

MASON STAFF SENATE  
General Meeting Agenda  
Wednesday, December 4, 2013 12:00 – 2:00 pm  
Mason Hall, Meese Conference Room\*

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

By telephone: Lindsay Schrieber; Kevin Diffily

Not Present: Marit Majeske (with notice); Paul Wieber (on leave); Rubi Chavez (with notice); Jacqueline Inskeep (without notice)

Meeting opened at 12:06 pm by Megan Kirk

Guest Speakers: Charlene Y. Douglas, Associate Professor, College of Health & Human Services and Faculty Senate Chair, and Dilan Wickrema, Student Government Liaison, will discuss ways that faculty, staff and students can collaborate to benefit the entire Mason community.

#### Constituents' Time

- 1) Call to order
- 2) Announcements
  - a. Noteworthy campus starts and resignations
    - i) None this month
  - b. From the Staff Senate
    - ii) This month's meetings
      - (1) Events Committee, Wednesday, December 11, 12:00 – 1:00 pm  
Telepresence Rooms (Fairfax UHall 3001; Arlington Founders Hall 720; Prince William Occoquan 221)
    - iii) Upcoming events
      - (1) Staff Appreciation Events
      - (2) Senators need to participate in at least one event in lieu of January meeting
        - (a) Wednesday, January 29, Prince William, Bull Run Atrium
        - (b) Wednesday, February 6, Arlington, Founders Hall 125
        - (c) Wednesday, February 12, Fairfax, Sub I, Patriot's Lounge
        - (d) Snow dates: Monday after each event
    - iv) From the floor
      - (1) Holiday party, December 16<sup>th</sup> in Arlington
      - (2) Holiday party, December 17<sup>th</sup> in Prince William

(3) Holiday party, December 18, Fairfax

- 3) Advisory Committees Summary Reports
  - a) Book scholarship
    - i) Annual meeting is in summer
  - b) Dining—Susan
    - i) Once a month meeting
    - ii) Need new member, Lisa Bair volunteer
    - iii) Susan usually contacts constituents prior to meeting
    - iv) Catering and dining are sensitive to allergies
    - v) Gluten free and diabetic diets need options at Bistro, but they no longer have those options.
    - vi) Dining was at HR Expo yesterday; not responsive to request for information/clarification
    - vii) Who is new head of Sodexo?
    - viii) Southside and Bistro are both subsidized for staff
    - ix) Anyone from Arlington on committee? No. Should be an Arlington dining committee. Will let committee know that they should talk with Arlington
  - c) Employee of the Month—Kathrin
    - i) Seeking more nominations
  - d) Global Professional Staff Exchange
    - i) Meggan Ford just spent a week in Germany
    - ii) Rita Rowand and Meggan would like to be on upcoming Staff Senate agenda
    - iii) Another round of applications in Spring
    - iv) Next fall, two staff members abroad: China and Germany
    - v) Applications will be due late spring, most likely
  - e) Green Patriots—Stacey
    - i) Just had last meeting today. How to make your holidays green. Will pick up again in spring. Speakers discuss various projects on campus.
    - ii) Need for better recycling in CEHD. Who can Department reach out to get better recycling in her department.
    - iii) Could be an interesting project to outfit an office. There is a green office certification.
  - f) Parking Committee—Kevin and Jennifer
    - i) Meeting next week, on the December 12
    - ii) Send concerns to Kevin and Jennifer
  - g) Police Campus relations council
    - i) Meeting cancelled last month, but JJ has not looked at most recent data. Will meet in January/February. Approaching collaboration with police has a community wide effort.
  - h) Policy 1103—Patrick
    - i) Under review at VP level. Lots of questions. Big question is how space use is enforced on campus, especially use of fees. A fee committee has been put together, but not sure what their purpose/goal is. Rooms may not have a fee, but labor might. This is what is being looked at the presidential level. Usage of space from internal v. external v. sponsor, all concerns

