Over the past year 26 Senators including myself have had a presence at the Executive Cabinet meetings and the President’s Policy Advisory Board meetings, where we had an opportunity to listen and offer feedback regarding necessary steps to facilitate Georgia Perimeter College’s best practices and strategies as WE, the Staff of Georgia Perimeter College, aligned ourselves daily to support prospective student’s decisions to choose A Better Way Forward! We have supported registration and enrollment initiatives; suggested review of the Bereavement leave policy, inquired about the payroll release date for full-time Professional and Administrative staff; to align with the actual last working day of the month in November and December, increased visibility: photo streaming of GPC Staff at work, via the GPC TV, attended USG Staff conferences and meetings where we offered supportive recommendations to the USGSC to monitor the Staff Council website more frequently with current information of Staff Senate activities, enhanced the look, functionality, and accessibility of our own GPC Staff Senate website, which now includes several new links allowing staff easy access to the Employee Recognition Form, Welcome to New Employees, Give to the GPC Staff Senate Fund, Career Advancement Resources, Team Georgia discounts and resources for State of Georgia Employees. A major addition to the website was a new link allowing staff to submit comments via a confidential link; ALL to ensure GPC STAFF are positioned effectively to engage, support, and be made aware of changes or revisions to practices and policies related to the Financial, Institutional, and Student Affairs of Georgia Perimeter College. Staff Senators have volunteered for Open House events, Orientation, Ask Me Campaign, Career Day, Military Outreach Food Drives and Graduation. Staff Senate was there to not only be the voice at the table but to serve in roles that were important to concerned GPC staff members who may not have had time throughout their workday, or work evening, to personally support; in essence they’ve been there for us all! Most assuredly, the role of the Staff Senate over the past four years at GPC has been to emphasize that we are truly an integral part of this great institution of learning. The 2013-2014 Staff Senate culminated this year’s activities with a very diverse selection of programming to support the work-family balance, by offering a fun filled day of interactive Staff Development Day activities on May 14, 2014. Staff Development survey responses were very positive and encouraging. The concern most cited was displeasure with the lunch selection. The GPC Staff Senate Foundation Fund as of July 16, 2013, had a beginning balance of $110.64. The Staff Senate graciously received $3,000 in funding from the GPC Foundation to help fund Staff Development Day 2014. Expenditures for Staff Development included; $3,000 for food. Additional items were donated to include, a $500 donation for a coffee break from the Office of Financial Affairs. In 2014, during the GPC Faculty/Staff Campaign, staff members, including some Staff Senators elected to contribute to the Staff Senate Fund via payroll deduction. Specifics regarding the accrual of contributions to the Faculty/Staff Campaign can be addressed to Erica.Hart@gpc.edu Development Officer for Scholarships & Annual Giving. There is an overwhelming need to request additional support via funding for Staff Development activities, particularly Staff Development Day* Visibility of Staff Senate was the number one priority for this senate. Photos were taken of each Senator volunteering after various campus events, to promote and identify representatives from each campus or area. The use of the GPC TV was extremely helpful in flashing photos of Senators. Rebecca Rakoczy a member of the website committee was most helpful in coordinating a photo shoot for individual and group photos with William Roa, Photography
Coordinator, Marketing and Communications. The following individuals were invited or requested to speak to the Staff Senate during the 2013-2014 term: Dawn Davis, Assistant Director Projects & Planning Office of Information Technology, Valerie Harper, Payroll Management Supervisor, Ren Flint, Network Compliance Officer, Erica Hart, GPC Foundation Development Officer for Scholarships and Annual Giving, Fran Mohr, Director of Customer Service. Throughout the year, Senators wore their Staff Senate polo Shirts to campus events, to promote the presence of Staff Senate. Chairpersons for the By Laws, Elections, New Employees on Board, Staff Development and Website Committees submitted annual reports for the work accomplished throughout the year and suggested goals for the upcoming 2014-2015 Senate. In addition to the annual sub-committee reports, the Chair asked each sub-committee and officer, to provide a brief outline of committee functions and a corresponding timetable, to be passed along to the incoming 2014-2015 Senate; thus one additional report is included in this Annual Report, submitted by the 2013-2014 Senate Secretary, Gail McCain. The information included is an outline for the incoming secretary to have a brief description of the role of the Secretary. Suggestions for the 2014-2015 Senate include: additional sub or ad hoc Orientation Committee to help newly elected first year senators become acclimated to the role and business of Staff Senate, participation on some level, at the Student Affairs Policy Council, and recommendation to the Elections committee to request a photo and brief statement from each staff member accepting their name be submitted for nomination for a seat on the Staff Senate. * Please note the aforementioned committee reports follow:

Staff Senate Sub-Committee Reports (2013-2014)

Staff Senate Website Committee
Interim Chair: Jeanna Chapman
Members: Ursula Allen, LaTesa Talley, Imani Roberson, Ramon Selles, Debra Scott (Former-Chair)

Purpose
The purpose of the committee is to update and maintain the Staff Senate Website www.gpc.edu/staffsenate/.

