

MASON STAFF SENATE
General Meeting Minutes
Tuesday, March 27, 2018
10:00am-11:00am

Fairfax: Research 163 Arlington: Founders Hall B119, SciTech Bull Run 254
703-249-8067

Members: Stephanie Atkins, Lisa Bair, Susan Brionez, Andrew Burroughs, Amanda Corrigan, Sean Cox, Kathy Dodd, Eric Fowler, Christina Frasson, Jared Hagenow, Jennifer Gantt, Erin Iacangelo, Amanda Kennedy, Megan Kirk, Ann Moran, Jenna McGwin, Christopher Maier, Lindsey Olson, Lauren Reuscher, Carl Redmon, Akitta Robertson, Tiffany Sandstrum, Brett Spencer, Rebecca Stone, Michael Wharton, Preston Williams, and Joanne Zimmerman

Absent with Notice: Andrew Burroughs, Sean Cox, Jennifer Gantt, Jared Hagenow, Tiffany Sandtrum, Rebecca Stone,

No Guest Speaker Scheduled

Business Meeting:

1) Call to Order at 10:05

2) Constituents' Time

3) Committee Updates

- a. Awards
 - i. April Employee of the Month
 - 1. Lisa presenting and has a gift.
 - ii. OSA – Web Updates
 - 1. Lisa reached out to committee for OSA material updates. We will set up a meeting with Linda Harber to discuss further details regarding the criteria for evaluation in mid-April.
- b. Education and Outreach
 - i. April 6 Issue Date– April Edition no March Edition.
- c. Events
 - i. Staff Appreciation Events
 - 1. Events Committee will meet on April 10 to close out the Winter event and begin planning the Summer Staff Appreciation Events.
 - 2. All raffle prizes have been accepted and delivered.
 - 3. Attendance
 - a. Fairfax: 207-average attendance but we usually have better numbers when we host morning events.
 - b. Arlington: 90-highest attendance in at least the last 5 years.
 - c. SciTech: 35-average attendance

4) New Business

- a. Approve December 2017 and February 2018 Meeting Minutes
 - i. Motioned, Seconded, and Approved –December 2017
 - ii. Motioned, Seconded, and Approved –February 2018
- b. Update from the Chair
 - i. New Venture Advisory Council: Andrew and Chris are currently serving on this committee. May look for someone on the Senate to stand in at some point. Advising administration on future initiatives and how to proceed.
 - 1. They are proposing an adult learners program. We do have something similar, Bachelor of Individualized Study (BIS). They want to do a combination between what the BIS offers and having an affiliate university to work with Mason.
 - 2. Online initiative with Wiley: They want to do a sit-down with NOVA and continue to align the pathways, especially in the Engineering department. Currently the engineering classes taught at NOVA are not meeting the ABEC requirements. They are not covering the entire material.
 - 3. Lindsey: Mason Employees cannot take Wiley classes right now because of a tuition reimbursement issue.
 - ii. Appreciative Inquiry Summit Pre-Meeting: Took place March 26. Appreciative Inquiry Summit will take place on April 13. To discuss diversity, inclusiveness, well-being, etc, using the Appreciative Inquiry Format. Lauren: The format is similar to the format of our meeting with Shernita in December.
- c. VOTING
 - i. Resolution 2018-1
 - 1. Amanda: Permanently transitioning from a paper ballot to an electronic ballot. Traditionally, everyone is given a paper ballot and everyone votes at the meeting and the Parliamentarian counts the votes. One issue that has come up in the past is that senators from other campuses have to turn their ballots in prior to the meeting, which means they are not able to vote after hearing candidate statements and any discussion related to the election. The administrative assistant also is responsible for accepting ballots in his or her email and printing them off. Having additional steps like this could potentially produce an error of a vote not be accounted for if there is an (innocent) mistake made. Therefore, moving to electronic voting would allow all senators to be present for the meeting prior to voting and vote following the meeting. The Parliamentarian would review the ballots and announce the results. Voting would be done in Qualtrics using the Senate's account.

- a. Jenna: University getting a Qualtrics account so theoretically, anyone who wants a Qualtrics account could have one.
 - b. Christina: Moving to single sign on with Qualtrics.
 - i. Amanda: Can use SurveyMonkey as a back-up if necessary.
 - 2. Susan: Proposed adding a line that included details of what would take place in a runoff election if there was a tie. Lisa: Should be clarified. Susan: How many ties have there been in the past? Amanda: One since I have been here. Susan: Retracts proposition.
 - 3. Motioned, Seconded, Approved
- ii. Resolution 2018-2
 - 1. Amanda: A one-time amendment to move the Officer Elections from June to April to accommodate the Administrative Assistant's maternity leave. This would leave me time to get acquainted with a new Executive Committee and help make the transition smoother. This Resolution is basically moving what we approved in Resolution 2018-1 to April. We would accept nominations now through Monday, April 2. I would prepare the ballot on Tuesday, April 3 and we would vote following the meeting on Wednesday, April 4. We would have until Friday, April 6 to complete the ballot to accommodate for anyone's sick leave or being out of the office. You can email me any nominations and I will confirm they are accepted and will add to the ballot. You can check with who you would like to nominate first, copy them on the email, but regardless I will confirm and get a candidate statement from them to include in the ballot.
 - 2. Motioned, Seconded, Approved

5) Announcements

- a. From the Staff Senate
 - i. Nomination for vacant officer positions
 - 1. Nomination for Jenna as Vice Chair- Amanda
 - 2. Nomination for Brett as Parliamentarian – Susan
 - ii. Pending Jenna winning the Vice Chair role, we will have an election for Treasurer.
- b. From the Floor
 - i. Susan: Include Staff Senate in your signature line in your email.
 - ii. Eric: Eric fully supports the Staff Senate, and he may return at some point. He would like to remain a contact and resource at the Police Station.

- iii. Christina: Will be on maternity leave during the nomination period.
Amanda: Nomination Forms are on the website, and you can email me that before you take leave. Everyone who is up for re-election has been alerted. If you are up for election this year and you are elected as an officer you will not need to run in the Senate Election in July.
- iv. Brett-President's briefing from a while back. There was a note that the President was considering changing building names. Instead of names, Facilities Archives uses building numbers for files. Christina: Had an issue as an instructor with the change from Mason Hall to Buchanan Hall because there is a horse stable with a similar name that caused confusion. Patriot Web and 25 Live also have inaccuracies between building and campus names. Lauren: Timeline for printing campus maps is changing this year so they will be ready for the summer. The building names usually change at or around July 1. Jenna: Her department had an emergency situation with a student that required an ambulance. They call 911 and were transferred to Fairfax County, but they did not have the updated information on the new building name (Buchanan Hall). Susan: Mason should put building numbers on buildings like Fairfax County Schools do to make it easier to locate for emergency personnel. Christina: Building numbers should be prominently posted in each the buildings. Brett: Mason has Fire Response Maps but they have not been updated recently. Chris: Chris will put in a work order and get that updated.
- v. Susan: Consider using a more efficient policy to repaint signs so they do not have to be stripped every year and repainted. Chris: Will look into alternatives.

6) Old Business

7) Adjourn Meeting at 10:51

*Meeting documents

December Meeting Minutes

February Meeting Minutes

Resolution 2018-1

Resolution 2018-2