Staff Senate Annual Report
2011-2012

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.

Message from 2011 – 2012 Staff Senate Chair:

From “The Void” to “The Voice” . . . GPC Staff Senate fills a long vacant seat at the Shared Governance table! The Staff Senate was organized following recommendations resulting from a Presidential Task Team which convened in Spring 2010.

Your Staff Senate is charged with being the representative “voice” of all GPC Staff and includes a combination of Support and Professional & Administrative employees representing the six functional areas of the college as well as each campus/location.

Your Staff Senate has a representative body to share Staff’s” voice” with the Executive Team as well as sharing the Executive Team’s “voice” with you! We are also represented at the system level with a Senate member appointed to represent GPC Staff at the USGSC (University System of Georgia Staff Council).

We invite and encourage staff to participate in a Staff Senate sponsored event or attend one of our quarterly meetings as we practice transparency as part of our commitment to GPC’s model of Shared Governance.

Dede Weber, Chair
GPC STAFF SENATE ‘11-‘12
About the Staff Senate

The GPC Staff Senate is here to represent the voices of ALL staff employees in the decision-making process of the College! While continuously striving to encourage your communication and involvement in those matters closest to staff, the Staff Senators, serve as a resource of inquiries regarding general staff concerns. Our 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 Your 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

*For a full list of responsibilities, you may review the GPC Staff Bylaws.

The Creation of the Staff Senate

The new Shared Governance and Policy process of Georgia Perimeter College includes several groups that advise the president and other administrators. In a genmail about the new shared governance and policy review process dated March 18, 2010, President Tricoli listed the soon-to-exist “Staff Senate” as one of the representative groups participating under the Governance Section of the new Governance and Policy Website. The Staff Senate will advise the president and other administrators on matters that have impact on support and professional staff and 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 Staff Senate Task Team membership consisted of the following:
The Purpose of the Staff Senate at Georgia Perimeter College

It 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

It is defined as all full- and part-time support, and professional and administrative (P&A) employees of the College not represented by the Faculty Senate.
2011 – 2012 Staff Senate Officers

**Executive Committee**

**Chair:** Dede Weber, *Enrollment & Registration*, Clarkston  
2011 - 2012

**Vice Chair:** Wayne Bullard, *Plant Operations*, Clarkston  
2011 - 2012

**Secretary:** LaSean Price, *Recruitment*, Clarkston  
2011 - 2012

**Assistant Secretary:** Amy Roberts, *Student Services*, Alpharetta Center  
2011 - 2013

2011 – 2012 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 President’s Office Contact Center.

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<tr>
<th>Name</th>
<th>Staff Senate Term</th>
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<td>Bradley Blitz</td>
<td>2011 - 2012</td>
<td>Brenda Parham</td>
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<td>Cheryl Pharr</td>
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<td>Carolyn Satcher</td>
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<td>Dennis Bullard</td>
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<td>Emily Cowdrick</td>
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<td>Dawn Davis</td>
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<td>Erica Hart</td>
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<td>Demetrix Rostick-Owens</td>
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<td>Fran Mohr</td>
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<td>LaSean Price</td>
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<td>Kawana Brown</td>
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<td>Pamela Coleman</td>
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<td>Terry Payne</td>
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<td>Mary Hamilton</td>
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<td>Yasmin Holness</td>
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<td>Michael Grimmett</td>
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<td>Yolanda Norman</td>
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<td>Peggy Davis</td>
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<td>Amy Roberts</td>
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<td>Patricia Allen</td>
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* Patrice Masterson and James Rasmus, Human Resources, Ex-Officio Members
**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 rotate among the primary locations of the College and are open to all staff. Meetings held in various formats (online, teleconference, etc.) are allowable when appropriate. All regular meetings of the Staff Senate are open to interested parties. All non-representative attendees shall sit in a separate area at the meeting.

The minutes of the Staff Senate meetings are prepared by the Secretary and posted on the Shared Governance Website. The Staff Senate also has an email address: staffsenate@gpc.edu.

**Staff Senate Foundation Fund**

The 2011 – 2012 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 will be managed by the Chair and Vice-chair of the Staff Senate.
Staff Senate Committees

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

Responsibilities and Membership of Committees

Bylaws: The task of the committee is to make required revisions to the GPC Staff Senate Bylaws. **Membership:** Demetrix Rostick-Owens and Yasmin Holness, *Co-chairs*, Brad Blitz, Wayne Bullard, Cheryl Hodges, Fran Mohr, Amy Roberts

Celebration of Excellence: Oversee the process of collecting staff nominations through the established recognition process during the Celebration of Excellence ceremony. **Membership:** Patrice Masterson, *Chair*, Mary Hamilton, Janice Byrd, Amy Roberts, LaSean Price, and non-senators: Rene Downing and Rick Bertaccini

