Georgia Perimeter College
Spring 2014

Take a Break for Happiness in Life and Work!
GPC Staff Development Day

May 14, 2014 (9 a.m. – 4 p.m.)
GPC Clarkston Campus, Cole Auditorium
Take a Break for Happiness in Life & Work
Program Overview

8:00 a.m.                  Doors Open
                         Cole Auditorium, Building F
                         Coffee & Tea, Sponsored by Financial Affairs

9:00 a.m.                  Lori L. Payne, Staff Senate Chair, Greetings/Welcome/Introductions
                         Rob Watts, Interim President
                         Bill Moon, Chair 50th Anniversary Committee
                         Julius Whitaker & Patrice Masterson, Smoke Free Campuses Policy
                         Dr. Rufus Larkin, Keynote Speaker
                         Theodora Johnson & Patricia Young, Staff Development Co-chairs

10:00 a.m. - 10:55 a.m.   Concurrent Sessions

11:00 a.m. – 11:55 a.m.   Concurrent Sessions

12:00 p.m.                 Lunch, Building N – 1st Floor, Sponsored by the GPC Foundation

1:00 p.m. – 1:55 p.m.     Concurrent Sessions

2:00 p.m. – 2:55 p.m.     Concurrent Sessions

3:00 p.m. – 4:00 p.m.     Cole Auditorium, Building F
                         GPC Financial Outlook
                         GPC Student Affairs Update
                         Dr. Vincent June, Vice President for Student Affairs/Enrollment Services
                         Ron Stark, Executive Vice President for Fiscal Affairs
                         Wrap Up & Door Prizes
                         Theodora Johnson & Patricia Young, Staff Development Co-chairs

Dress & Attire-Business casual
Please wear your GPC A Better Way Forward shirt
THE VENDOR AREA WILL BE OPEN THROUGHOUT THE DURATION OF THE PROGRAM

http://www.gpc.edu/staff senate/2014/ Page 2
Today’s Sessions at a Glance
(Concurrent Breakout Sessions)

10:00-10:55 Session 1
A-1400-Internal Controls
A-1401-Public Safety Briefings – Active Shooter Scenario’s & Safety Tips
B-1502-Magic at your Desk: Bringing Wonder and Laughter to Co-workers and Students
B-2301-Hobbies Can Be Lifesavers
B-2302-Turning Pages, Surfing Words: Pleasure Reading at GPC Libraries
B-2303-Vision Boards
D-1120-Jumpstarting Your Professional and Career Development
D-1130-Linked-in or Left Out?
D-1160-So You Want to Get a Grant? Part I
D-1170-Getting out of Debt
D-1190-Basics of Bicycle Safety & Maintenance
D-2170-BB&T-Take an Annual Financial Checkup
D-2180-Fidelity- Retirement Planning
N-2220-Line Dancing

11:00 -11:55 Session 2
A-1400-Put it in Writing: Using Basic Business Writing
A-1401-Public Safety Briefings: Don’t Be a Victim
A-1402- Is There a Doctor in the House?
B-1502-Magic at your Desk: Bringing Wonder and Laughter to Co-workers and Students
B-2301-Hobbies Can Be Lifesavers
B-2302-Healthy is as Healthy Does
B-2303-Vision Boards (continue)
D-1100-Yoga and Meditation for Stress Reduction in the Workplace and Beyond
D-1120-GPC is Turning 50!
D-1130-Do it Yourself Home Improvements & Repairs
D-1160-So You Want to Get A Grant? Budget Basics
D-1180-Online Training with Skillsoft
D-1190-How to Have a Rock Star Interview Tips & Tricks
D-1170-Getting out of Debt
D-2170-BB&T-Take an Annual Financial Checkup
D-2180-Fidelity- Retirement Planning

12:00-12:55 – Student Center (Lower Level) – Lunch

1:00 - 1:50 Session 3
A-1400-Fraud Awareness Training
A-1401-Public Safety Briefings – Don’t Be a Victim
B-1502-Military Friendly: More than Just a Buzzword
B-2300-DIY GPC Branding & Printing: Tips and Guidelines
B-2301-Cutting Cost in the Kitchen (Round Table)
B-2302-Tips & Advice for Those Considering Going Back to School
B-2304-Photography: Would you like a pixel with that?
D-1120-Battling against Stagnation
D-1130-Linked-in or Left Out
D-1160-So you want to get a Grant? Part II
D-1170-Thinking of Retiring Soon? GPC Benefits Team Is Here to Help.
D-2140-Basic Money Management
D-2170-Preparing for Major Financial Events
N-2200-The Magic Power of FUN!