Accomplishments:

- Added the following right side menus:
  - “Proposed Changes to Staff Senate By-Laws” link
  - GPC Employee Recognition Form
  - Give to the Staff Senate Fund
  - Staff Development Day program & Flier
  - Submit an Anonymous Comment or Suggestion
- Added the Elections Committee to the Website
- Linked the “Submit an Anonymous Comment or Suggestion” to the GPC Staff Senate email address
- Posted updated pictures, agendas, minutes, 2014 Staff Development Day flier and program
- Created a questionnaire for new employee
2014-2015 Goals:

- Request Drupal training for new committee members as needed.
- Request training for Blackboard Collaborate for future online committee meetings.
- The current Staff Senate Website committee and any future designees will maintain and provide updated information and ongoing access to resources.
- Request Drupal training for new committee members as needed.
- Executive Staff Senate leaders shall post on website an update of Staff Senate members by represented Division and campus.
- To increase posting information on the Staff Senate committees and their activities.
- Schedule meetings 2 weeks prior to the scheduled Staff Senate meetings.

**Election Committee**

**Co-chairs:** Gail McCain and Lori Payne

**Committee members:**

- Jeanna Chapman (Staff Senate Assistant Secretary)
- Emily Cowdrick (Immediate-Past Chair)
- Linda Fields (Staff Senate Vice-Chair)
- Kara Kennebrew (1st year senator)
- Gail McCain (Staff Senate Secretary)
- Lori Payne (Staff Senate Chair)
- Patricia Young (1st year senator)

**Purpose:**

Each year, approximately half of the senate seats become vacant at the end of the fiscal year (June 30th). The purpose of this committee is to coordinate the nominations and the election process for the senate seats which need filling.

**Goal**

The goal of this committee is to attract qualified, involved, dedicated and enthusiastic GPC staff members to serve as a voice for their co-workers through the Staff Senate organization.

**Accomplishments**

The 2013-2014 Election Committee:

- Received an up-to-date listing of all GPC staff members from HR.
  - This list was sorted by area.
  - Calculations were done to determine what percentage of the total number of staff members were in each area and this determined how many senators would represent those areas in the next year’s senate.
  - An analysis was done to determine how many seats were being vacated in each area. This determined how many seats would be sought for each area.
• Sent out nomination forms to all GPC employees (only benefits eligible staff members are allowed to make nominations, but due to problems with the distribution lists it was necessary to send out the forms to all GPC employees so that no one was left out). Staff members were given 3 weeks to submit their nominations.

• Vetted 25 nominees. All nominees were contacted individually.
  o Some were not eligible (nominees must have worked for GPC for at least one year at the time of their nomination). If a nominee was ineligible, they were told why.
  o All eligible nominees were asked if they were willing to serve a 2 year term as senator. Some declined the nomination

Accomplishments (continued)
The 2013-2014 Election Committee:

• Sent the list of candidates to the Human Resources department (HR) for their review and approval.
• Worked with OIRP to create ballots for each area. OIRP sent out the ballots to staff members eligible to vote. Staff members were given 2 weeks to vote.
• After OIRP tallied the votes, the results were sent to HR for a final approval process.
• All nominees were notified individually as to the results of the election
• All GPC employees were notified about the election results via an Executive Broadcast email.
• The newly elected senators were presented to GPC staff members at the Staff Development Day.
• The newly elected senators were invited to attend the June 12th Staff Senate meeting.

2014 – 2015 Goals

• Increase the number of people running for Staff Senate positions in the next election
• Improve voter knowledge:
  o Have each nominee create a short statement indicating why they wish to serve on the Staff Senate and what they consider their qualifications to be for the position *
  o Find methods of advertising the elections which will allow staff members to review the candidates running in their area to make an informed voting decision
• Note that if the above step is added to the election process, the time line for elections should be moved up by about 2 weeks. Because of the lag time involved in many of the steps in the election process, the current committee **strongly** advises that the initial meeting of the Election Committee take place in **December** (you’ll thank us if you do!).

