

**GEORGE MASON UNIVERSITY**  
**Staff Senate Meeting Minutes**  
**August 2, 2011**  
**11:00 – 12:30 pm**  
**Fairfax Campus, Johnson Center, Room 311D**

*Approved*  
*9/6/11*

**Attendees:** Brionez, Susan; Carls, Joey; El, Tya; Hodges, Gail; Jackson, David; Mahoney, Ginnie; Manley, Karen; Martin, James; Montgomery, Darlene; Nienaber Shotwell, Christina; Patrick, Della; Ryan, Cathy; Uchiyama, Toshiko; Underwood, Karen; Younes, Renee

**Absences:** Maginness, Gordon; Steppe, Stephen

**Notified Absences:** Bloomquist, Sharon; Harrison, Laura; Holt, Rick

**Meeting called to order by Joey Carls, Chair, at 11:05 am**

**1) Review June minutes for changes**

- a) Passed with minor changes

**2) Oath of Office for New Senators**

- a) Administered by Della Patrick

**3) Committee Reports**

- a) Executive Committee
  - i) Meet with Ram Naber and William Fry from Dining to go over Staff Appreciation Day (SAD). It was agreed that it will go forward. The original deal under Denise Ammaccapane's leadership was \$2,500 from Senate and \$2,500 from Dining. They did not contribute their \$2,500, which would have reduced costs. Joey will try to strike a deal with Ram Naber to reduce our contribution to the event next year.
  - ii) Awards and Events (AE) committee needs to think about SAD in December for next year's event
  - iii) Spunk Buggy, the mobile cookie cart, is a possibility for smaller events. Joey will pass on details to AE.
- b) Awards and Events Committee (Gail speaking for Sharon)(Attachment)
  - i) Overview of Hail and Farewell
    - (1) Went well. Many thanks to those who helped.
  - ii) Staff Appreciation Day for Distributed Campuses
    - (1) Full senate needs to vote on sending \$5 Starbucks cards to those at distributed campus who were unable to attend SAD
  - iii) Next Year's Staff Appreciation Day
    - (1) Possible name change—Karen Underwood thinks SAD is a depressing name. Thought it would be better to have a better title. "Thank You Staff Day" suggested, a little less formal but a better feeling. Another suggestion: not to use an acronym but call it by its full name. Joey mentioned that this is a long-debated item. Karen will take the conversation to the committee.

- iv) Outstanding Supervisor Award
  - (1) Voting starts August 22
- c) Communication and Outreach Committee (Cathy speaking for Laura)
  - i) Communication Plan (Attached)
    - (1) Question: Does Senate need to vote on it before its implementation?
    - (2) Letters and Feedback (Item A of "Plan")
      - (a) Hand delivering by Chair not feasible. Joey would like to strike those passages. If the agreed-upon format is a letter, Joey will draft and Kathrin will send.
      - (b) Discussion by and of senators regarding hand-delivering letters vs. letter sent via mail or email. Can committee chairs hand deliver? May be too much for them as well. How many new employees per month? Between 20 and 30, just classified does not include non-student wage employees. Tina asked how many of 20 or 30 are on Prince William? Varied, at least one from each campus in orientation for last two months.
      - (c) James suggested three-pronged approach: letter as a pdf to email, a printed letter mailed to each, and hand deliver during non-peak times.
      - (d) Toshiko opposes option; she does not want to give more responsibility to chairs. They are already spending lots of time on Senate. From Ginnie, nice to have a personal connection with a senator. In regard to James' suggestion, it may not be fair if not everyone gets a visit. Della, by the time someone is hired, he or she is put into Banner and get an email address. Opposition: everyone has a mail stop, but not everyone has an email address. Suggestion: letter could include Senator roster and invitation to meet a Senator at their mutual convenience.
      - (e) **Motion:** Take Part A of Communication Plan back to Communication and Outreach committee plans for revisions, specifically method of delivery: *All except one in favor.*
  - (3) Forums (Item B of "Plan")
    - (a) Discussed the need to poll constituents on what they want to learn more about.
    - (b) Joey reminded all that we're not talking about specifics; we're discussing constituency needs via poll or engaging constituency via efiles and other means to elicit responses. Not a door-to-door effort, but committee members doing their work. Susan agrees getting out and meeting people important. Joey concurred. Everyone is very busy but part of the job is to talk with constituents. Can't do everything electronically.
    - (c) **Motion:** Accept Part B of Communication Plan as written. *All in favor; none opposed.*
  - (4) Community Outreach (Part C of "Plan")
    - (a) Part of being a Staff Senator is to get out and make an effort to meet constituents on a regular basis, so people can connect senators with the job they do. This is part of the responsibility as a Staff Senator.
  - (5) (No Part D of "Plan")
  - (6) Website and Online Communication: (Part E of "Plan")
    - (a) Constituents generally unaware of newsletter and not coming to website. Plan proposed publishing newsletter twice annually, using efiles for upcoming

meetings and events, and posting alerts and reminders on Facebook. Each avenue needs to guide constituents to our website.

