**Mason Staff Senate**

APPROVED 6.1.2016

General Meeting Minutes

Wednesday, May 11, 2016

12:00pm-2:00pm

Fairfax, Merten Hall 1201; SciTech, Bull Run Hall 254; Arlington, Founders Hall 119B;

703-249-8067

Members: Wajaht Ahmed, Stephanie Atkins, Lisa Bair, Susan Brionez, Andrew Bunting, Cameron Carter, Rubi Chavez, Jocelyn Hanly, Barbara Hill, Amanda Kennedy, Megan Kirk, Christopher Maier, Marit Majeske, Lindsey Olson, Francina Osoria, Lauren Reuscher, Emily Robinson, Nicole Roth, Dan Silver, Cloud Spurlock, Al Underwood, Alex Walsh, Katara Wright

**Absent with Notice:** Jocelyn Hanly**,** Francina Osaria, Al Underwood, Alex Walsh, Katara Wright

**Absent without Notice:** Marit Mejeske

**Constituents:** Eric Fowler

**Guest Speaker**

* President Ángel Cabrera

**Business Meeting:**

1. **Call to order at 1:10**
2. **Constituents’ Time**
3. **Announcements**
	1. From the Staff Senate
	2. Committee Meetings
		1. Awards Committee: TBD
	3. From the floor
4. **New Business**
	1. Approve April 2016 Meeting Minutes
		1. Motioned, Seconded, Approved
	2. Sizzlin’ Summer Social (Times: TBD)
		1. Amanda C: Attendance at Fairfax in Winter 2014 when event was 9:30am-11:30am was 208 (ffx), 54 (arl), 85 (sci-tech) compared to Winter 2015, when the event moved to 12:00pm-2:00pm, 140 (ffx), 54 (arl), 29 (sci-tech). Possibly change name back to *Coffee Klatch.* Will discuss more at Events Committee Meeting.
		2. Fairfax: July 13, 2016
			1. Move to morning
		3. Science and Technology: July 19, 2016
			1. Lindsey/Emily: Short Time Period (90 minutes at the most). Would not start anything later than noon.
		4. Arlington: July 21, 2016
			1. Combining with Arlington. Nicole: Will we have good enough representation at the event? Barbara: Yes. We will have more budget for food, more raffles, etc. Also having two big events in one week would split attendance.
	3. Staff Senate Senator Election
		1. Nomination Period: Monday, June 13 through Friday, June 24, 5:00 pm
		2. Elections: Monday, July 11 through Friday, July 22, 5:00 pm to coincide with the Staff Appreciation Events.
			1. Nicole: We were 4 people short of 500 votes last year. Nominate anyone you think would make a good addition to the Senate. Amanda contacted anyone who was up for election. Terms are two years.
			2. We had 5 attend the Prospective Senator Information Session and one in attendance at today’s meeting, Eric Fowler, Clery Compliance Coordinator / Crime Analyst, Police and Public Safety.
	4. Staff Senate Officer Elections
		1. Nomination Period: May 11, 2016-June 1, 2016 at 9am
			1. Lisa Bair nominated Megan Kirk and Megan accepted the nomination.
			2. Send any nominations to Amanda at or before June 1 at 9am. Amanda will contact that person to check that they accept the nomination. We will vote by ballot on June 1 if there is more than one candidate.
		2. Election: June 1, 2016 at General Meeting
	5. Budget Update
		1. Update after March Reconciliation: Telecom expense and $30 encumbered for Linens from Events Management hit in April. Events Management did not deliver linens for our Town Hall in March. Will not refund the money, but will offer us voucher for a future event.
		2. Expected Encumbered Expenses: Survey Monkey ($25), if we do not use Qualtrics, $800 for Promotional Items, $96 for VGEA membership, Telecom expenses, and $169 for Office Supplies. Will roll over unused funds to next fiscal year ($429.63).
		3. Volunteer to Stand in for Treasurer during Rubi’s Maternity Leave
			1. Dan will step in during Rubi’s maternity leave. Amanda will submit all necessary paperwork.
		4. Leftover Funds/Promotional Items
			1. The motion to move funds to the Promotional Line Item passed, and the tumbler won by four votes.
			2. Tumblers from 4Imprint Outlet. Will have at least 505 tumblers for $1.35 per piece. Plus freight the price will be $798.67, but will negotiate for more tumblers.
	6. Update from the Chair
		1. Advocacy Committee
