Staff Senate Minutes
Thursday, December 4, 2014
Clarkston CN -2230
(and also by Video Conferencing from the other campuses)
1:00 - 4:00 p.m.

Call to Order

The meeting was called to order at 1:15 p.m. by Chair Kara Kennebrew.

Senators Present
Allen, Ursula
Bearden, Charlene
Braswell, Alicia
Davis, Rose
Downing, Rene
Green-Harris, Shondra
Honore, Tammy
Hillery-Jackson, Cynthia
Johnson, Theodora
Kennebrew, Kara
Meriwether, Brandi
Mooyin-Edwards, Joan
Paige, Contessa
Pegues, Rodney
Rakoczy, Rebecca
Riley, Sharon
Roberson, Imani
Stanton, Tammy
Strickland, Saquarius
Weeden, Nicole
Willis, Deatrice
Young, Patricia

Senators Absent
Cole, Marsha
Craft, Jordan
Johnson, Vickie
Talley, Tesa

Ex Officio Present:
Payne, Lori
Rasmus, Jim

Special Guest:
Erica Hart

Update from the Chair

• PPAB and President’s Cabinet meeting for the month of December was cancelled
• President Watts requested four staff senators to serve on the Implementation/Assessment Team for the FY15 Strategic Plan. Chair Kennebrew recommended: Shondra Greene-Harris, Deatrice Willis, Tammy Honore, and Contessa Paige. All four senators graciously accepted to serve on the team. The teams will begin meeting soon in order to meet the March 2015 deadline.

Committee Reports

Website Committee – Shondra Greene-Harris:
• The “Meet Your Senate” page will be revamped to include photo layout that will feature staff senator’s pictures along with their functional area and email address.
• A draft for an online new mentor form for New Employee on Board committee is being created.
• There will be a feature on the Staff Senate website which will be called the Staff Senate Spotlight.

Staff Development Day – Tammy Honore:
• The GPC Foundation has approved a budget of $4,000 for Staff Development 2015.
• With the assistance of the marketing department, the 2015 Staff Development Day Save the Date was revealed.
• The committee is working on securing vendors and possibly increasing the number of Line Dancing classes to be offered on SDD.
• The committee is currently looking for a keynote speaker for SDD. Tammy Honore encouraged senators to send forth recommendations for person who they felt would be great keynote speakers for the day.

New Employee on Board Committee – Sharon Riley:
• NEOB packets have been prepared for new staff to welcome them to GPC
• Currently still looking for more mentors on the Clarkston Campus. An email blast will be sent to the Clarkston Listserv to encourage mentors to join and become a mentor.
• Working with Website committee to create a New Mentor form that can be found on the Staff Senate website.

USGSC Representative – Kara Kennebrew:
• No new updates

Special Events Committee – Contessa Paige:
• Committee proposed two fundraising events
  o Taste of GPC
  o GPC Talent Show
• Committee will need to do further research to confirm date/time/liability concerns.
• April 2015 is the proposed month to kick off one of the two events.

Elections – Kara Kennebrew:
• Committee will hold first meeting 15 January 2015
• An outline of the dates and elections process has been sent out to committee members

Bylaws Committee – Deatrice Willis:
• No new updates

New Business
• Brandi Meriwether suggested having GPC Public Relations to create a Staff Senate Logo. The idea was well received. Rebecca Rakoczy volunteered to contact PR.
• Chair Kennebrew implemented the SOP (Standard Operation Procedure). Operational guidelines will be put into place for future elected officers and committee chairs to utilize upon taking command of new positions.
• Chair Kennebrew stated there will be a “Who are we” campaign launched January 2015. The purpose of the campaign is to increase awareness of Staff Senate and to become more visible on the GPC campus. The campaign involves a 3-step process: 1). with help from Bill Roa and his team, all staff senators will have their pictures taken. These pictures will be featured on the “Meet You Senator” page on the Staff Senate website. 2). each senator will introduce/reintroduce themselves to their
functional areas by sending a template email or by arranging a “Meet and Greet”. 3). a Survey from OIRP will be created and sent to GPC staff. The questions will be no more than 5 questions and will test the environment of GPC’s Staff Senate. The results from the survey will help next year’s Staff Senate strategically plan based off of the data received.

**Old Business**

- Erica Hart presented information on the “Give Me Five” campaign.
- Ms. Hart suggested that Staff Senate should put a ‘donate button’ on the website homepage as a fundraiser option.
- Ms. Hart confirmed that Staff senate is welcome to collect monetary donations during Staff Senate Meetings. Collected funds should be turned into the Students Account office with the proper fundraising paperwork. The collection of funds will begin at the February 2015 Staff Senate meeting.

**Special Announcement:**
Patricia Young is retiring from GPC. The Senate wished her the best and thanked her for her service to GPC.

Meeting was adjourned at 2:50pm by Chair Kennebrew