New Employee On Board: Assist with increasing the participation and staff membership into Staff Senate activities. **Membership:** Michael Grimmett, *Chair*, Brad Blitz, Kawana Brown, Janice Byrd, Erica Hart, Cheryl Hodges, Fran Mohr, Terry Payne, and Amy Roberts

Staff Senate Website: Update and maintain the Staff Senate Website. [www.gpc.edu/staffsenate/](http://www.gpc.edu/staffsenate/) **Membership:** Dawn Davis, *Chair*, Cheryl Hodges Pharr, LaSean Price, Demetrix Rostick-Owens, and Dede Weber

Staff Development: Provide college-wide development and enrichment programs for staff. **Membership:** Dawn Davis, *Chair*, Emily Cowdrick, Peggy Curney Davis, Erica Hart, Yasmin Holness, Bonita King, Brenda Parham, Terry Payne, LaSean Price, Carolyn Satcher, Lois Shelton, and Ronald Taylor

University System of Georgia Staff Council: Represents GPC at the University of Georgia Staff Council [www.usg.edu/staff_council/](http://www.usg.edu/staff_council/) **Membership:** Cheryl Hodges Pharr, with Peggy Curney Davis as the alternate
Committee Reports

2011-2012 Bylaws Committee

Co-chairs: Demetrix Rostick-Owens and Yasmin Holness
Members: Brad Blitz, Wayne Bullard, Cheryl Hodges Pharr, Fran Mohr, Amy Roberts

Purpose
The task of the committee is to make required revisions to the GPC Staff Senate Bylaws.

Accomplishments

• Clarified how the College staff is classified for representation by the Staff Senate
• Demonstrated how the tasks of the Senate aligned with GPC’s mission statement and values
• Clarified the roles and procedures for the election of Senate Representatives and Officers
• Established procedures to address the vacancies of Senate Representatives and Officers
• Created succession procedures for Senate Officers
• Streamlined the election cycle
• The revision was completed and approved by the Staff Senate in May 2011 and ratified by the college’s Executive Team in November 2011.

2012 – 2013 Goals: At the last FY12 meeting of the Staff Senate on May 3, 2012, a motion was moved and adopted to expand the Officer core of the Senate by including the positions of Chair Elect and Ex-Officio Immediate Past Chair. The incoming Bylaws Committee of 2012-2013 will address this outstanding action item to define the roles of the Immediate Past Chair and that of the Chair Elect.
2011 -2012 Celebration of Excellence Committee

Chair: Patrice Masterson
Members: Mary Hamilton, Janice Byrd, Amy Roberts, LaSean Price, and non-senators: Rene Downing and Rick Bertaccini

Purpose: Oversee the process of collection of staff nominations through the established recognition process during the Celebration of Excellence ceremony.

Goal: To serve on the selection committee for Staff Celebration of Excellence award winners.

Activities:
- Held meetings to review award nominees’ recommendations and make selections for final awards.

2012 – 2013 Goals:
Continue to assist with the selection process of staff awards.
2011 -2012 New Employee On Board Committee
Chair: Michael Grimmett
Members: Brad Blitz, Kawana Brown, Janice Byrd, Erica Hart, Cheryl Hodges Pharr, Fran Mohr, Terry Payne, and Amy Roberts

Purpose: To welcome and assimilate new employees into the GPC community

Accomplishments:
Created a Welcome to Georgia Perimeter College Packet that includes:
- 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

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
- Attended and welcomed new employees at the required Benefits Orientation with the Human Resources department

2012 – 2013 Goals:
- Complete a welcome letter from the President
- 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
- Send a We Welcome to the GPC Family genmail with a list of new employees and their locations. At a minimum, the list should be sent to the Staff Senate.
- 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
2011 -2012 Staff Development Committee
Co-chairs: Dawn Davis, Peggy Davis, and Yasmin Holness
Members: Kawana Brown, Janice Byrd, Emily Cowdrick, Erica Hart, Bonita King, Brenda Parham, Terry Payne, LaSean Price, Carolyn Satcher, Lois Shelton and Ronald Taylor

Purpose
To provide college-wide development and enrichment programs for support staff and professional and administrative 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
- Planned, developed, and coordinated the Staff Senate 2011 Kickoff
- Coordinated a Meet and Greet Reception during the 2011 Kickoff
  - Developed and gathered “Comments & Suggestions” during the Kickoff
- Planned, developed, and coordinated the 2011 Fall Convocation college-wide meeting
- Planned, developed, and coordinated the Voices and Choices Meetings held on all sites
- Prepared distributions for the Voices and Choices Meetings
- Developed the following leaflets and/or forms:
  - Career Advancement Opportunities
  - Staff Senate FAQ’s
  - Top Three Survey Choices for the 2011-2012 Staff Senate to Pursue
- Planned and developed a Staff Development presentation for the GPC Executive Team
- Received unanimous approval to move forward with developing and implementing a staff development day
- Planned, developed, and coordinated the first GPC Staff Development half-day event in collaboration with Interim President Robert Watts