Staff Development Committee

**Co-chairs:** Theodora Johnson, Patricia Young,

**Committee members:** Kameka Houston, Tammy Honore, Rodney Pegues, Alicia Braswell, Ursula Allen, Charlene Bearden, Rebecca Rakoczy, Donna Frazier

**Purpose:**
The purpose of this committee is to provide the college-wide staff development day for staff.

**Goal**
To enrich the work environment through personal & professional developmental and team building opportunities in keeping with Georgia Perimeter College’s core value of civility—enhanced problem-solving, open communication and teamwork.
Accomplishments

- Executive Board approved a full day Staff Development Day
- GPC Foundation provided a budget of $3,000 for lunch for approximately 650 employees.
- Out of 650 fulltime support staff and professional and administrative staff, 521 employees registered prior to event; approximately 550 - 600 employees were in attendance.
- Survey results indicated that the opening session was well received
- The three highest attended classes: Line Dancing (Bam), Finding Happiness & Enjoyment in the Workplace: Managing Emotions, (Dr. Ca’Trice Glenn, Loni Crumb and Yolanda Fountain) and Cutting Time in the Kitchen (Felicia Harbach).
- There were several sessions with 24 or more attendees: Ten Key Elements of Effective, Sustained Leadership and Jumpstarting your professional and career development, (Jim Rasmus), Photography Photoshop and Photography: Would You Like A Pixel With That (Bill Roa), Cost Cutting In The Kitchen (Felicia Harbach), Thinking Of Retiring Soon (Patrice Masterson) Linked In or Left Out (Dr. Patti Gregg), Healthy Is As Healthy Does (Carolyn Cornelison), Hobbies Can Be Lifesavers (Joni Morrill), Banner Q & A (Beth Harris, Patricia Townes and Shelia White), Magic At Your Desk, Bring Wonder & Laughter To Coworkers And Students (Walter Fields) and Retirement Planning (Fidelity)
- Staff Development Committee planned and coordinated 44 concurrent sessions and 32 vendors set up during the day-long vendor fair.
- Of the employees in attendance, Academic Affairs 33%, Institutional Advancement 11.6% Financial & Administrative Affairs 26.8%, President's Office 0.9%, and Student Affairs 27.7%
- Of the numbers referenced above, 66.4% were Professional and Administrative and 33.6% were Support Staff.
- Staff senate received a financial donation to add to this year’s GPC Foundation account

2014 – 2015 Goals

- Submit the Staff Development Day proposal for May 2015 by October 1, 2014 to the Staff Senate Chair & GPC Foundation.
- Solicit increased budget to accurately reflect expected employee participation. *
- Increase awareness of GPC Staff Senate & its overarching purpose.
- Build the GPC Foundation staff pledge for financial support.
- Increase registration and attendance for 2015.
- Plan and implement concurrent sessions and vendor information area based on the 2014 Staff Development Day survey results.

New Employee On Board Committee
Chair: Donna Bravard
Members: Linda Fields, Cynthia Hillary-Jackson, Kameka Houston, Sharon Riley, Tomika Stagg

Purpose
To familiarize a new employee with their campus, GPC, and the Staff Senate and to assist with increasing participation of employees in Staff Senate activities and membership
Goals

- Establish a pool of mentors at each campus
- Pair one mentor with one to two new employees
- Welcome the employees via phone and in person
- Have each mentor contact the new employee at least three times during the new employee’s first three months of employment
- Have a budget for new employee welcome packets and materials (pens, note pad, GPC shirt/trinkets)

Accomplishments

Established a process with HR to provide the NEOB Committee with the names of new full time employees on a monthly basis

Provided approximately 30 Georgia Perimeter College Welcome Packet to new hires that included:

- Welcome letter from GPC President, Rob Watts and GPC Staff President Lori Payne
- Welcome brochure with important information about GPC to include benefits and activities
- Resource pages detailing Georgia Perimeter College contact information
- Employee discount information

Summary

We had great difficulty in finding mentors for each campus. I would suggest that mentors receive incentives to participate such as recognition, a special shirt, hat or badge to wear, and a GPC sponsored luncheon on each campus for mentors and the new employees where the mentors are honored with a certificate. If that is not approved I recommend recognition of mentors at Staff Development Day.

The last supply of printed *Welcome to Georgia Perimeter College - Around GPC in 100 Days* will be given to the 2014-2015 Staff Senate Chairperson. When this supply is exhausted, the initial communication between mentor and new employee will have to be established electronically (email, etc.) or telephone.

