<table>
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<tr>
<th>Meeting Date</th>
<th>September 22, 2011</th>
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<tbody>
<tr>
<td>Time</td>
<td>1:00 p.m.</td>
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<tr>
<td>Location</td>
<td>Clarkston Campus, CN 2240</td>
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**Meeting Leader**  
Dede Weber, Chair

**Minute Taker**  
LaSean Price, Secretary

**Senators Present**  
Pat Allen, Kawana Brown, Wayne Bullard, Janice Byrd, Pamela Coleman, Emily Cowdrick, Dawn Davis, Peggy Davis, Michael Grimmett, Mary Hamilton, Cheryl Hodges, Yasmine Holness, Bonita King, Fran Mohr, Yolanda Norman, Terry Payne, LaSean Price, Amy Roberts, Demetrix Rostick-Owens, Carolyn Satcher, Lois Shelton, Ronald Taylor, Dede Weber

**Senators Absent**  
Brad Blitz, Erica Hart, and Brenda Parham

**Ex-Officio Members**  
Patrice Masterson and Jim Rasmus

**Guests**  
None present

**Meeting Purpose**  
Staff Senate Meeting

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<th>Agenda Items</th>
<th>Process/Responsible</th>
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<tr>
<td>1. Call to order</td>
<td>Dede Weber, Chair</td>
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<tr>
<td>2. Review/Approval of Minutes</td>
<td>LaSean Price, Secretary</td>
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<td>3. Committee Reports</td>
<td>Dede Weber, Chair, Dawn Davis-Staff Development Committee Chair &amp; Peggy Davis</td>
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<tr>
<td>4. Old Business</td>
<td>Dede Weber, Chair</td>
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<td>5. New Business</td>
<td>Dede Weber</td>
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<td>6. Adjournment</td>
<td>Dede Weber, Chair</td>
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**Discussion/Decision(s) Reached**

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<th>Decision Source</th>
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<td>M/S/P (E. Cowdrick/P. Davis/Unanimous)</td>
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**1. Call to order, Welcome and Introductions**

a. The meeting was called to order 1:10 p.m.

**2. Review/Approval of Minutes**

a. *Motion to approve minutes dated August 3, 2011-Approved with changes*
3. Committee Reports
   Update from the Chair

   a. Policy Board meets every week. Policies that pass the Policy Board are taken to the President’s Council. Look at the GPC Governance site to stay updated on items that are approved or tabled. Take information to colleagues to let them know the formal process. College-Wide concerns or specific concerns to a functional area can be passed through the Staff Senate. D. Weber will take the concerns to Beth Jensen, Director of Governance and Policy or to Full Advisory Board. http://www.gpc.edu/governance/

   b. C. Hodges and D. Weber will be attending the University System of Georgia Staff Council Annual Conference in October. Updates will be given at the November meeting.

   c. Georgia Gwinnett College has started a new Staff Senate and would like to observe our November meeting.

Staff Development Committee

Town Hall Meetings:

   a. Staff Development Committee (SDC) meeting minutes from 09.20.2011, Survey Results and Staff Senate FAQs were sent electronically by P. Davis. Suggestion was made to change the name of the Town Hall Meetings (THM). The discussion included the following names and vote: Staff Voices (1), Voices & Choices (10), and Conversations with Staff Senate (8). SDC expressed concerns about being more prepared for the THM. Stating we need to equip ourselves with the knowledge of the resources being offered by the college. We need to do our research so that we can be more prepared for the questions that may be asked during the meetings.

   b. Discussion ensued regarding THM tentatively scheduled for October. The overall feelings were that more time was needed to make sure Senators were better prepared to insure that our constituents can have a better understanding of Staff Senate responsibilities and purpose of THM. Suggestions were made to postpone the October THM and develop Staff Development Campus Subcommittees. Campus Reps were requested to phone in on 09.27.2011 from 10am-11:30am and for other senators to join meeting to share ideas and suggestions to move THMs forward.

Staff Surveys:

   a. Before staff survey results are released to constituents, Staff Senate needs to establish the kinds of answers we will use to respond to these questions at the THMs. Suggestions were made to give survey results back and ask for feedback during THM sessions, identify 5-10 policies that constituents can reference to move forward with their concerns, and ask Staff to help us prioritize these concerns. Also protocol needs to be developed to send concerns up the ladder when needed.

M/S/P J. Byrd/P. Coleman/Unanimous)
5. Old Business
   None discussed

6. New Business
   a. Post Convocation Follow-Up
      • Feedback received by Chair was mostly positive. We were a unified presence serving as ushers. The negative was that we underutilized the time given.
      • In the past, other Staff Senates have taken around 5 years to establish a presence and voice. Help spread the message that the process takes time and that change is not going to be instant.
   b. Senate Composition/Bylaws
      • Reporting lines will change for Financial Aid, OIRP and OIT. FA will move to Student Services; OIT will move to Financial Affairs; and OIRP will move to Academic Affairs. This may change the percentage of Senators from that specific functional area.
      • Discussion ensued regarding Human Resources role and participation on the Senate. More discussion to come in the November meeting.
      • According to Yasmin Holness, Bylaw Committee Chair, based on vote in May 2011, we can forward the approved By Laws Revisions to the College’s Executive Team or take a vote to wait and then to submit revisions based upon future changes. The Chair facilitated further discussion regarding the organizational shifts in the functional areas and consideration of HR’s participation in Senate.
      • D. Bullard stated he has seen these kinds of changes happen many times and Staff Senate should only address these types of changes one time per year before election cycle.
      • E. Cowdrick suggested to forward the current Bylaws approved in May for approval from the President’s Cabinet and table changes for later to modify and resend.
        *Motion to forward approved Bylaws to President’s Council and table changes to be discussed at future meeting.*
   c. Minutes Review Procedure
      • Suggestion was made by LaSean Price, Secretary to use SharePoint to review minutes and suggest corrections and changes to information. More information will be presented at November meeting.
7. Adjournment
   a. The meeting adjourned at 4:11 p.m.

   • Dede Weber, Chair