2012 – 2013 Goals:
- To continue providing useful services to our staff for continued growth and development
- To provide a 2nd Annual Staff Development Day for P&A and Staff employees.
2011 -2012 Staff Senate Website Committee

Chair:  Dawn Davis
Members:  Diane Weber, Demetrix Rostick-Owens, and LaSean Price, Cheryl Hodges Pharr

Purpose
Establish and maintain the Staff Senate website

Accomplishments:
•  Dawn Davis & LaSean Price (responsible for editing of website). Others involved with design.
•  Created SharePoint site for employees to share information and documents
•  Created Staff Senate website in Drupal Content Management System is linked from the Governance Website.
•  The secretary’s duties were to post Senate meeting notes to the Website.
•  We also created SharePoint site for the Staff Senate and committees
•  Here is a process document that was created for maintaining the website. It is located on the SharePoint site under the Website Committee Tab.
https://mossapp.gpc.edu/gpcoit/spp/staffsenate/sswebsite/Shared%20Documents/Procedures%20for%20Maintaining%20Content%20for%20Staff%20Senate%20Website.docx

2012 – 2013 Goals:
•  The current Staff Senate secretary, Assistant Secretary, or their designees should maintain and update the site.
•  Better use of the SharePoint site as an official mode of communication between the Staff Senate members.
2011 -2012 University System of Georgia Staff Council (USGSC) Representative Committee

Chair: Cheryl Hodges Pharr; Alternate: Peggy Curney Davis

Purpose:
Represents Georgia Perimeter College at USG Staff Council meetings.

Accomplishments:
- Peggy Davis and Cheryl Pharr were appointed by the Staff Senate chair after volunteering for respective positions.
- Hosted Statewide Staff Council meeting at GPC in February.
- Chaired sub-committee for meeting at GPC.
- Attended Statewide Staff Council meetings in Columbus, Athens (annual conference), and Tifton, GA.
- Served on USGSC nominations committee
- Ensure USGSC dues ($25) are paid each year by August 1.

2012 – 2013 Goals:
- Donna Frazier will serve as the USGSC representative for the 2012 – 2013 year with Brad Blitz serving as the alternate representative.
- Amend bylaws to indicate method in which USGSC representative and alternate should be elected/appointment.
2012 – 2013 Staff Senate Members:

Staff Senate elections were held during the Spring 2012 in accordance with the Staff Senate By-Laws. The following staff members will serve on the 2012 - 2013 Staff Senate:

**Executive Committee**

**Chair:** Emily Cowdrick, *Enrollment & Registration, Online*  
**2011 - 2013**

**Vice Chair:** Brad Blitz, *Advising, Counseling, Retention Services, Decatur*  
**2012 - 2014**

**Secretary:** Lois Shelton, *R25 Scheduler, Clarkston*  
**2011 - 2013**

**Assistant Secretary:** Janice Byrd, *Student Services, Lakeside*  
**2011 - 2013**

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**Name** | **Staff Senate Term** | **Name** | **Staff Senate Term**
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Bonita King | 2011 - 2013 | Brad Blitz | 2012 - 2014
Carolyn Satcher | 2011 - 2013 | Donna Bravard | 2012 - 2014
Emily Cowdrick | 2011 - 2013 | Donna Frazier | 2012 - 2014
Fran Mohr | 2011 - 2013 | *lost in RIF* | 
Janice Byrd | 2011 - 2013 | Kameka Houston | 2012 - 2014
Lois Shelton | 2011 - 2013 | Lori Payne | 2012 - 2014
Mary Hamilton | 2011 - 2013 | Mary Brown | 2012 - 2014
Michael Grimmett | 2011 - 2013 | Raymond Selles | 2012 - 2014
Peggy Davis | 2011 – 2013 |  |
Patricia Allen | 2011 - 2013 |  |

* Patrice Masterson and James Rasmus, Human Resources, Ex-Officio Members
Summary

It has been an exciting and eventful year for the inaugural GPC Staff Senate. All of our committees made great strides in their accomplishments. The year ended with an outstanding college-wide Staff Development Day on May 18, 2012. The evaluations from this event were extremely positive and we hope to offer this event on an annual basis.

The Staff Senate Executive Committee thanks the 2011 – 2012 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

Emily Cowdrick
2012 – 2013 Staff Senate Chair
August 10, 2012