2:00 - 2:55 Session 4
A-1400-Banner Q & A Session
A-1401-Public Safety Briefings – Active Shooter Scenario’s & Safety Tips
B-2300-DIY GPC Branding & Printing: Tips and Guidelines
B-2301-Cutting Time in the Kitchen
B-2304-Photography: Photoshop
D-1160-So you want to get a Grant? Part II
D-1190-Ten Key Elements of Effective, Sustained Leadership
D-2130-Fidelity- Retirement Planning
D-2140-Basic Money Management
D-2170–Preparing Major Financial Events
D-1170–Finding Happiness & Enjoyment in the Workplace

3:00 - 3:55 Final Session (Wrap Up)
F-1100 - GPC Financial & Student Affairs Outlook

The Vendor Area will remain open for the duration of the program 10a.m.-3p.m.
Dear 2014 Staff Development Day Participants,

On behalf of the 2013-14 Staff Development Day Committee, we thank you for your participation. This excellent experience could not be possible without you, our sponsors or administration. This is your Staff Development Day, so we hope that you take the opportunity to make the most of it. Please visit our vendor area; we planned it with you in mind. As you move through the vendor area, please remember to stop by your Staff Senate table.

2014 Staff Development Day Committee

Program Information

10:00 a.m. – 2:50 p.m. Vendor Fair

The Vendor Area is located in the N Building, on the 2nd floor. The Vendor Area will remain open for the duration of the program 10a.m.-3p.m.

- BB&T Banking – Presenting
- Blue Cross Blue Shield
- Chrons and Colitis Foundation of GA
- College Savings Plan (529)
- Costco
- Eye Med Vision
- Fidelity -Presenting
- Fountain of Youth
- Georgia United Credit Union
- Georgia United Credit Union-Cash Machine
- GPC Bookstore
- GPC Foundation
- GPC – Health Clinic
- GPC HWR - Cholesterol & Blood Glucose Check
- GPC Marketing & Communications (MarCom)
- Kaiser Permanente
- HP/Cnetics
- Minnesota Life
- Pearl Vision
- Shape Bodies By SAM
- Skillsoft Online Training
- Staff Appreciation (Employee Discounts)
- Staff Senate Table
- GPC Tap Program
- Teachers Retirement System of GA
- TIAA-CREF
- Travelers - (Home And Auto Insurance)
- VALIC
- Vein Atlanta
- Wal-Mart Vision Center

12 noon – 12:55 p.m. – Lunch – N – 1st Floor

The following sandwich options are available:

* Grilled Veggie Sandwiches ARE LIMITED. Please allow your colleagues who only eat veggie meals first choice.

**TURKEY**
- Assorted Breads
- Lettuce, Tomato, Baked Cookie, Chips, & Condiments

**HAM**
- Assorted Breads
- Lettuce, Tomato, Baked Cookie, Chips, & Condiments

**Chicken Salad**
- Assorted Breads
- Lettuce, Tomato, Baked Cookie, Chips, & Condiments

**Grilled Veggie Wrap**
- Condiments

Beverage: Bottled Water

Please take a moment to review the meals for the day to determine your choice before arrival. For your convenience, lines for each appropriate selection will be identified for faster service.

