**Mason Staff Senate**

Approved 9.6.17

General Meeting Minutes

Wednesday, August 9, 2017

10:30am-12:00pm

Fairfax, Research Hall, 163; SciTech, Colgan Hall 221; Arlington, Founders Hall 119B;

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: Christina Frasson, Erin Iacangelo, Amanda Kennedy, Brett Spencer, Rebecca Stone, Michael Wharton

Absent without Notice: Ann Moran

**Retreat/Kick-Off Meeting (no guest speaker)**

**Business Meeting:**

1. **Call to Order at 10:35am**
2. **Rebus Puzzles/ Break up into Teams by Committee Assignments**
   1. Three Puzzles – 10 minutes
3. **Constituents’ Time**
4. **Announcements**
   1. From the Staff Senate
      1. Jenna & Rebecca on task items regarding workplace violence/ bullying.
         1. Chris: There were 3 instances of bullying on campus reported. Jenna, Eric, Rebecca are working together and have collected some information over the last month.
         2. Jenna: Rebecca collected documents from local universities in the US seeing what policies are out there. One from University of California – great definition of bullying but the definition comes from a state law. They call it *abusive conduct* and it encompasses many things. Mason does not have a policy that takes bullying away from threats or acts of physical violence. We do not have an adequate definition in place. The goal is to either create a new policy for bullying itself or get a definition in workplace violence. Also look at cyber bullying. ITS has a policy subgroup: Security Review Panel. If you have someone contacting you via email, there is a specific place you can send those emails for review. Eric: Some forms of bullying can cross into stalking. 1202 University Policy-two or more unwanted behaviors directed at a specific person that is unwanted and causes some sort of distress. If you ask someone to stop contacting you, and they continue to contact you, you can get recourse through our Title 9 Office. They would investigate and take proper action. Any sort of bullying that doesn’t easily fit in the box of stalking could continue to take place because our University’s definition of bullying does not include non-physical threats. Eric is sitting on the Sexual Assault and Interpersonal Violence (SAIV) Task Force, and one of their initiatives is to update the workplace violence definition. Eric is working on behalf of the senate to encourage broadening the definition to include non-physical acts of violence but is also cautionary that it does not over reach into free speech or minor disputes. Jenna: Commonwealth has a Standards of Conduct document that includes groups of behaviors (ie: 1, 2, 3). Depending on the act, and if it fits within that group then the university can act. Chris: The next course of action? Jenna: Eric will continue working with the task force. Jenna and Rebecca will work with Eric. Are all of our HR policies tied to the Commonwealth or does Mason have separate policies? Megan: For administrative faculty, there is not a procedure for their removal-they are considered at will. For classified staff, there is a process which Jenna alluded to in the Standard of Conduct document. That does not mean that you cannot make an argument outside of those groupings that they have not violated the proper way to act in the workplace. As an overall challenge to bullying, you would need to be very thoughtful into what constitutes bullying. Some of it can be perception. Lisa: Are we just concentrating on classified staff? Eric: We are concerned about the constituents we serve, but this would be a University policy encompassing everyone.
      2. Tiffany, Lindsey, & Erin on Sci Tech vs Fairfax appreciation events
         1. Chris: Incident where an E-File went out regarding a movie showing, sponsored by HR and University Life, only being shown on the Fairfax campus. University Life reached out to Arlington and SciTech but both campuses declined to participate. However, the perception at SciTech and Arlington is that they are being slighted in some way since there are numerous examples of this type of miscommunication happening. Janet and Chis agreed to pick a day that Janet could come to the SciTech campus and sit down with constituents at that campus and hash out a plan to give the SciTech campus a sense of community. Janet is very enthusiastic about working with us. Tiffany, Erin, and Lindsey will be meeting on Monday to discuss perceived deficits.
            1. Arlington: Would you like Chris to extend an invitation to also work with the Arlington campus? Arlington Senators: Yes.
      3. Oath and Confidentiality Statement Proposed Changes-Susan:
         1. Confidentiality Agreement: *The Executive Committee will convene to respond and recommend a course of action.  Recommendations may include dismissal from the Staff Senate by a majority vote of the Staff Senate*. – What are other recommendations? What if no disciplinary action is required?
         2. Confidentiality Agreement: *This process will be considered confidential business of the Staff Senate.* Change will be to is.
         3. Oath: *I take this oath with an understanding that should I no longer be able or willing to serve, I will promptly vacate my seat. I understand that failure to carry out the responsibility of this office may result in my removal from the Staff Senate by the membership.* - How does one vacate their seat-by notifying the Chair? Also, propose changing membership to the Senators. Jenna: Does not see any difference in membership versus Senators since Senators are the membership.
   2. From the Floor
      1. Lisa Bair: Would like to bring back up admin faculty resolution. Lindsey: Also, contractors to the University are growing. Susan: Does our budget support including contractors? Megan: Also, just a reminder that all contractors include Sodexo as well which would exponentially increase our event attendance. Lindsey: More concerned about workplace issues versus events. Amanda: We do not turn away any contractors from events, but they are not eligible for the raffle/election voting/etc. Another concern is that we cannot properly advocate for contractors since they are managed outside of the University. Lindsey: Sees us advocating for them regarding their relationship with the University versus their internal concerns.
      2. Lauren Reuscher is the September Employee of the Month! Congrats!-Lisa Bair
5. **New Business**
   1. Approve previous Meeting Minutes from May and June
      1. Motioned, Seconded, Approved-May
      2. Motioned, Seconded, Approved-June
   2. Results of Summer Staff Appreciation Event Survey’s
      1. Take back, look at responses, and take initiative to find the answers.
         1. Break out questions by committees –Amanda will email.
   3. Update from the Chair
      1. Learn/ Challenge/ Lead-Chris
         1. Planning Conference: Focused on the student experience. There are some items in the works for improving well-being for the institution. There is a re-definition of wellbeing.. How do we keep people engaged, how do we keep them happy, and how do we make them stay? Motto for this year: Learn what the issues are, challenge them if there is something wrong with them, and lead by example. Motto comes from the Antonin Scalia Law School. This is a one-year motto. Wants us to step forward and look at the issues and come to the table with a solution. They are willing to work with us. If we were allowed to do things that were not a law in Virginia, they would have done it already. We need to step up and be a part of the change/solution. Whatever the issue, bring concerns to the table and find solutions and act on them.
      2. Committee involvement
         1. Tabled
      3. Ad Hoc Committee involvement-Chris
         1. Beyond your committees, senate needs to pick a task to complete over the next calendar year as a group. Pick a topic or issues in your committee and choose one to try to solve. Focus on it as a group and make it come to fruition. As soon as we are on Cisco Sparks-begin to throw out some ideas about issues to tackle.
            1. Lisa: Invite speakers that are more focused on the issues versus on a topic.
            2. Lindsey: Half an hour speaker time frame? Yes. Instead of a speaker bring in a discussion group about the concern at hand. Chris: Looking into streaming Q and A with administrators and publishing on our website.
            3. Lauren: Bringing in speakers to Town Halls versus a speaker every month. Use that model once a semester versus a having a speaker each meeting.
         2. We have an opening to work out details with GMU Fund and begin campaign for Staff Scholarship Funding