2014-2015 Goals

- Re-establish a process with HR to provide the NEOB Committee with the names of new full-time employees on a monthly basis
- Establish a pool of mentors at each campus by asking each current Staff Senator to identify one GPC employee on their campus who is willing to serve as a mentor for the 2014-15 year
- NEOB Committee members should make a concerted effort on their campus to publicize and promote the NEOB initiative and the need for mentors
- Increase number of active mentor participation to two or more mentors per campus
- Establish a budget for new employee materials
- Solidify the program so it can be extended to include part-time staff
- Develop a method to survey new employees who have been successfully mentored for the purpose of soliciting ideas to improve this Staff Senate initiative
**University System of Georgia Staff Council (USGSC)**

USGSC Representative: Donna Frazier

**Purpose:** Represents Georgia Perimeter College at USG Staff Council meetings and annual conference.

**USG Accomplishments:**
- Scholarships available for USGSC voting representatives to attend the USGSC annual conference.
- USGSC Executive Committee: Ms. Geraldine Winns- USGSC- Chair, Ms. Debbie Chimeno-USGSC-Chair Elect, Yvonne B. LeRoy-Landers- USGSC Treasurer, Pattie Beblowski- USGSC Secretary
- USGSC Executive Board approved a new committee called the USGSC Conference Committee.
- New golf T-Shirts with BOR logo were finished and ready for purchase.
- Macon is the new location for all future USGSC meetings. Meetings will no longer travel to member institutions.
- Future USGSC meetings will be accessible via WIMBA or Web Ex
  1. Recommending the BOR extend TAP to family members and approve Bereavement Leave, in addition to Sick Leave, because currently there is nothing in place.

**GPC Accomplishments:**
- Attended the USGSC Quarterly meeting in Kennesaw, May 1, 2013 and voted for new USGSC Officers on behalf of GPC Staff Senate.
- Attended the first USGSC Quarterly meeting in Macon.
- GPC Staff Senate requested that USGSC update their website.
- Participated in the USGSC “Getting to Know” project, which included introductions and a “brag box” for each member institution.

**2014-2015 Goals:**
- Supply USGSC with the names of the new GPC USGSC Representative and Alternate.
- Attend as more USGSC meetings.
- Secure an Office within the USGSC.
- In addition to annual membership fee, make a financial contribution to USGSC, because the BOR does not financially support the USGSC. Funds are raised by membership institutions.

**Bylaws Committee**

**Chair:** Vickie Johnson

**Members:** Mary Brown, Wayne Bullard and Gail McCain

**Purpose**

The purpose of the Bylaw Committee is to make required revisions to the GPC Staff Senate Bylaws.

**Accomplishments** – (No ratifications)
Revised Article III, Section 4: Proposed addition of University System of Georgia Staff Council (USGSC) alternate representative (pending vote in upcoming year to present to College Executive Team)

Revised Article III, Section 5-B: (Parliamentarian and alternate was added – pending vote to present to College Executive Team)

2014 – 2015 Goals: The bylaws committee will continue to address the timeline for the Chair-Elect position to be filled. The incoming bylaws committee will continue to revise and update the bylaws as needed with the approval of the Staff Senate.

The by-law committees members who have served in the past would like to suggest that changes be held to a minimum if possible and submitted together early in the year due to the long review and approval process. A copy of the revised by-laws with proposed (but not adopted) changes highlighted for convenience can be found on the staff senate website and on sharepoint.

Officer description and timetable for the position of Secretary:

Being Secretary for the Staff Senate involves more than just taking the minutes at the meetings. If you are thinking about accepting this position, or have just stepped into this role, here are the activities on which you are expected to work. You are now an officer of the Staff Senate. This enrolls you automatically in 2 committees: the Staff Senate Executive Committee and the Election Committee.

Staff Senate Executive Committee (SSEC) –

- This group is composed of:
  - The 4 officers (Chair, Vice-Chair, Secretary, Assistant Secretary)
  - The chairs of all of the standing committees
  - The Immediate-Past-Chair,
  - Optionally, representatives from HR
- This group normally meets about once a month throughout the entire year (we held out meetings via Wimba so that people did not have to travel to them)
- The SSEC should meet a week before any full senate meeting since the group is responsible for making up the agenda for those meetings
- According to tradition, the Assistant Secretary takes the minutes for the SSEC meetings and arranges to have them published on the Staff Senate website
- The Secretary takes the input from the SSEC meeting and develops an agenda for each full staff senate meeting (see details on page 2).

Staff Senate Election Committee –

- This group is composed of:
  - The 4 officers (Chair, Vice-Chair, Secretary, Assistant Secretary)
  - One or two newly elected senators who will carry forth the information that they learn to the next year’s committee
The Immediate-Past-Chair

- This group normally meets about once a month from December to May (we held out meetings via Wimba so that people did not have to travel to them)

- The assignments for the Secretary are not fixed within the Election Committee. The activities that you do will be determined by the group (see separate annual report on the details of this committee).