When finished, please drop off all recyclable items remaining from your lunch at the Recycling Center which will be located at the stage in the N Building.
### Concurrent Staff Sessions

<table>
<thead>
<tr>
<th>Time</th>
<th>A-1400</th>
<th>A-1400</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 – 10:50 a.m.</td>
<td><strong>Internal Controls Awareness Training</strong>&lt;br&gt;<strong>Presenter: Kwabena Boakye</strong>&lt;br&gt;This internal controls awareness training provides an overview of internal controls and budget manager’s role in creating positive internal controls environment in their department. In addition, it discusses GPC’s Internal Controls Policy and the responsibilities of department heads and budget managers under the Internal Controls Policy. Finally, it illustrates specific controls in pictures for easy comprehension and discusses common internal controls best practices. Q &amp; A to follow.</td>
<td><strong>Put It in Writing: Using Business Writing Tips in Written Communications</strong>&lt;br&gt;<strong>Presenter: Stefanie Wright</strong>&lt;br&gt;People are communicating in writing more and more. We use email, text messaging, instant messaging, blogs, social media, and a host of other forms of written communication to convey our messages, both in our personal and professional lives. This presentation will explore a few simple ways to incorporate basic business writing techniques into your written communications to help ensure that your messages are effective.</td>
</tr>
<tr>
<td>A-1401</td>
<td><strong>Public Safety Active Shooter Presentation</strong>&lt;br&gt;<strong>Presenters: Chief Nicholas Marinelli &amp; Members of the Public Safety Team</strong>&lt;br&gt;The GPC Public Safety Department has engaged in a proactive strategy that includes training, public awareness and mock emergency response drills. Armed Intruder / Active Shooter (AI/AS) scenarios along with safety tips will be covered. Please plan to attend one of the valuable workshops to help increase your situational awareness and to receive safety tips related to barricading in place and safe evacuation procedures.</td>
<td><strong>Public Safety Active Shooter Presentation</strong>&lt;br&gt;<strong>Presenters: Chief Nicholas Marinelli &amp; Members of the Public Safety Team</strong>&lt;br&gt;The GPC Public Safety Department has engaged in a proactive strategy that includes training, public awareness and mock emergency response drills. Armed Intruder / Active Shooter (AI/AS) scenarios along with safety tips will be covered. Please plan to attend one of the valuable workshops to help increase your situational awareness and to receive safety tips related to barricading in place and safe evacuation procedures.</td>
</tr>
<tr>
<td>B-1502</td>
<td><strong>Magic At Your Desk – Bringing Wonder &amp; Laughter</strong>&lt;br&gt;<strong>Presenter: Walter Fields</strong>&lt;br&gt;This session will teach you how to create magic using everyday items you have at your desk or in your pockets (rubber bands, paperclips, a pen, &amp; money). You’ll leave this hands-on workshop being able to performing 8 easy, yet baffling, magic tricks that will amaze college students, children and your friends.</td>
<td><strong>Magic At Your Desk – Bringing Wonder &amp; Laughter</strong>&lt;br&gt;<strong>Presenter: Walter Fields</strong>&lt;br&gt;This session will teach you how to create magic using everyday items you have at your desk or in your pockets (rubber bands, paperclips, a pen, &amp; money). You’ll leave this hands-on workshop being able to performing 8 easy, yet baffling, magic tricks that will amaze college students, children and your friends.</td>
</tr>
</tbody>
</table>
## Concurrent Staff Sessions

### 10:00 – 10:50 a.m.

<table>
<thead>
<tr>
<th>Session</th>
<th>Title</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Senate Give Me $5! Campaign</td>
<td>Your contribution to the Staff Senate is greatly appreciated. Please donate to your Staff Senate, your support allows us to provide programs or services to GPC P &amp; A and Staff employees. We are asking each employee here today to give at least $5 today. That would make a tremendous difference!</td>
<td>Thank you for your support!</td>
</tr>
<tr>
<td>B-2301</td>
<td>Hobbies Can Be Life Savers</td>
<td>A brief history of hobbies and the importance of recreational balance in our lives. This will be followed by a demonstration of how to make hand-made greeting cards using rubber stamps and ink. Everyone will leave with a greeting card that they make themselves.</td>
</tr>
<tr>
<td>D-1120</td>
<td>Jumpstarting Your Professional and Career Development</td>
<td>Learn about a prescribed process and tools available to help you assess and plan your career. Assess current job (likes and dislikes, strengths and weaknesses) and develop and plan for improvement and/or future roles.</td>
</tr>
</tbody>
</table>

