Bonita King, Patrice Masterson, Brenda Parham, Lori Payne, Raymond Selles, Lois Shelton and Ronald Taylor

Purpose

The purpose of the committee is to provide college-wide development and enrichment programs for staff.

Goal

To enrich the work environment through developmental and team building opportunities in keeping with the core value of civility—enhanced problem-solving, open communication and teamwork.

Accomplishments

- Executive Board approved a full day Staff Development Day with $3,000 budget for lunch.
- Out of 750 fulltime support staff and professional and administrative staff, 492 employees registered prior to event; approximately 550 - 600 employees were in attendance.
- Of the employees in attendance, 68.7% were Professional and Administrative and 31.3% were Support Staff.
- Survey results indicated that the opening session was entertaining and welcoming as well as the keynote speaker was entertaining and enthusiastic.
- The three highest attended classes were Cost Cutting in the Kitchen with Felicia Harbach, Kinesics Interviewing with Derwin Daniels and Grammar Check with Nicolette Rose.
- Staff Development Committee planned and coordinated 40 concurrent sessions and 15 outside vendor information sessions.

2013 – 2014 Goals

To submit the 2013-2014 Staff Development Day proposal by October 1, 2013 to Lori Payne, the Staff Senate Chair.

- To plan and implement new concurrent and vendor information sessions suggested from the 2013 Staff Development Day survey results.
- To establish new sub-committees, presenters and vendors by February 1, 2014.
- Increase registration and attendance for 2014.
2012-2013 Staff Senate Website Committee

Chair: Jeanna Chapman
Members: Donna Bravard, Janice Byrd, Emily Cowdrick, Fran Mohr

Purpose

The purpose of the committee is to update and maintain the Staff Senate Website.
www.gpc.edu/staffsenate/

Accomplishments

- A training session for incoming website managers (Donna Bravard, Janice Byrd, and Jeanna Chapman) was conducted on Drupal on how to upload documents, change side menus, and properly implementing content information.
- Added the following left side menus:
  - Staff Senate On The Go
  - Resources and Recognition
  - New Employee on Board
- Added the following right side menus:
  - Important Updates for Staff Review
  - Upcoming Staff Senate Meetings
- Linked the left side menu “Staff Senate on the Go” to the following information:
  - Voices & Choices
  - USGSC Annual Conference
  - Staff Development Day
- Posted updated pictures, agendas, minutes, 2013 Staff Development Day flier and program
- Updated and added committees to the website (example: Staff Senate Elections Committee)

2013-2014 Goals

- The current Staff Senate Website committee and any future designees will maintain and provide updated information and ongoing access to resources
- Request Drupal training for new committee members as needed
- Executive Staff Senate leaders shall post on website an update of Staff Senate members by represented Division and campus
- To increase posting information on the Staff Senate committees and their activities
2012 -2013 University System of Georgia Staff Council (USGSC) Representative Committee

Chair/Representative: Donna Frazier  Alternate Representative: Open

Purpose
The purpose of the committee is to represent GPC at the University of Georgia Staff Council www.usg.edu/staff_council/

Accomplishments
- Donna Frazier was appointed by the Staff Senate Executive Committee after volunteering for position.
- Attended Statewide Staff Council meetings by WIMBA and USGSC Annual Conference.
- Kept GPC Staff Senate informed of USGSC meetings and events.
- Ensured USGSC dues ($25) are paid each year by August 1.

2013 – 2014 Goals:
- Possibly amend bylaws to indicate method in which USGSC representative and alternate should be elected/appointment.
- Ensure USGSC dues ($25) are paid each year by August 1.
2013 – 2014 Staff Senate Members:

Staff Senate elections were held during spring 2013 in accordance with the Staff Senate By-Laws. An “Elections Process” document (Addendum A) was developed by the Elections Committee to serve as a guide for future years. The following staff members will serve on the 2013 - 2014 Staff Senate.