- ii) Provost Search Committee—Stephanie
    - (1) Go to provostsearch.gmu.edu
    - (2) In recruitment phase, reviewing applications
  - iii) Strategic planning committee—Stephanie
    - (1) To Board of Visitors for approval
    - (2) Initial draft much the same, but more detail into actual implementation
    - (3) Once document goes public, will share
  - iv) Recreation Advisory Board—Maria Sinew via Stephanie
    - (1) Mason Rec interested in how to get more staff members into their facilities, may be part awards package or cost of membership reduction balanced with use of facilities at peak times. Looking for ways to increase use with these concerns
  - v) Quality of work life—Stacey
    - (1) Convening 14<sup>th</sup> of December
    - (2) Have not met since summer, at which time a review was done
  - vi) Health and Wellness—Toshiko Uchiyama via Stephanie
    - (1) Active committee
  - vii) Smoking policy
    - (1) Was submitted to administration, under review now
  - viii) VGEA
    - (1) Year-end meeting in Staunton this weekend
    - (2) Getting to know new board members
    - (3) McCauliffe already reaching out to VGEA
    - (4) Official statement of legislative priorities coming out early next year.
- 4) Old Business
- a) Approve November 2013 meeting minutes (attached)
    - i) Minor edits to Kathrin
    - ii) Motioned to approve. Seconded. No objections.
  - b) Review of current financial statement (attached)
  - c) Goal Setting for approval
    - i) Highlighting a Senator a month: “Get to know your senators”
      - (1) Monthly newsletter and on-line
      - (2) Add where/how to contact senators
      - (3) Mason News
      - (4) Stacey up first
        - (a) Maybe first 25 get certificate to Rec Center
    - ii) Where else can Staff Senate promote itself, where is there a gap?
      - (1) Should have been at HR Expo
        - (a) SP already contacted them for future events such as this.
        - (b) Bridget Peabody a good contact to their list of participating vendors
      - (2) Promote ourselves at holiday party Toys for Tots/Food Drive
      - (3) Keeping Kathrin abreast of list of events and contacts
    - iii) Not adding to goals but keep staff senate at forefront of what we already do
    - iv) Stacey—meeting with Michelle Marks to discuss ways to reach out to alumni who work here

- (1) At University Communicators Groups, reaching out to alum
- v) Motion to approve goals for coming two sessions, until August 2015
  - (1) Staff Senate Goals until August 2015, seconded
    - (a) Approved without objection
- d) Representation of/for Admin Faculty—update
  - i) From Chair: Not currently enough support to fold admin faculty into the staff senate, from wider Mason community/current faculty admin; also having talked with HR, LH, suggested that remaining with current base of classified/non student wage constituents was best route to take. If senators know of a faculty admin who would like to be more engaged contact either Linda Harbor or Stephanie Payton.
- e) Perception of HR Employee Relation specialists vs. need for ombudsman—update
  - i) From Chair: Last month’s discussion about need for such a staff member and/or need for specific person.
  - ii) Will meet with employee relations team to find out where the gap is *vis a vie* perception of their services and what they do. Encourage them to be transparent about what they do and how they do it.
  - iii) Doug working on report, 11 of 14 universities have ombudsman, majority are independent, most have services for staff and students, some units established by faculty.
  - iv) Difference between HR team v. ombudsman. A listening ear, ombudsman, v. training and other resources to act on, HR liaison
- f) Staff Appreciation Events—Christina
  - i) Everyone needs to be at a good place with their assignments by next week’s meeting
  - ii) Music at each campus—Nicole
    - (1) Would probably be too disruptive in Fairfax
    - (2) Arlington pipes in music, works well
    - (3) Perhaps something similar in Prince William
  - iii) Keynote speakers
    - (1) Have a list of potential speakers
      - (a) SP working on contacting
      - (b) Should come toward middle of event, around 10:30, 5 to 10 minutes at most.
      - (c) At Fairfax, will need a microphone
    - (2) Sign up will come soon via email on signup genius
    - (3) Will put into efiles and all the usual place
    - (4) Start sharing the word via emails, flyers, etc.
      - (a) Will have flyers before events, will start posting in January
      - (b) Let Christina/Kathrin know if you need color prints
      - (c) Will be emailed out
- g) Report from Toys for Tots/Food Drive organizers
  - i) Flyer distributed earlier this week.
  - ii) We’re set for Military Services
  - iii) Food going to New Hope Housing

- iv) Parking services and Mason card
  - v) Unwrapped new toys
  - vi) Send sign up sheets to student volunteers
  - vii) From Arlington, can Military Services come to Arlington?
- 5) New Business
- a) Shift in Staff Senate vision
    - i) With concerns such as admin faculty, reiterate Staff Senate is for everyone; would like to share
      - (1) As classified and nonstudent wage, we have opportunity to advocate for our constituents. For admin faculty, students, faculty—meetings still open as far as educating and informing people. There may be times we are not the best advocate, but we can nonetheless help them navigate processes and get to the resources. We need to be seen as an open ear and an open arm to every one. Our position—collaborating across campuses and groups
  - b) Staff Senate sponsored blood drive during Spring Break
    - i) Our first sponsored blood drive was in July, American Red Cross pleased with response, but group was not as professional as it needed to be
    - ii) If we go with same organization, need it to be most pristine environment.
      - (1) INOVA Fairfax suggested; they have buses they bring to campus
      - (2) Many student groups use INOVA, could ask these groups about their experiences
    - iii) Reservations about timing of event, what other organizations on campus are doing blood drive during that time.
      - (1) Perhaps a drive during Mason Access/Service Day in April
    - iv) Could be a great way to collaborate with Student Government
    - v) In February, will bring item back with details on how INOVA operates
  - c) Women Give Back professional Clothing Drive
    - i) