### Staff Senate Meeting Minutes

**Meeting Date:** August 3, 2011  
**Time:** 2:00 p.m.  
**Location:** Clarkston Campus, CN 2240

**Meeting Leader:** Dede Weber, Chair  
**Minute Taker:** Demetrix Rostick-Owens, Secretary

### Senators Present

### Senators Absent
Brenda Parham and Amy Roberts

### Guests
Regina Daniels and Donna Frazier

### Meeting Purpose
Staff Senate Meeting

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### Discussion/Decision(s) Reached  

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| Call to order, Welcome and Introductions  
a. The meeting was called to order 2:07 pm | 08/03/11 |
| Review/Approval of Minutes  
a. May 19, 2011 Approved with changes | 08/03/11 |

- Motion to approve by Peggy Davis  
- Second motion to approve by Yasmin Holness  
- Approved by Senators with a Unanimous Vote  
- With corrections of spelling of "LaSean" and adding Fran Mohr to
3. Introduction of New Senator  
   a. Mary Hamilton – Academic Affairs Staff Senator—Learning and Tutoring Center at Clarkston

4. Committee Reports  
   a. **President’s Cabinet and Policy Board** - Reviewed Governance website and the Staff Senate Link on the Governance website. [www.gpc.edu/governance/presidentscabinet.html](http://www.gpc.edu/governance/presidentscabinet.html). Senate Chair attends the meetings and shares Senate information to the Governance Board and will communicate the Policy information from the President’s Policy Advisory Board and President’s Cabinet. You can review the minutes of these meetings as well as policy reviews. 

   *Senate Designee: Dede Weber.*

   b. **Staff Senate Website** - We now have a website. [www.gpc.edu/staffsenate](http://www.gpc.edu/staffsenate). The site was reviewed. The website is designed to explain what the Senate can do for the staff. A link to the USG Staff Council is available. This site explains that all staff are represented by the Senate. The site has a “Contact Us” emails which will go to Cheryl Hodges for now. Content changes on the site should come by recommendation of the Senate. The Senate is advised to email Dawn regarding access to the Sharepoint site to view updates regarding the Senate and changes to the email.

   *Committee Members: Dawn Davis, Cheryl Hodges, LaSean Price, Demetrix Rostick-Owens and Dede Weber.*

   c. **New Employee On-Board Committee** - The Committee created a visual of brochure focusing on how to get new employees acclimated to the college in their first 100 days (30th, 60th and 90th) at GPC. The idea of new employers having mentors has been introduced. Also mentioned on the brochure is a “Did you know section”, and Information about GPC. A visual will be shared at Convocation, but will not be handed out. Included also is a letter the new employees and a contact phone/website information sheet. Additionally, there is a contact sheet listing all Staff Senator’s contact information. A Mentor list is being generated now, but we need more mentor volunteers for each campus. Mentors can be Staff Senators and Customer Service Ambassadors for new staff. HR will be consulted to get updated a new staff employees list. Congratulations given to Michael and Clarkston’s Plant operations on improvements around the Clarkston Campus.

   *Committee Members: Brad Blitz, Kawana Brown, Janice Byrd, Michael Grimmett, Erica Hart, Fran Mohr,*
Terry Payne and Amy Roberts. (Peggy Davis and Cheryl Hodges have agreed to work on this committee on an as needed basis)

d. **USG Staff Council Update** - Push from the staff council to have all USG institutions sign off on the Staff Council By Laws. By signing off on the By Laws, hopefully the USGSC will secure a seat at the BOR in an advisory role. Suggestions are for the USGSC to promote a system wide wellness program like the one at Southern Poly. Cheryl has brought this to Bronwyn and Rodney to determine what wellness initiatives happen at GPC. The discussion of fundraising came up--- we need money, most get money thru fund raising event (has been in touch with Barbara Brooks). We can’t sell food due to liability. If we use vendors for events, they must be approved via the vendor list. Cheryl recommends that we look into creating a fundraising committee and creating the position of treasurer. We may need to go to the GPC president and request funds. Cheryl wants GPC to host a WIMBA meeting for the Staff Council/region. There are 4 meetings per year, 2 are via WIMBA only. The benefits include fellowship with other institution and acquiring new skills and a decrease in travel for GPC members. The Annual conference will be October 5-6, 2011 at UGA.