**Executive Committee Leadership**

<table>
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<tbody>
<tr>
<td>Vice Chair: Linda Fields</td>
<td>2012 - 2014</td>
<td>Tammy Honoree</td>
<td>2013 - 2015</td>
</tr>
<tr>
<td>Secretary: Gail McCain</td>
<td>2012 - 2014</td>
<td>Kara Kennebrew</td>
<td>2013 - 2015</td>
</tr>
<tr>
<td>Assistant Secretary:</td>
<td>2012 - 2014</td>
<td>Cynthia Hillery-Jackson</td>
<td>2013 - 2015</td>
</tr>
<tr>
<td>Gail McCain</td>
<td>2012 - 2014</td>
<td>Rebecca Rakoczy</td>
<td>2013 - 2015</td>
</tr>
<tr>
<td>Carlos Montgomery</td>
<td>2012 - 2014</td>
<td>Sharon Riley</td>
<td>2013 - 2015</td>
</tr>
<tr>
<td>Raymond Selles</td>
<td>2012 - 2014</td>
<td>Debra Scott</td>
<td>2013 - 2015</td>
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* Patrice Masterson and James Rasmus, Human Resources, Ex-Officio Members

**Summary of 2012 – 2013 Staff Senate Annual Report**
It has been an exciting and eventful year for the GPC Staff Senate. All of our committees made significant strides in their accomplishments. The Senate also voiced their opinion on current GPC policies, current business practices, and the proposed GPC holiday schedules. The Senate positions on policies, business practices, and the GPC holiday schedule were further reviewed by the appropriate policy councils and the Executive Team for possible changes and adoption. The year concluded with another outstanding college-wide Staff Development Day on May 17, 2013. The evaluations from this event were extremely positive and we hope to continue to offer this full-day event on an annual basis.

The Staff Senate Executive Committee thanks the 2012 – 2013 Staff Senate members for all of the hard work and accomplishments this past year. It was an outstanding, collaborative effort from all members of the Staff Senate.

Respectfully Submitted,

Emily Cowdrick

2012 – 2013 Staff Senate Chair
July 30, 2013
Addendum A – Staff Senate Elections Process Document

Staff Senate Elections Process Document

The process is as follows:

1. The elections committee should be formed at the February/March Staff Senate meeting. The chair should solicit 1 – 2 first year senators to serve on the Elections Committee. The committee should meet soon after this meeting to determine tasks to be completed and a timeline for the election. The committee should meet regularly throughout the election process.

2. The nomination form should be developed and approved ASAP. It will need to reside on a website server at GPC. In the future, this form could be uploaded to the Staff Senate website.

3. A procedure for paper ballot distribution must be implemented.

4. Staff Senate election coordinator submits a request to HR for a list of benefits eligible employees of functional areas/campus groups at least one month prior to each cycle. (This will typically be requested in January.)

5. Notations of any representative changes of functional areas should be determined by the elections coordinator and presented to the committee. It should then be determined what numbers of senators needed to be elected in each functional area/campus.

6. HR to have staff file returned to Staff Senate Chairperson by March 1st of each year.

7. Staff Senate Elections Committee coordinator to submit a request to OIRP at http://depts.gpc.edu/~gpcoirp/Submit the request 2-3 weeks prior to the election by March 1st.

To begin the election process OIRP will need the following:

- HR list of benefits eligible employees
- Email addresses or ADP numbers of staff who are eligible to vote (if possible).

8. The coordinator of elections should submit a request to the Office of Financial & Administrative Affairs for a call to nominate. This may be achieved by executive email (reminders should be sent). Make email requests through HR – Patrice & Jim. Nominations should be opened by March 15.

The email should contain a link or attachment of the nomination form.
9. The completed nomination form should be returned by GPC email to the Election coordinator or their designee and a spreadsheet should be kept by functional area and campus breakdowns. The coordinator should complete initial verification of the nominees and send an email to each nominee to determine if nomination will be accepted.

10. Nominations close after two weeks by March 30.
   • If not enough nominations received for functional areas then elections team will have to solicit staff members to self-nominate and nominations will re-open for one additional week.

11. HR determines final eligibility of nominees to run for Staff Senate by April 5th.

12. Staff Senate Elections Committee submit Names of Nominees in correct functional/campus areas to OIRP by April 7th. It is best to share the names of all nominees as they accept their nomination.

13. A procedure for paper ballot distribution must be implemented.

14. OIRP will launch the election by April 15th, closing the process two weeks later by April 30th.

15. HR will be asked to verify the election results ASAP after the election closes and results are shared with the Election Committee by OIRP.

16. Final election results will be sent to the election committee members with two weeks of election closing.

17. All nominees are individually informed of election results by GPC email by Elections Coordinator prior to requesting Executive Broadcast being sent to all staff by May 15th.