### 11:00 – 11:50 a.m.

<table>
<thead>
<tr>
<th>Session</th>
<th>Title</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there a Doctor in the House?</td>
<td>A community support group for those contemplating starting a doctorate, in the process of completing their doctorate, &amp; those who have completed &amp; would be interested in mentoring a candidate. We have a number of staff members throughout the college who are in various stages of the doctorate program process. It would be a great asset to the GPC community to have an on-going, informal “community support group” to help staff who are looking to enhance their professional program experiences.</td>
<td></td>
</tr>
<tr>
<td>B-2301</td>
<td>Hobbies Can Be Life Savers</td>
<td>A brief history of hobbies and the importance of recreational balance in our lives. This will be followed by a demonstration of how to make hand-made greeting cards using rubber stamps and ink. Everyone will leave with a greeting card that they make themselves.</td>
</tr>
<tr>
<td>D-1120</td>
<td>GPC is Turning 50!</td>
<td>In the Fall of 1964 DeKalb College opened its doors to the first incoming class on the Clarkston Campus. Now, nearly a half-century later, the 50th Anniversary Planning Committee is crafting a celebration that will honor our humble beginnings, the local and global impact we’ve had over 50 years and most importantly, set our collective sights on what the next half-century looks like for GPC. This session will give participants a brief historical snapshot of the college and an overview of the 50th Anniversary celebration timeline. Participants will have the opportunity to share ideas on milestones and key individuals of the college’s history that need to be incorporated into the 50th Anniversary celebration.</td>
</tr>
</tbody>
</table>
### Concurrent Staff Sessions

<table>
<thead>
<tr>
<th>Time</th>
<th>Room</th>
<th>Session Title</th>
<th>Presenters</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 – 10:50 a.m.</td>
<td>B-2302</td>
<td>Turning Pages, Surfing Words: Pleasure Reading at GPC Libraries</td>
<td>Ellen Barrow</td>
</tr>
<tr>
<td></td>
<td></td>
<td>We will explore Georgia Perimeter College resources for reading for enjoyment. This will include: E-Books, GIL-Find Book Catalog, Print Books, GPC Reads Program, GALILEO Book Sources and reader focused websites such as Goodreads. Participants will learn how to access resources and become more proactive readers in the academic setting.</td>
<td></td>
</tr>
<tr>
<td>11:00 – 11:50 a.m.</td>
<td>B-2302</td>
<td>Healthy is as Healthy Does</td>
<td>Carolyn Cornelison</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For so many of us, our lives and work revolve around doing for others. Because of the focus on others, we forget how to take care of ourselves. This workshop looks at wellness concepts, time management, stress reduction, free time choices, life’s purpose, and spiritual health, among other topics, to assist participants in developing healthy life skills.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D-1130</td>
<td>Linked-in or Left Out?</td>
<td>Dr. Patti Gregg</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Is your resume designed for apps and ‘bots? Do you understand how social media can be both a blessing and a curse for job-seekers? Can you efficiently and effectively use online resources for career exploration? Whether you are seeking to advance your own career, or you want to be able to offer guidance and support to family and friends, this session will help you translate your 20th century career vocabulary into the language of today’s job market.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D-1160</td>
<td>So You Want to Get a Grant? Part I: Budget Basics</td>
<td>Glenn Pfeifer and Leonard Conner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This workshop is designed to give the novice grant pursuer the basics of budget development for the pursuit of external funding on behalf of the College. Participants will be exposed to key rules and regulations that govern external funds. Participants will receive an excel budget tool for the development of a grant budget.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D-1130</td>
<td>Do it Yourself Home Improvements &amp; Repairs</td>
<td>Keith Harris &amp; Kenneth Ware</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Learn how to fix items around your home to include electrical quick fixes, plumbing repairs, light switch replacement and faucet repairs. Also, get the answers you need if you have other home repair questions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D-1160</td>
<td>So You Want to Get a Grant? Part I: Budget Basics</td>
<td>Glenn Pfeifer and Leonard Conner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This workshop is designed to give the novice grant pursuer the basics of budget development for the pursuit of external funding on behalf of the College. Participants will be exposed to key rules and regulations that govern external funds. Participants will receive an excel budget tool for the development of a grant budget.</td>
<td></td>
</tr>
</tbody>
</table>

