

MASON STAFF SENATE

General Meeting Minutes

Wednesday, December 5

10:30am-12:00pm

Fairfax: Merten 1201, Arlington: Founders Hall 720, Science and Technology: Colgan 221,

WebEx: Meeting number (access code): 648 314 965, Meeting password: 2ktMam99; 1-240-454-0879

Members: Stephanie Atkins, Lisa Bair, Andrew Burroughs, Sean Cox, Christina DiCicco, Liam Dillon, Kathy Dodd, Christina Frasson, Jared Hagenow, Jennifer Gantt, Joshua Griset, Erin Iacangelo, Christopher Maier, Jenna McGwin, Pamela Ononiwu, Stacey Remick-Simkins, Lauren Reuscher, Lauren Reyna, Akitta Robertson, Tiffany Sandstrum, Brett Spencer, Michael Wharton, Preston Williams, Stacy Wilson, Joanne Zimmerman

Absent with Notice: Liam Dillon, Kathy Dodd, Christina Frasson, Akitta Robertson

Guest Speaker: Dave Farris, executive director of safety and emergency management, Environmental Health and Safety. Dave discussed Mason's inclement weather policies and procedures.

6 constituents present; 8 constituents present on WebEx

Business Meeting:

1. **Call to Order at 11:30am**
2. **Constituents' Time**
 - a. No constituents
3. **Announcements**
 - a. From the Staff Senate
 - i. Lisa: January 24 will be Lisa's last day. She will be moving to Myrtle Beach, SC, and working for Costal Carolina University. Lisa's last day on campus is January 20. Lisa will continue her Staff Senate work at Costal Carolina.
 - b. From the Floor
4. **Committee Updates**
 - a. Awards
 - i. Outstanding Achievement Awards: Thursday, December 13, 10:30 – 11:45 a.m.; Dewberry Hall
 - ii. Outstanding Supervisors:
 1. Amy Takayama-Perez, Dean, Admissions
 2. Dr. Ivory M. Berry, Director of Student Success, College of Education and Human Development
 - iii. December Employee of the Month: Rosemary Brown from School of Business
 1. Michael: She is a remote worker and lives in Texas. She was very appreciative. Akitta: Michael did a great job presenting.
 - b. Education and Outreach
 - i. December Meeting: CANCELLED; January Meeting: January 16; 2:30pm

- ii. Social Media Update : [Follow us on Facebook](https://www.facebook.com/staffsenategmu)
(<https://www.facebook.com/staffsenategmu>)
 - 1. Sean taking over Facebook during December
 - 2. Lauren Reyna taking over Facebook in January
- iii. Last newsletter of the semester will go out next Wednesday.
- iv. Stephanie posted 2019 orientation schedule-thanks to everyone who has signed up.
- v. Website content renovation in progress.
- c. Events Committee
 - i. Holiday Food and Toy Drive (flyer in meeting documents):
<https://staffsenate.gmu.edu/meetings/events/toydrive/>
 - 1. Sign-up to volunteer during the Fairfax Holiday Party
 - a. <https://www.signupgenius.com/go/20F054AAFAF23A5FE3-holiday2>
 - ii. Winter Event Update
 - 1. Tentatively Scheduled Winter Staff Appreciation Events
 - a. Arlington: Tuesday, February 19; Multipurpose Room
 - b. Fairfax: Wednesday, February 27; Dewberry Hall
 - c. SciTech: TBD; TBD
 - i. Freedom Center-have some good ideas for hosting and participating.

5. New Business

- a. Approve previous Meeting Minutes from November
 - i. Motioned, Seconded, Approved
- b. Staff Study Leave of Absence- <https://universitypolicy.gmu.edu/policies/staff-study-leave-of-absence/>
 - i. Is a 7 year wait too long? Should it be 5?
 - 1. Stacey: Study leave puts strain on your department. There is also a possibility when you return from study leave you leave the university. The methodology for 7 years was by the time you have dedicated 7 years of service to Mason you are most likely going to stay with the University. I think it is fair to require a level of dedication before allowing staff to take study leave. A person is established in the competency of the University as well, and when they do go out to study, they go out educated in the practice of what they are trying to learn. Staff are vested at 5 years, and then by two years later they are well vested in their career here.
 - 2. How many staff take a study leave of absence? Christina will ask Payroll. Stacey knows one person from the Registrar's Office who is now retired who traveled for a few months learning new processes.
 - 3. Jenna: We could highlight in the newsletter. We need to make sure it is still relevant and current
 - 4. Chris: We are hiring people that are fresh out of school and could use this time to get a certification to make them better for Mason. There is a compliance clause that requires the staff members to stay at Mason at least a year after returning from their study leave. We could look at

decreases the number of years served and add on years to the compliance clause.

5. Joanne: Or maybe there could be a six month part time leave of absence where you perform your essential duties at Mason and study part time.
 6. Lauren: Or look at the Short Term Disability model at Mason (ie: you get 50 percent pay if you have been here this number of years, 60 percent pay if you have been here this number of years.)
 7. Jennifer: If the training is available, is the unit responsible for funding? Central or unit funding? Jenna: Faculty's study leave is paid for centrally.
 8. Pamela: This type of thing is done in the private sector all the time. If you do leave the company before you finish out your required service, you pay a penalty. I like the idea of part time. Pamela attended a conference and has not been able to pull together a report to show the best practices she learned because she is already so stretched in her job.
- ii. Faculty can apply after 6 years of service.
 1. Tenured faculty can become tenured at 6 years and then 6 years later they can apply for study leave.
- c. Update from the Chair
 - i. SVP Interview Committee-Three candidates remaining. Jenna, Christina, Stacey, and Chris serving on the committee. Announcement would be made early in the spring semester.

6. Old Business

- a. Holiday Break Time Shift
 - i. Push that to February
 - ii. Joanne sent forward some information about this, and Chris needs to review.
- b. WebEx Traveling Senators Ad Hoc Committee
 - i. Meeting Thursday, December 6; 2pm-3pm
- c. Student-Legislative Process Question
 - i. Remove until we hear back.

7. Adjourn at 12:00pm.

*Meeting documents

Weather Call Presentation

November Meeting Minutes

Holiday Toy and Food Drive Flyer

Staff Study Leave of Absence Policy

Next Meeting: Wednesday, February 6, 2019 ; 10:30am-12:00pm, Locations: Fairfax: Merten Hall 1201, Arlington; Founders Hall B119, Science and Technology: Colgan Hall 221, Smithsonian: Academic 219