In Lieu of 12 credit non-transferrable to family members

* + - 1. Each Campus Location to pick a task to complete over the next calendar year
         1. We know the problems and issues that divide us. The solution will need to come from within. Susan: Loudon and Front Royal are also other campuses to include.
    1. Online Voting Application-Chris
       1. Chris will have Christina create Cisco Sparks accounts so we can connect between meetings and discuss topics outside of email. Also, Chris is evaluating a few different voting apps to facilitate voting between meetings. Can vote from the convenience of your computer where you can have access to research the issues.
       2. Motioned, seconded, approved.
  1. From the Floor
     1. Lisa: Can we order some kind of nametags for Senators? Chris: Will look into screen printing option that was discussed during the Planning Conference.
     2. Kathy Dodd: Looking into finding whether there is a field in People Finder to put that you are a Staff Senator.
     3. Sean: Timeline for Cisco Sparks? Chris; Hoping to have it up and running in a week.
     4. Akitta: If a staff has a concern, what should we do with those concerns? Chris: Email Chris, email the Executive Committee, or bring it up during “From the Floor”/”Constituent Time”.

1. **Old Business**
2. **Adjourn at 11:57am.**

\*Meeting documents

May and June Meeting Minutes

Updated Committee Roster/Updated Staff Senate Roster

Next Meeting: Wednesday, September 6, 2017 ; 10:30am-12:00pm, Locations: TBD