Normal Duties of the Secretary:

- Make the room reservations for each of the staff senate meetings (do this through GPC Space [http://www.gpc.edu/facilities_usage/node/3](http://www.gpc.edu/facilities_usage/node/3)). They require at least one week notice.
  - I recommend that you do this as far in advance as possible since space for large groups is very limited (I submitted requests 6-8 months ahead of time).
  - If you are going to use video conferencing, then you also need to reserve the video conferencing rooms at each of the other campuses.

- After you receive your room reservation, send a request to OIT for technology help
  - [https://eapps.gpc.edu/oit/eventrequest/GPCEventRequestSLA.pdf](https://eapps.gpc.edu/oit/eventrequest/GPCEventRequestSLA.pdf)

- Once the SSEC meets and discusses agenda items,
  1. Develop a draft of the agenda for each full Staff Senate meeting.
  2. Obtain the Chair’s approval of the agenda.
  3. Have the agenda posted on the Staff Senate website at least one week prior to the Staff Senate meeting.
  4. Send out calendar invitations to all Staff Senators and Ex Officio members (the Immediate-Past-Chair and any interested HR representatives) and give:
     - Location of the meeting (including video conferencing alternatives, if available)
     - Time and duration of the meeting
     - Copy of the agenda

- Keep track of the responses for the invitations – you need 60% of the senators present at a meeting to establish a quorum (the minimum number needed to conduct business). Alert the Chair ahead of time if there is danger of not having a quorum at a meeting

- I found it easiest to take notes on a copy of the agenda in which I had inserted multiple blank lines between sections.

- I also brought a list of all of the senators with me and took attendance with it (either calling out names or having people sign if there are enough attending in the same location).

- Take minutes at the Staff Senate meeting. You may find it helpful to bring a small recording device in case you can’t keep up with what is being said.

- Transcribe your notes into type-written minutes. These need to be reviewed by all of the senators and ex officio members before they can be approved. I found it easiest to send the draft copy out as an email attachment to let people review them at their leisure. I usually specified a deadline for receiving corrections. After that date, I then sent the revised minutes as an email attachment with a request that everyone either: 1) approve them as corrected; 2) reject them as corrected; or 3) abstain from the vote.
I put a warning in the approval email that if I did not receive a reply by a deadline date that I assumed
that they were abstaining from the vote.

The other method that can be used to get minutes approved is as part of the next senate meeting.
However, if the meetings are 2 months apart, people often forget what happened in the previous
meeting.

- Once the minutes have been approved, arrange to have them posted on the Staff Senate website (usually send
  them to the Chair of the Website committee).

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**New Senators elected for 2014-2015**

**Academic Affairs:**
Rose Davis
Contessa Paige

**Clarkson Campus**
Saquarius Strickland

**Dunwoody Campus**
Brandi Meriwether

**Financial & Administrative Affairs:**
Marsha Cole
Jordan Craft (Public Safety)
Rene Downing

**Lakeside**
Joan Mooyin-Edwards

**Newton Campus**
Shondra Greene-Harris

**Student Affairs**
Tammy Stanton
Nicole Weeden
Deatrice Willis
**2013-2014 Senators**

Ursula Allen
Charlene Bearden
Alicia Braswell
Donna Bravard – New Employee On Board, Chair
Mary Brown - Parliamentarian
Wayne Bullard
Jeanna Chapman – Asst. Secretary and Website, Interim Chair
Linda Fields – Staff Senate, Co-Chair
Donna Frazier – USGSC, Representative
Cynthia Hillery-Jackson
Tammy Honore
Kameka Houston
Theodora Johnson – Staff Development Day, Chair
Vickie Johnson – By Laws Committee, Chair
Kara Kennebrew
Gail McCain – Staff Senate, Secretary/Election Committee, Chair
Lori Payne – Staff Senate, Chair
Rodney Pegues
Rebecca Rakoczy
Sharon Riley
Imani Roberson
Raymon Selles
LaTesa Talley
Patricia Young – Staff Development Day, Co-Chair

**Ex-Officio Members:**

Emily Cowdrick – Past Chair
Patrice Masterson- Human Resources
Jim Rasmus-Human Resources

Respectfully submitted,

[Signature]

Lori L. Payne, Chair
Staff Senate - 2013-2014
Georgia Perimeter College

*Note: Debra Scott, served as the Website Committee Chair, however she left the college in the Fall of 2013 and Jeanna Chapman took on the interim role as Website Chair. Carlos Montgomery also left the college during the 2013-2014 term.*