

MASON STAFF SENATE
General Meeting Minutes
Wednesday, November 1, 2017
10:30am-12:00pm

Fairfax: Merten Hall 1201, Arlington: Founders Hall B119, SciTech: Colgan Hall 221
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, Michael Wharton, Preston Williams, and Joanne Zimmerman

Absent with Notice: Sean Cox, Christina Frasson, Ann Moran

Absent without notice: Jared Hagenow

Guest Speaker 11:30 AM to 12 Noon

Frank Neville returned to the Staff Senate meeting to discuss “pride points” that are drawn from HR surveys and staff conversations. Frank looked for staff feedback; we may need to report back at a later time. Discussions about last month’s topic may resume, if time permits.

Business Meeting:

1) Call to Order at 10:35

2) Constituents’ Time

- a. 1 Constituent; no concerns
- b. Mason Lobbies – January 31
 - i. Amanda, Chris, Kathy interested in attending.
 - ii. Seek clarification from HR about using Leave for Volunteer. Megan: State leave has parameters. Volunteer leave has to be used for outside in the greater community.
 - iii. Encourage supervisors to allow staff to attend.
 - iv. Lisa will volunteer as a senate representative for Mason Lobbies committee if the opportunity arises

3) Committee Updates

- a. Education and Outreach Meeting: December 1 at 1:00pm
 - i. New structure for newsletter. Will be sending newsletter out after the general meeting.
 - ii. New Staff Orientation: Staff Senate has been moved around in the presentation. Stephanie will not always be available for the presentation and will be seeking Senate volunteers to fill in. The presentation has been revamped and is now more interactive with participants.
- b. Awards

- i. OSA Announcement and Outstanding Achievement Awards- November 2; 10:30-12:00 in Dewberry Hall
 - ii. Employee of the Month Presentation today by Akitta
 - iii. Look for an email from Lisa.
- c. Events:
 - i. Met to discuss INOVA Children's Hospital Toy Drive and planning Winter Staff Appreciation Events and brainstorming ideas for remote campus appreciation. Lisa: Are we also including Patriot Pantry. Chris: Yes, but Patriot Pantry is specifically for students. We can contribute to the Pantry, but there are programs for faculty and staff through Employee Relations that are geared toward faculty and staff financial issues. Stephanie: Would be good to include in the newsletter. Lisa: I believe Employee Relations has referred staff to the Patriot Pantry in my experience. Can we invite someone from Patriot Pantry to come speak to us? Lindsey: Do we just need more information in writing or someone to speak to us? Lisa: Would prefer someone to speak to us. Lauren: Patriot Pantry put an announcement in *Around Mason* asking for most needed items.
 - ii. Erin: Halloween Party at SciTech: 30 people in attendance and half came in costume. Enough people to do three teams for trivia-which was well received. Tiffany and Lindsey put together a tacky trophy that will travel from department to department. Also had best costume sashes. Hot chocolate and cider went over well. Feedback has been great.

4) Announcements

- a. From the Staff Senate
- b. From the Floor
 - i. Patriot Pantry
 - 1. Alternative programs specifically for faculty and staff
 - a. Human Resources. Linda Harber: Human Resources wants to help any faculty and staff with financial problems. Human Resources promotes financial literacy classes. HR can work with payroll to help with first paycheck timing to accommodate getting moved here and settled.
 - b. Employee Relations-organizational development, learning, and coaching. Shernita Parker: If there are financial issues among staff and faculty, employee relations is the best form of contact to start with. Anyone who has benefits with us has access to the employee assistance program-many times goes unused and unrecognized. Many times, it is assumed what is provided is limited, but actually financial support is part

of the benefits that are provided. Linda Harber: Legal assistance is a resource for a Will or other legal situations. Worked with folks in Richmond to bring someone in to campus in areas they felt like we need more support-they are not as well attended as they should be. Working with Psychological Services in CHSS to see if we can partner to broaden our resources to staff and faculty. We want home and work to be stable. TIA and Fidelity have programs online. Part of it is living in control. Jenna: Is there information regarding the Employee Assistant Program on the website? Shernita: Go to hr.gmu.edu, go to benefits, and go to employee assistance program and you can select your provider (COVA, Kaiser, etc). There is general information, contact information, and FAQ's, etc. Also, a reminder that this is a confidential resource. Linda: We can also ask someone from Employee Relations to come back and discuss this further. Kathy: Has experience using an Employee Assistance Program and it is an excellent resource and underutilized. Susan: How do we know this is underutilized? Linda: Not just for financial difficulties, for many other things as well. Because it is confidential, we have a hard time getting numbers. Lisa: Patriot Pantry is also a confidential situational place where faculty and staff can go. Why is Employee Relations not in closer contact with Patriot Pantry? Linda: Will follow up and look more into it.