18. Elections results are announced to all GPC employees through Executive Broadcast by May 15th.

19. New senators are presented to GPC staff at the spring Staff Development Day in May, if possible.

20. New senators are invited by GPC email to the final Staff senate meeting of the academic year in May or June. A Save the date request should be sent by the Staff Senate Chair to the new senators as soon as the election results are shared with all nominees.
Addendum B – Guidelines for Interim Positions and Supplemental Pay Proposal to HR

Guidelines for Interim Positions and Supplemental Pay

When a critical need arises and a department determines that it needs to temporarily move an employee into a higher level position or pay additional compensation to an employee who has taken on duties of a greater scope or responsibility, the department may request to either move an employee into an interim position or pay that employee a supplement.

Interim or Acting Position

Interim or acting positions may result from the death, retirement, resignation, transfer, or termination of the incumbent in a given position. These circumstances could also result from the temporary absence of an individual, leave for medical or other reasons or has an individual assumed an interim role himself or herself.

While on occasion a department may find the need to hire an external candidate into an interim position, a typical interim hire occurs when an employee in one position is asked to step into another position for a period of one month to twelve months. An offer letter is given to the person describing the conditions related to the role.

When interim or acting hires exceeds the prescribed timeframe, the department in question must notify the Human Resources Department in writing as to the reason why the interim assignment must be extended. The Human Resources Department will work with the Executive Vice President for Financial and Administrative Affairs (or his designee) to ensure that an extended assignment has sufficient budgetary funds to support it.

A person accepting an interim or acting assignment will normally be paid the minimum of the pay grade in which the position is slotted. Exceptions must be approved by the Executive Director of Human Resources in consultation with Executive Vice President for Financial and Administrative Affairs (or his designee).

To initiate an interim or acting assignment, the following forms must be completed and approved:

- Job Requisition Form
- Request for Approval Critical Personnel Hires Form
- Job Description Analysis Form
- Personnel Action Request

Upon receipt of the approved aforementioned forms, the Human Resources Department will issue an offer letter to the individual for the interim or acting position.
Upon completion or termination of the interim assignment, the position will normally be posted either internally only or both for internal and external candidates to apply. The President may decide at any time to make an exception to this process to meet the needs of the college.

**Supplemental Pay**

An employee receives supplemental pay when he or she takes on duties of a greater responsibility or scope in addition to that individual’s normal duties.

Before such a supplement can be promised to an employee, the requesting department MUST present a written request to the Human Resource Department which in turn will work with the Executive Vice President for Financial and Administrative Affairs (or his designee) to ensure such a request can be fiscally supported.

The Human Resources Department, in consultation with appropriate managers, will determine the appropriate amount to pay an employee for assuming these additional duties. The supplement will generally range from $50 per month to $2,000 per month. The individual will be informed of the duties and supplemental pay level. Upon termination of those duties, the supplemental payment to the individual will cease.

For regulatory reasons, it is strongly recommended that non-exempt employees (hourly employees) not be paid supplement.
Addendum C - Professional, Administrative, and Staff Transfers Proposal to HR

Professional, Administrative, and Staff Transfers

Current policy language in Policy 437:

Professional/Administrative and support staff employees may apply at any time for vacant positions within the college if they meet the minimum stated requirements of the job. Current employee applications will be considered during the normal hiring process. Any employee may request a transfer at any time based upon a need for reasonable accommodation of a disabling condition. These requests should be submitted in writing to the college affirmative action officer.

Proposed language / consideration:

Professional/Administrative and support staff employees may apply at any time for vacant positions within the college if they meet the minimum stated requirements of the job. Current employee applications will be considered during the normal hiring process.

Any employee may request a transfer at any time based upon a need for reasonable accommodation of a disabling condition. These requests should be submitted in writing to the college affirmative action officer.

Transfer requests for personal reasons may be requested by December 30th to the appropriate Dean / Director who has college wide responsibility for their respective individual function(s) on all campuses with a copy to Human Resources. If an opening occurs during the following calendar year for the same role and responsibilities at the requested campus, the Dean / Director and respective Manager / Supervisor may consider the individual for the role before the position is posted. There is no right or guarantee that the individual will be offered the position.

If an individual wants to continue to be considered for a transfer at the conclusion of the calendar year, they are responsible for notifying their respect Dean / Director on an annual basis.