http://www.gpc.edu/staffsenate/2014/ Page 7
**Concurrent Staff Sessions**

<table>
<thead>
<tr>
<th>Time</th>
<th>Room</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10:00 – 10:50 a.m.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-1170</td>
<td></td>
<td><strong>Getting Out of Debt</strong>&lt;br&gt;<strong>Presenters:</strong> GFCU Representative&lt;br&gt;Come and learn about the steps in getting out of debt.</td>
</tr>
<tr>
<td>N-2nd Floor</td>
<td></td>
<td><strong>Online Training-Skillsoft</strong>&lt;br&gt;<strong>Presenters:</strong> Kristine Shackleford&lt;br&gt;Learn about the opportunities to prepare for certifications or to gain job skills with online training courses. These training courses are free. You will also see a demonstration.</td>
</tr>
<tr>
<td>D-1190</td>
<td></td>
<td><strong>Basics of Bicycle Safety and Maintenance</strong>&lt;br&gt;<strong>Presenter:</strong> Kat Friedmann&lt;br&gt;Despite Atlanta's daily gridlock and road rage, you CAN learn how to bike safely and you don't have to spend a fortune! From daily commuting to family weekend rides at the park, we'll go over a few basic skills that every cyclist needs. In this session you will learn about local cycling resources, what safety gear you should always have, and how to resolve a few maintenance issues on your own, so you don't have to spend time or money at the local bike shop</td>
</tr>
<tr>
<td>D-2170</td>
<td></td>
<td><strong>Take an Annual Financial Checkup</strong>&lt;br&gt;<strong>Presenter:</strong> BBT Representatives&lt;br&gt;Anytime is an ideal time to sit back and review your finances. Depending on the time of the year, you may be able to make changes to help you prepare for filing your annual tax return. Or you may simply take advantage of new opportunities arising from changes in your personal situation.</td>
</tr>
</tbody>
</table>

| **11:00 – 11:50 a.m.** |        |                                                                                                                                           |
| D-1170        |        | **Getting Out of Debt**<br>**Presenters:** GFCU Representative<br>Come and learn about the steps in getting out of debt.                         |
| D-1180        |        | **How To Have A Rockstar Interview Tips & Tricks**<br>**Presenter:** Cindrell Harry<br>Whether you are applying for a new job, promotion, or an important position on a non-profit board, your interviewing skills and ability to capture your interviewer(s) is critical. I will provide several tips to help you standout. |
| D-2170        |        | **Take an Annual Financial Checkup**<br>**Presenter:** BBT Representatives<br>Anytime is an ideal time to sit back and review your finances. Depending on the time of the year, you may be able to make changes to help you prepare for filing your annual tax return. Or you may simply take advantage of new opportunities arising from changes in your personal situation. |

http://www.gpc.edu/staffsenate/2014/Page 8
<table>
<thead>
<tr>
<th>Concurrent Staff Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10:00 – 10:50 a.m.</strong></td>
</tr>
<tr>
<td><strong>D-2180</strong></td>
</tr>
<tr>
<td><em>Retirement Planning</em></td>
</tr>
<tr>
<td><em>Presenters: Ryan Hunt, Fidelity</em></td>
</tr>
<tr>
<td>Because most people will be primarily responsible for funding their lifestyle once they retire, it’s critical that you save for retirement first... before starting to save for many other goals.</td>
</tr>
<tr>
<td><strong>B-2303</strong></td>
</tr>
<tr>
<td><em>Vision Boards: How to center your dreams and goals (continued)</em></td>
</tr>
<tr>
<td><em>Presenter: Michelle Solomon</em></td>
</tr>
<tr>
<td>Do you have goals? A bucket list? A dream for your future? Attend this class and learn how to channel the merits of putting to paper aspirations, desires, and dreams using images and words from magazines or newspapers. Participants will learn the importance of putting it out in the “universe” as well as proper placement of the images on the board according to Feng Shui and the Bagua Map.</td>
</tr>
<tr>
<td><strong>N-2220</strong></td>
</tr>
<tr>
<td><em>Line Dancing</em></td>
</tr>
<tr>
<td><em>Presenter: Bam Bam with Leatha Soul Line Dancing LLC</em></td>
</tr>
<tr>
<td>Come and learn dances like the cupid shuffle, the wobble, sanctified slide, temptation cha-cha and some ole 2 step. It’s a great way to relieve stress; exercise and most of all have fun!</td>
</tr>
</tbody>
</table>
### Concurrent Staff Sessions