- (7) Listserv (Item 5 of “Plan”)—continue to use judiciously
  - (a) Discussion on items 4 and 6 above. Website needs more interactivity. Tya wants to know how to know who is classified v. another category. Tina distinguishes between faculty/staff by communicating with chair. Renee in favor of any personal contact. Quarterly lunch ideal for Prince William campus; understands not feasible in Fairfax but good for Prince William. She leaves cards with staff when visiting, but different on Fairfax because of staff. James not comfortable with idea, suggested contacting directors for meeting as unannounced visits might be problematic or intrusive.
  - (b) Joey in regard to newsletter, fewer issues might mean sacrificing commuter and tuition testimonials.
  - (c) **Motion:** Approval of general plan; Parts A and C4 to committee for revision. To be brought back in September. *All in favor; none opposed.* (Resolution 2011-4)
- ii) Lunch with a Senator—C and O looking at a quarterly event, next one on September 6 at the Bistro, right after Staff Senate meeting. Joey and David will attend in Fairfax. Tina, Renee and Cathy at Prince William when the event held there.
- d) University Issues Committee
  - i) University Issues combined with Work Life, so one bigger committee
  - ii) Parking meeting with Josh Cantor, Director Parking & Transportation
    - (1) Parking rates went up
    - (2) Working on improving signage
    - (3) Looking into better signs in Rappahannock deck.
    - (4) Looking at possible appeal fee for second rounds of appeals, \$25, to narrow number of appeals.
    - (5) Signs at shuttle stops telling people when bus arrives
    - (6) Website also gives next bus information
    - (7) Next year working with county to change Braddock/123 intersection. Next summer traffic there will be bad.
- e) Treasurer – Joey on Laura’s behalf
  - i) Fiscal Year 2011—we gave approximately \$800 back to administration.
  - ii) Report to Sherrens discussed why Staff Senate did not spend entire allocation (attached)
  - iii) Concern at last meeting about budget getting reduced if not all funds are spent. Joey is not concerned.
  - iv) Fiscal Year 2012 (attached)
    - (1) Extra money in budget
    - (2) Laura and Joey will meet with Mark Stahley from the Budget Office
    - (3) Details
      - (a) Salary difference accounts to having no overlap with Sarah’s and Kathrin’s employment, about \$400 to go to direct expense
      - (b) Two columns—difference is in amount of SAD voucher \$7 v. \$5.25
      - (c) Attendance at this SAD may have been smaller because staff didn’t know they’d get lunch. Assumes word of mouth will increase participation. What

happens if vouchers are not used? Joey needs to follow up. Susan asked if we can we do vouchers as if a postage-paid envelope with a deadline? Ginnie, most restaurants closed in summer, need longer expiration date. Awards and events needs to discuss these ideas.

- (d) Supplies and Services—pretty consistent, increase is for camera.
- (e) No expense for gift for Cathy, but we should budget for next year.
- (f) In time, we may need to budget for Employee of the Month
- (g) Spunk Buggy—An idea if AE wants to consider for future events
- (h) Hail & Farewell—exact number
- (i) Budget accounts for a \$2,500 contribution from Dining Services, pending discussions with Ram
- (j) In regard to budgeting for attendance at SAD, Toshiko asked how numbers were calculated. What is participation by percentage? This year, about 25 – 40 % attended. This number has been consistent. Joey not concerned with a huge increase but the number should be tracked. Unlikely that we'll exceed 800.
- (k) Susan mentioned lots of food, which was donated, leftover at Hail and Farewell. Can we use Southside and only pay for what is actually used?
- v) **Motion:** Change authorization process of expenditures of expenditures. In the past, each purchased authorized. This budget will be authorized as whole. If any item exceeds the allocation, then individual items need to be considered. *All in favor; none opposed.* (Resolution 2011-5).

#### 4) New Business

- a) Staff Senate Resolution 2011-3: Proposal to Amend Resolution 2011-2 (attached)
  - i) Will need to be voted on at September meeting.
- b) **Motion:** \$5 gift cards for those who are outliers to 3 main campuses. *All in favor; none opposed.* (Resolution 2011-6).
- c) **Motion:** Staff Senate business cards to be printed. *All in favor; none opposed.* (Resolution 2011-7).
- d) Committee Assignments—Joey has decided against changes for now.
  - i) When new senators are elected in October, they will fill in AE and CO as designated by Joey.
- e) Other New Business
  - i) Susan, in regard to appeal fee of \$25, for parking violation. Should be refunded if decide in staff's favor. Karen, policy still under discussion. David thinks fee is reimbursed if you win case. Karen will clarify.

#### 5) Announcements

- a) University Issues should know smoking policy still big on Dr. Sherren's list. What has been done is good, but need to research in collaboration with student government on best practices. Joey gets the impression that Sherrens wants a smoke free campus. Difficult to find best practices of other universities because not many big schools have gone smoke-free. Susan asked about state law; Karen says state law is 25 feet from door. Nice to hear Sherrens wants a smoke free campus; Karen thought we'd ease into just adhering to the law. James said housing trying to

enforce laws on books by writing students up. James and Karen can confer: Joey can get better guidance from Dr. Sherrens.

- b) Next month's meeting speaker: Any objections to having Josh from parking coming in September? Anything Prince William and Arlington can bring from their campus would be appreciated. Toshiko opposed. Point of bringing to general meeting is so constituents will have question and answer time. Possibility of Marlys Shroup of Skillport speaking as well.

6) **Next Meeting:** Tuesday, September 6, 11:00 am – 12:30 pm, Johnson Hall, 311D

7) **Meeting adjourned at 12:33 by Joey Carls**

Minutes by Kathrin Breitt Brown

Attachments

June 6, 2007 Minutes

Awards and Events Notes from Sharon

Staff Senate Communication Plan

Letter to Dr. Sherrens regarding Staff Senate expenses

2012 Budget

Resolution 2011-3