5) New Business

- a. Approve September 2017 Meeting Minutes
 - i. Moved to December
 - ii. Susan: Document constituents in meeting minutes and create meeting minutes for October meeting.
 - iii. Susan: Do we have analytics for the number of views we get for the videos of our guest speakers? Amanda: Facebook, yes. Vimeo, only if views are published. I am not the administrator of the account, but if they are published publicly on vimeo then, yes.
- b. Holiday Toy Drive-INOVA Children's Hospital
 - i. Will circulate the flyer around and will be published in the upcoming newsletter.
- c. Update from the Chair – Recognition Leave
 - i. Recognition Leave –had an Executive Committee meeting last Friday and I brought forward the idea of Recognition Leave and Letters to

Supervisors to the table. We do a lot of work to advocate, appreciate, and educate others, but we do nothing for ourselves. I have been working with Beth Baroody to define what that entails. There can be credit and debits. Would like to tie this in to our constitution and bylaws. Some Staff Senators abandon some responsibilities leaving it up to a smaller group of senators to pick up the pieces. We are looking at recognition leave as a way to help alleviate some of this and entice everyone to follow the standards in our bylaws. We are looking at between 8-12 hours that can be used for personal leave. I have also been asked to consider that there are repercussions if there are situations that a Senator does not show up, doesn't tell us that they are not going to show up, etc. At the end of the day the executive committee and Work/Life will sort through the definition and restrictions. Susan: I am opposed to this because I did not run for the Senate to get paid for it. I joined the senate to serve. There are strict guidelines in our constitution that enforce removal if you do not follow the constitution. There was a situation where one Senator won a Parking Pass a few years ago during the raffle and it was seen as self-serving. This will be seen as self-serving to constituents. Will HR have to implement this across all the bodies? Lindsey: Wouldn't you want recognition for all of the extra work that you do? Susan: This is volunteer. You can put this on your resume-that's your recognition. You hopefully read the constitution before you put your name on the ballot and knew what you were signing up for. Kathy: I serve on multiple committees and view it as a job duty. If I received recognition leave for all of those committees, I wouldn't have time to come to work. Susan: We are already receiving leave from our desks to serve around the table. Megan: Not opposed to this as long as it is between 2-4 hours; I feel better about 2. If we begin giving out 8-12 hours, supervisors may enforce using leave to come to Staff Senate meetings. I also do not feel right about the debits. We are all adults and it would also be difficult to administer as well. Jenna: What do the faculty senate members get for serving? That may help us to know exactly what would be appropriate. Amanda will look into that. Joanne: If we receive leave from the Staff Senate that would that take away from the 40 hour limit we can receive from our supervisor? Chris: Yes. Susan: What amount of leave would part time or wage senators receive? Eric: This is part of our job so maybe if there is a Senator who is going above and beyond, Chris, you write a Letter of Appreciation to the senator's supervisor encouraging them to recognize the Senator's outstanding contribution. I also serve on many committees. The committee chair in one committee sent a Letter of Appreciation to my supervisor and my supervisor recognized me.

Susan: What started this idea? Chris: Accountability and attendance and a preference to not overuse the gift card policy from Work/Life. Lisa: Staff are only allowed two gift cards per year. Megan: HR can only give you up to two gift cards per year (\$50) and after that you can receive swag or other items. Joanne: Do you know why people are not showing up? Chris: Yes, the chairs do. We are fixing the things we have the power and ability to change. Joanne: Did you think the leave would help that? Chris: Yes, but it is more to recognize those that go above and beyond. Lisa: It is personal satisfaction. If I volunteer, it is because I want to not because I am looking for recognition. Chris: Everyone made some good points and we will take this back and look at it more. Preston: As good as the intentions are, I think this conflicts with the message of reaching out to more staff. It looks more like we are looking out for ourselves versus looking out for constituents. The perception may be received negatively, and you wouldn't want someone to just serve to receive the benefits. Jenna: Maybe a rotating list of responsibilities on the committees would help balance the workload and expectations.

6) Old Business

7) Adjourn at 11:20

8) *Meeting documents

September Meeting Minutes

Next Meeting: Wednesday, December 6, 2017; 10:30am-12:00pm, Locations:
Fairfax: Merten Hall 1201, Arlington: Founders Hall 720, SciTech: Colgan Hall
221.