**1:00 – 1:50 p.m.**

<table>
<thead>
<tr>
<th>Session Title</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fraud Awareness Training</strong></td>
<td><strong>Presenter: Kwabena Boakye</strong></td>
</tr>
<tr>
<td>This fraud awareness training provides an overview of Internal Audit services and Internal Audit’s role in ethics investigations. In addition, it discusses GPC’s malfeasance reporting policy and the role of GPC employees in malfeasance reporting. Further, it highlights specific examples of malfeasance that may be encountered by GPC employees in their routine functions. Finally, it discusses the ethics and compliance hotline as a channel for GPC employees to report suspected malfeasance. There will be a Q and A session at the end of the presentation.</td>
<td><strong>BANNER Q &amp; A Session</strong></td>
</tr>
<tr>
<td><strong>Public Safety Don’t Be A Victim</strong></td>
<td><strong>Presenters: Chief Nicholas Marinelli &amp; Members of the Public Safety Team</strong></td>
</tr>
<tr>
<td>The GPC Public Safety Department has engaged in a proactive strategy that includes training, public awareness and mock emergency response drills. Armed Intruder / Active Shooter (AI/AS) scenarios along with safety tips will be covered. Please plan to attend one of the valuable workshops to help increase your situational awareness and to receive safety tips related to barricading in place and safe evacuation procedures.</td>
<td><strong>Public Safety Don’t Be A Victim</strong></td>
</tr>
<tr>
<td><strong>Tips &amp; advice for those considering going back to school</strong></td>
<td><strong>Presenter: Shyam K. Sriram</strong></td>
</tr>
<tr>
<td>Tips and advice for staff who are interested in going back to school whether to audit classes, graduate school, or whatever. I will talk about the differences between traditional and online classes; public vs. private schools; the Tuition Assistance Program; etc.</td>
<td><strong>Tips &amp; advice for those considering going back to school</strong></td>
</tr>
</tbody>
</table>

**2:00 – 2:50 p.m.**

<table>
<thead>
<tr>
<th>Session Title</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tips &amp; advice for those considering going back to school</strong></td>
<td><strong>Presenter: Shyam K. Sriram</strong></td>
</tr>
<tr>
<td>Your contribution to the Staff Senate is greatly appreciated. Please donate to your Staff Senate, your support allows us to provide programs or services to GPC P &amp; A and Staff employees</td>
<td><strong>Tips &amp; advice for those considering going back to school</strong></td>
</tr>
</tbody>
</table>