Cheryl went to ABAC- Regional meeting
Brad, LaSean and Erica visited meeting at Southern Poly
Dede Weber, WIMBA

e. **Staff Development Committee** - Senate will Usher at Convocation. The question is why? Are we helpers, or creating a presence? The Staff Development Committee volunteered and wants to have our presence known, we are not in “servitude”. The committee wants to take advantage of this opportunity. Convocation usher training is on the 11th with Jennifer Jenkins in the Gym. This is a different type of Convocation, sitting in the bleachers. Everyone is encouraged to come and participate. 2 lunches will be served, staff first and then faculty second. Both Faculty and staff will have division meetings after lunch.

The programs for the Staff Senate afternoon meeting were revealed. It has been suggested that to add “FAQs” and “How to contact the staff senate- staffsenate@gpc.edu”. Let Peggy know if we want to print a few programs. Peggy needs all changes by August 9th for any changes. The Staff Development Committee wants to plan Town hall meetings for October. Campus Representatives will coordinate the event at each campus. We may need a special WIMBA meeting to get the details of the meeting together. The Town Halls should be standard from campus to campus.

Motion to have WIMBA meeting by Emily and second by Cheryl.
Next planning is for the Spring Staff Development day. This information will be placed in Sharepoint and/or emailed directly from Dawn.

Committee Members: Emily Cowdrick, Dawn Davis, Peggy Davis, Erica Hart, Yasmin Holness, Brenda Parham, LaSean Price, Carolyn Satcher and Lois Shelton.

5. **Old Business**
   a. By Laws Revision Updates - we discussed questions Yasmin had received prior to meeting
   b. By Laws time line - suggestion, start nomination in December, February 15 compile nominees out, March 15-early April elections--- Janice will have to look at the dates. These dates allow the new senators to come to the May Meeting --- unanimous vote to revisit the timeline
   c. We need to create a By Laws committee revision forms.

   • No Decisions Rendered
   • For Informational Purpose only
d. Chair person can’t succeed himself. To ensure one person does not have overwhelming power to ensure wider representation.

b. We need to identify who is rotating off of the Senate and as Chairs of Committees—add to November Agenda

6. New Business
   a. Staff Survey-
      • Observations, meaningful training, conference style
      • More advanced training
      • A lot of what we are asking for is already there, however, some feel that they are being restricted from taking certain classes because their directors will not allow training outside of the scope of job.
      • We could link the GPCITS website training information to our website.
      • Trends in the surveys were reviewed, more women than men, new members 1-5 years than any other group, more P/A to than, 13% part timers
      • The surveys will be discussed via Sharepoint and in the WIMBA meeting to talk about in the Townhalls.
      
      **Motion to table, Yasmin Holness, second Pamela Coleman and Emily Cowdrick.**
      • At Convocation we will mention that the survey will be covered at the Town hall meetings.
      • There needs to be more education on how to access services and training.
      • Directors should be encouraging of staff to complete trainings. It has been suggested that staff write the as goals into the Performance Evaluations.

b. The Senate Chair was questioned regarding why HR was involved with the surveys. It was explained that HR was consulted to make certain the surveys did not include liable/slanderous information which needed to be addressed. No such information was found.

Wayne voiced appreciation of HR being a driving force for the beginning of this Staff Senate.

c. Senate Composition- implied concern: them/us; oversight responsibility verses resource opportunity. We want to keep our infrastructure solid.

Jim Rasmus and Patrice Masterson are the HR presence in the Senate and serve as Ex officio members with no voting privileges. Ron Carruth, was responsible for getting this process together, through, delegation the current HR Ex officio representatives were assigned the task. A great deal of our process is tied to HR/partnership (i.e., wellness etc). Not sure if the relationship has to continue in this manner? It is important to remember that the HR presence is in a Non-voting capacity, they are really to be utilized as a resource. The collective group can determine if we want to continue in this vain.

d. Meeting Format- we need to think about changes to the format of the meeting. Do we allot 3 hours??? Or more meetings. Or do we just extend meeting time when we have a guest speaker? See below.

e. The question of whether it is appropriate for the Chair to consult HR, or others they deem necessary came up. It was determined it is appropriate for Chair to see advisement.

**Motion to table discussions A and C until the November 2011 meeting, seconded by Emily.**
7. Election of Staff Senate Secretary
   a. Staff Senate Secretary Nominations - motion to open the floor, Carolyn and Peggy, Unanimous
   b. Patricia Allen, Janice Byrd, Yasmin Holness
   c. LaSean was nominated and accepted, by unanimous vote, LaSean Price will be the new secretary.

Motion to expand the meeting to 3 hours, Janice and Peggy, majority vote to carry.

8. Adjournment
   a. The meeting adjourned at 4:30p.m.