			1. Concerned that out current structure is not using all of our strengths and not effectively advocating or being watchdogs for staff. After evaluating other senates, they do have Advocacy Committees.
			2. Megan: We used to have an Issues Committee, but it was agreed upon that the Issues Committee should be all of us. We decided that we would have ad hoc committees; however, there are no ad hoc committees being created. Not opposed to creating an Advocacy Committee again, but a fear is that the things that are brought up in an Advocacy Committee may not speak to those members in the Advocacy Committee. Megan thinks it works best when someone brings an issue forward, and it is something they are passionate about where they can find a meaningful solution. Afraid assigning members to an Advocacy Committee would create more apathy in doing the real work.
			3. Lisa: Suggests Advocacy Committee on Call. Nicole: An Advocacy Committee on Call would require more than one committee. How would you all feel about serving on more than one committee? Lisa: If it’s a widespread issue then it should be of interest to everyone on the Staff Senate.
			4. Dan: Agrees that someone being passionate about whatever we are advocating for is important. Suggests addressing advocacy issues during the last five minute at each general meeting. During that time, members agree to be points of contact and will update the Senate at the next meeting.
			5. Lindsey: Agrees that at the end of the meeting we should have action item.
			6. Nicole: Sounds like this should be an ad hoc committee that is not as permanent as the three committee structure. Every university does this differently. Should we write this in the constitution? Eric: What would fourth committee do? Do outreach to seek out issues? Nicole: Take issues that are sent forward by constituents or members. Typically we discuss and discuss.
			7. Regarding the Admissions issue: Dan: Something we could do is invite staff who are experiencing issues with Admissions to come to our next meeting and voice their concerns so that we could pass them forward. That would be an action item while we are advocating. We could be a proactive agent. Lisa: Have Senators connect with upper Administration and serve as representatives on committees when big changes are taking place (ie: Admissions overhaul). Lindsey: If we do host an open house or event for Admissions, focus on what changes staff would like to see in the system going forward versus just a venting/complaint session.
			8. Megan: Regarding the tuition waiver issue, it is a sensitive topic because it is not a benefit available to all state employees. Lindsey: Feels like a Mason employee versus a state employee, and she would not expect to receive any benefit that another state employee receives from their office. Rubi: ODU gives employees a tuition waiver plus their kids.
5. **Old Business**
	1. Columbus Day/Indigenous People Day
		1. No update
6. **Roundtable**
	1. Wellbeing: Nicole: Feedback from constituents about hearing too much about “Wellbeing”.
	2. Half Day Fridays: Emily: JMU has started half day Fridays for summer. Lisa: Lisa came from a university that had half days Friday. They worked longer during the week and took shorter lunch breaks. Susan: Not everyone can leave an office as once (ie: Student Support/Services). Lisa: Employees that were not allowed to leave early on Fridays were compensated differently. Nicole: Humanities and Social Sciences is creating a rotating schedule where one person stays in the office until 5pm and then others can leave at 3pm. Megan: Will bring this up to Linda at her meeting on Friday. Rubi: HR is offering something related to FlexWork this summer to employees.
	3. Lindsey: Supervisors are looking for ways to honor employees but cannot spend any state money. Nicole: Bring up to Mark Smith at the next meeting. Susan: Can also get gift cards through HR.

**Adjourn at 2:02**

\*Meeting documents

April Meeting Minutes

March Reconciliation

Next Meeting: Wednesday, June 1 (Merten Hall 1201; SciTech, Bull Run Hall 254; Arlington, Founders Hall 119B; 703-249-8067)