http://www.gpc.edu/staffsenate/2014/ Page 10
## Concurrent Staff Sessions

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
</table>
| 1:00 – 1:50 p.m. | Military Friendly: More Than Just a Buzzword  
**Presenter:** Mark Eister  
The student veteran population across most campuses has exploded over the last several years and will likely continue to grow. It is important that we understand this exceptional group of students and their unique challenges so that we are prepared to serve and assist them. This session will present current trends surrounding student veterans and then offer proven strategies and practices that promote the successful transition of veterans from ‘combat to classroom’. |
| 1:00 – 1:50 p.m. | Please Support Your Staff Senate 😊 |
| 2:00 – 2:50 p.m. | DIY GPC Branding & Printing: Tips and Guidelines  
**Presenter:** Barbara Gatewood, Kathy Jordan & Barbara Obrentz  
The "goddesses" of GPC Marketing and Communications, and GPC Printing Services will be presenting the dos and don'ts of GPC Branding and Printing. Join them to learn good practices for design, content and production that will get your layouts approved and produced faster! |
| 2:00 – 2:50 p.m. | DIY GPC Branding & Printing: Tips and Guidelines  
**Presenter:** Barbara Gatewood, Kathy Jordan & Barbara Obrentz  
The "goddesses" of GPC Marketing and Communications, and GPC Printing Services will be presenting the dos and don'ts of GPC Branding and Printing. Join them to learn good practices for design, content and production that will get your layouts approved and produced faster! |
| 2:00 – 2:50 p.m. | Battling Against Stagnation  
**Presenter:** Cindrell Harry  
Many times we find ourselves in areas of our lives where we are either bored or not challenged enough. If this is lack of motivation exists in your personal or profession, there are key things that you can use as tools to "jolt" |
| 2:00 – 2:50 p.m. | Ten Key Elements of Effective, Sustained Leadership  
**Presenter:** Jim Rasmus  
Understand and discuss ten key attributes / skills necessary to be an effective leader. Successful mastery of these leadership traits will assist you in becoming an effective leader at GPC or in other leadership roles. |
<table>
<thead>
<tr>
<th>Concurrent Staff Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1:00 – 1:50 p.m.</strong></td>
</tr>
<tr>
<td><strong>Cutting Cost in the Kitchen – Round (the) Table Conversation</strong></td>
</tr>
<tr>
<td><strong>Presenter: Felicia Harbach</strong></td>
</tr>
<tr>
<td>This session is open to participants of the 2013 workshop “Cutting Costs in the Kitchen” and others who just want to hear ideas from other shoppers. Gather around a fictitious kitchen table as the moderator facilitates a Round Table conversation of your stories (the good or the epic fail) sharing the techniques implemented from the 2013 workshop or some new ones of your own! New participants are welcome; no previous workshop experience is required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B-2301</th>
<th>B-2301</th>
</tr>
</thead>
</table>

| **Photography: Would you like a pixel with that?** | **Photography: Photoshop** |
|**Presenter: Bill Roa** | **Presenter: Bill Roa** |
|This session will teach participants the basics to photography. Participants will learn about shutter speeds, f/stops, ISO’s, resolution, and much, much more. Film photography has become a thing of the past; however, digital photography has taken its place and has become the normal way of capturing moments. Digital photography is cost effective, convenient and fun. Digital photography has allowed average photographers become good and good photographers, great. Understanding how light works it the foundation of a great photography, understanding how to control light is the key to making great photographs. Come to prepared to ask lots of question. Please bring your camera for a fun filled session. | Now that you have created some really nice pictures the next step is to edit a million images that you have on your computer. Photoshop is the state of the art darkroom. For those of you who might have heard the term "darkroom" and perhaps have worked in one, Photoshop offers the same and much more tools to manipulate digital images. Darkrooms are where film was processed, developed and prints were made from those negatives. Now, the negative is a digital file that comes to us a JPG or if not compressed, a raw digital file. You will learn the basic to Photoshop and some nice tricks to make your images even better.  Come prepared with some images on a thumb drive so we can work on the images you want fixed. |

<p>| B-2304 | B-2304 |</p>
<table>
<thead>
<tr>
<th>Concurrent Staff Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1:00 – 1:50 p.m.</strong></td>
</tr>
</tbody>
</table>
| **So You Want to Get a Grant? Part II: Understanding the Common Principles of External Funding**  
*Presenters: Glenn Pfeifer and Leonard Conner* | **So You Want to Get a Grant? Part II: Understanding the Common Principles of External Funding**  
*Presenters: Glenn Pfeifer and Leonard Conner* |
| D-1160 In this workshop, participants will be introduced to some of the misperceptions regarding external funding. Strategies for developing a strong proposal on behalf of the College will be covered. Participants will have the opportunity to ask questions the development of a grant budget. | D-1160 In this workshop, participants will be introduced to some of the misperceptions regarding external funding. Strategies for developing a strong proposal on behalf of the College will be covered. Participants will have the opportunity to ask questions the development of a grant budget. |
| **Thinking of Retiring Soon? GPC Benefits Team Is Here to Help.**  
*Presenter: Patrice Masterson* | **Finding Happiness & Enjoyment in the Workplace: Managing Emotions**  
*Presenters: Dr. Ca Trice Glenn, Dr. Rufus Larkin, Loni Crumb, Yolanda Fountain* |
| D-1170 This session is for employees who plan to retire within the next 5 years. The purpose of the session is to help employees prepare for retirement. We will discuss GPC’s role in the process as well as the employee’s role in the process. Benefits in retirement, sick leave certification, TRS and ORP processes and the pre-retirement timeline will be covered in the session. Individuals who want to discuss their specific plans will need to make an appointment for individual consultation. | D-1170 Have you ever wondered what would make work most enjoyable? Have you ever thought it possible to be happy with what you do? How about that can’t wait to get to work feeling? If you are seeking satisfaction in the workplace, this session will help you learn important information and strategies on how to improve the average workday and on how to turn things around for yourself in life. |
| **Linked-in or Left Out?**  
*Presenters: Dr. Patti Gregg* | **Retirement Planning**  
*Presenters: Ryan Hunt, Fidelity* |
| D-1130 Is your resume designed for apps and ‘bots? Do you understand how social media can be both a blessing and a curse for job-seekers? Can you efficiently and effectively use online resources for career exploration? Whether you are seeking to advance your own career, or you want to be able to offer guidance and support to family and friends, this session will help you translate your 20th century career vocabulary into the language of today’s job market. | D-2130 Because most people will be primarily responsible for funding their lifestyle once they retire, it’s critical that you save for retirement first... before starting to save for many other goals. |
## Concurrent Staff Sessions

