What’s New

The Office of Legal Affairs (OLA) has relocated to B-3750. This suite is located on the third floor of building B a few doors down from the Provost office.

Our office has provided several contract training sessions this year. We will continue to offer training on an as needed basis. If your office needs training please reach out to OLA via legalaffairs@ggc.edu and we will set something up. We are able to provide information on a variety of topics such as: personal liability, copyright/fair use, Georgia Open Records Act (GORA), etc.

If your office would like to submit an article to include in a future issue of OLA NEWS, please send an email to legalaffairs@ggc.edu.

Open Record Requests

The Office of Legal Affairs is GGC’s designated open records office. Any employee who receives an open record request should direct the requestor to http://www.ggc.edu/community/legal-affairs/open-records/ to submit the request via our open record request form. You may also access this page by clicking “Records Requests” at the bottom of any GGC webpage. The Office of Legal Affairs will contact the appropriate staff person to gather all requested information. Please be mindful that open record requests must be answered within 3 business days of the request per O.C.G.A. § 50-18-71 (b)(1)(A). Our office needs everyone’s full cooperation to ensure these records are gathered and sent to the requestor in a timely manner. If you have any questions regarding open record requests please contact our office at openrecords@ggc.edu. Our office appreciates the timely responses we receive from staff, as we reach out to gather requested information.

“If we are to have peace on earth…… our loyalties must transcend our race, our tribe, our class, and our nation; and this means we must develop a world perspective.” - Martin Luther King, Jr.
Legal "marks" are all ultimately Trademarks, but they fall into various subsets. In general, Trademarks are logos, images, or symbols related to a brand. Examples of easily recognized Trademarks include:

Wordmarks, sometimes referred to as Logotypes, are typographic representations of an entity's name. The most well-recognized Wordmarks include:

Service Marks are essentially subsets of Trademarks and are used to distinguish an entity from its competitors. Company names and logos are often Service Marked. Getting confused yet? Let's break it down:

Service Mark: Nike

Wordmark: Nike

Trademark:

And the fun isn't over yet! We haven't discussed Soundmarks. Soundmarks are aural Trademarks. See if you recognize these Soundmarks:

https://www.uspto.gov/sites/default/files/72349496.mp3
https://www.uspto.gov/sites/default/files/74158626.mp3
https://www.uspto.gov/sites/default/files/74309951.mp3
https://www.uspto.gov/sites/default/files/74629287.mp3
https://www.uspto.gov/sites/default/files/75821499.mp3
https://www.uspto.gov/sites/default/files/73553567.mp3

You can check your answers here: [https://www.uspto.gov/trademark/soundmarks/trademark-sound-mark-examples](https://www.uspto.gov/trademark/soundmarks/trademark-sound-mark-examples)

The important thing to remember is that all marks are intellectual property and legally protected. Use of these marks requires the permission of the owners or a fair use analysis.

**Retaliation**

GGC prohibits retaliation against any person for bringing a good-faith complaint of discrimination or harassment against another person or for assisting another in bringing a complaint. Violation of this policy may result in discipline up to and including dismissal.

Workplace retaliation exists when an employer takes adverse or negative action against an employee who complains about alleged discrimination or another unlawful practice, or participates in a court or administrative investigation, hearing, or litigation relating to workplace conduct by filing a charge or acting as a witness.

Some examples of retaliation can include:

- Unjustified evaluations and reports, Acceleration of disciplinary action, Sudden enforcement of previously unenforced policies, Assigning more onerous work, Failing to promote, Abolishing a position, Surveillance, Exclusion from activities open to other employees, Issuance of undeserved negative reference to prospective employer, Unwarranted contesting of unemployment compensation claim

Reports of retaliation can be considered a complaint in and of itself. Any claims of retaliation should be reported to Human Resources, the Office of Diversity and Equity Compliance, a supervisor, or the GGC Ethics Hotline.
Word Search

Y J I K C
BJTJETITI
LWEQUVKTRDS
YIUGBRZMTIJSK
"FFITNIALPALEL""OSPTNHSJPMLBPVE"
"DNJHARDCONTRACT"
HKOGDKIOYEGDUJC"
VKOINYCLFYAEOZS"
GHCREPTLIREYWAL"
WYYFRIFTRHLBG"
QDPEYOZSKEOUB"
CORDERNDEQSBK"
"CWUGRTVBB"
"JNLng"

WORD LIST

Contract
Copyright
Defendant
Judge
Jurisdiction
Jury
Lawyer
Plaintiff
Testify
Trial

Fun Fact: In Columbus, GA, It is illegal to carve your initials on a tree, even if it is on your own property.

Legal Humor

Chance
This card may be kept until needed or sold
Get out of contract free
**FAQs**

Q: Does my contract need a routing form?
   A: Yes, every contract must be sent to contracts@ggc.edu with a routing form attached. (Please use the routing form tip sheet as a guide)

Q: Do I have to use my VP’s contract routing form only?
   A: Yes, every employee must only use their VP’s routing form (there are no exceptions to this).

Q: Where may I find information about GGC contract process and procedures?
   A: Please see Contract Manual.

Q: May I submit a question for your FAQs?
   A: Yes. The truly brave may email a question to legalaffairs@ggc.edu. Please put FAQ in the subject line.

Q: I still do not know what OLA does. How do you spend your time?
   A: In addition to sharpening our rapier wits, OLA does handle a few different types of Legal Matters.

---

**Voir Dire** – To speak the truth. *This phrase denotes the preliminary examination which the court and attorneys make of prospective jurors to determine their qualification and suitability to serve as jurors.*

*Black’s Law Dictionary 712 (6th ed. 1990).*

---

**Office of Legal Affairs**
Building B third floor
Phone: 678-407-5154
Email: legalaffairs@ggc.edu

**Note:** Want to give us your ideas? Please feel free to submit suggestions for article topics, humor and /or quotes to include in future OLA News issues. (send to: legalaffairs@ggc.edu subject line: newsletter ideas)