**Mason Staff Senate**

Approved 6.4.14

General Meeting Minutes

Wednesday, May 7, 2014 12:00 – 2:00 pm

Fairfax Telepresence Rooom UHall 3001, Arlington Founders Hall 720, Prince William, Occoquan 221; Loudoun Ridgetop 202 and Front Royal Academics 219

Present: Andrew Addison, Lisa Bair, Susan Brionez, Rubi Chavez, Amanda Corrigan, Kevin Diffily, Jennifer Hamilton, Laura Harrison, Doug Hernandez, Jacqueline Inskeep, Megan Kirk, Patrick Ledesma, Lindsey Lowenberg, Marit Majeske, Dean Naldrett, Stephanie Payton, Stacey Remick-Simkins, Nicole Roth, Christina Sanders, Brett Say, Alfred Underwood, Paul Wieber

Not Present: Stephanie Zeher (with notice); Andrew Bunting (with notice); Stephanie Barnett (with notice), Jackie Inskeep

**Guest Speakers: Thinking Outside the office**

Elizabeth Torrens: Innovation Food Forest and what we can do to improve our community

Meredith Muckerman and Lee Wilson: Environmental Health and Safety on outdoors seasonal safety

**Business Meeting**

1. Call to order
2. Constituents’ Time: None today
3. Announcements
   1. Noteworthy campus starts/resignations
      1. Passing of Natalie Webster—info in eFiles
      2. Tya El—No update
   2. From the Staff Senate
      1. Office not moving out of UHall (for now)
      2. Kathrin’s days on campus changing to Tuesdays and Wednesdays
      3. Global Professional Exchange Program applications being accepted until June 13, 5:00 pm. Please spread the word.
   3. Committee Meeting
      1. Events, May 21, 12:00 – 1:00 pm, UHall 3500; telecom available (but no videoconference or telepresence)
   4. From the floor
      1. None today
4. Advisory Committees Summary Reports
   1. If those placed on committees would let Kathrin know if a connection needs to be made
5. Old Business
   1. Approve April 2014 meeting minutes
      1. Motion, seconded, approved
   2. Review of current financial statement
      1. Year-end spending
         1. AIGA—Student org in School of Art
            1. Would create a logo and standard flyer for us
            2. Cost supports professional development
            3. Long shelf life
            4. Looking at $445 for logo and standard flyer
            5. Would be created in InDesign
            6. Need to work within Creative Services guidelines
            7. Make sure we have a printing budget; we do.
      2. Motion to approve $445 for logo work
         1. All in favor
      3. Motion to approve $300 or so for SAE promotional item
         1. Motion, seconded, approved
   3. Event for essential personnel
      1. Update from planning committee
         1. Nicole: Meet with Beth Baroody and Janet Walker, HR, and Beth Ericks, SRVP
            1. Essential employee day of thanks

Police: drop of coffee and pastries in am

Week of May 19

Beth making sure senior leadership stops by

Staff and Higher ups thank you

1. New Business
   1. Upcoming Nominations and Elections, Officer Positions and Committee Chairs
      1. Nominations: June 9 through 20
      2. Elections: July 7 through 18 (staff will be able to vote at appreciation events)
      3. Officers
         1. Chair, Parliamentarian, and Treasurer: Took on two-year officer position during midterm. According to Constitution (Article III, Terms of Office, Item B) terms will continue until end of officer position (July 2015)
         2. Vice Chair: took on two-year officer position midway through. Seat will become vacant
      4. Nominations for Vice Chair accepted until Wednesday, May 28
         1. By email to Kathrin
         2. Will also call for nomination at June general meeting
   2. Proposed change to Executive Committee Membership
      1. Resolution 2014-2 (attached)
         1. It was asked, why important?
         2. Trying to be as collaborative as possible
         3. More avenues for distribution of information
         4. Will also help executive committee gauge where help is needed
         5. Presented today; will vote next month
   3. Committees for 2014-15 Term
      1. Chairs
         1. Events: Amanda Corrigan and Nicole Roth, Co-chairs
         2. Awards: Lisa Bair
         3. Outreach & Education: Lindsey Lowenberg
      2. Committee membership requests will be solicited in May or June via email
      3. Changes to committee tasks
         1. Discussion of scope of each committee will happen next month
            1. Considering change in branding, increasing outreach efforts, communication portion,
   4. Staff Senate Informational Session for Prospective Senators
      1. Wednesday, May 28, 12:00 – 1:00 pm
         1. Bull Run Hall 258, Founders Hall 322 - Classroom (TVC) Layout: Classroom, Innovation Hall 334
      2. Attending: Susan B, Andrew B, Lindsey L, Lisa B, Paul W; Marit M. in PW
         1. If available, please come
      3. Purpose: to share details of the nomination and election process and the duties involved with being a staff senator
      4. Panel discussion
   5. Autumn Bazaar: Nicole and Amanda
      1. See proposal (attached)
         1. Minimal and cost for Staff Senate
         2. Toys and Food to be collected
         3. No food drive at holiday
         4. More crafts/arts/hobby fair than staff appreciation
         5. Tables will be open to all to share their wares
         6. Opportunity to get to know others across campus
         7. Discussion of whether it will be juried?
            1. Not this first year
         8. Will not charge entry/rental fee
            1. Not this first year
         9. Can people buy goods?
            1. Revenue will go toward seller
         10. Concerns about food and vendor compliance from Auxiliary have been researched
             1. Need to follow the same guidelines as for those using JC Kiosks
         11. Food
             1. Need ingredients lists
             2. Need to have business license and insurance on file with university
         12. Crafts will be the emphasis
      2. Baking contest details still being figured out
         1. How will that work?
         2. Details will be determined to as to how or if a bake sale/contest is feasible
      3. Could music or stand-up comedy be a part of this?
      4. First run will be open Mason employed community
      5. Will use standard outreach protocol and advertise at Summer 2014 SAE
      6. In mid November, a week before Thanksgiving break
      7. Motion to approve, seconded, approved (with one abstaining)
2. Roundtable Items
   1. From the floor
      1. Search for Athletic Director underway
      2. Academic Advising and Transfer Center and Transition Resource Center has combined to be Center for Academic Advising, Retention, and Transitions
3. Adjournment

Next Meeting: Wednesday June 4, 2014. Location TBA

Meeting Documents:

April 2014 Draft Meeting Minutes

Current Financial Statement

Proposed year-end spending

Resolutions 2014-2

Autumn Bazaar proposal

\*Meeting videoconferenced to: Loudoun 202, Front Royal Academic 219

Call in number: 703-249-8067