<table>
<thead>
<tr>
<th>1:00 – 1:50 p.m.</th>
<th>2:00 – 2:50 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>N-2220</strong></td>
<td><strong>Keep Calm and Give Me Five</strong></td>
</tr>
</tbody>
</table>
| **The Magic Power of FUN!**  
*Presenter: Fran Mohr* |  |
| Returning this year to GPC’s Staff Development Day, come learn more from Mohr. Experience the magic power of FUN you can use to strengthen teams or groups. During this interactive session, you will learn icebreaker activities and team-building games that you can use with any group—at work and outside of work. Come prepared to participate, laugh, and learn the magic power of FUN. |  |
| **D-2140**       | **Basic Money Management**  
*Presenters: GFCU Representative*  
**D-2140**       | **Basic Money Management**  
*Presenters: GFCU Representative* |
| Come and learn more about the basics in money management. | Come and learn more about the basics in money management. |
| **D-2170**       | **Preparing for Major Financial Events**  
*Presenter: BBT Representatives*  
**D-2170**       | **Preparing for Major Financial Events**  
*Presenter: BBT Representatives* |
| Many life events are directly related to (or cause) financial responsibilities that occur at the same time. Preparing for the financial aspects of these events can help to reduce the stress that often accompanies major changes. | Many life events are directly related to (or cause) financial responsibilities that occur at the same time. Preparing for the financial aspects of these events can help to reduce the stress that often accompanies major changes. |
| **F-1100**       | **GPC Financial & Student Affairs Outlook**  
*Presenters: Mr. Ron Stark & Dr. Vincent June*  
**F-1100**       |  |
| Learn what the College has accomplished during the past year related to “Moving Forward”. |  |
Take a Break for Happiness in Life & Work

A special thank you to the 2013-2014 Staff Senate and Staff Development Day Committee
2014 Staff Development Committee & Staff Senate volunteers

Theodora Johnson, Co-Chair
Patricia Young, Co-Chair
Kameka Houston
Tammy Honore
Rodney Pegues
Alicia Braswell
Rebecca Rakoczy
Donna Frazier
Lori Payne
Linda Fields
Gail McCain
Charlene Bearden
Cynthia Hillery-Jackson
Mary Brown
Ursula D. Allen
Vicki Johnson
Jeanna Chapman
Wayne Bullard
Imani Roberson
Sharon Riley
Kara Kennebrew
LaTesa Talley
Emily Cowdrick
Patrice Masterson
Jim Rasmus

Thank You!
GPC Leadership & Executive Team
GPC Foundation
Georgia Perimeter College Financial & Administrative Services
GPC Human Resources
GPC Auxiliary Services
Plant Operations
Public Safety
Media Technology
Center for Teaching & Learning
Georgia Perimeter College Health and Wellness
GPC Marketing & Communications

Georgia Perimeter College • Clarkston Campus

http://www.gpc.edu/staffsenate/2014/ Page 15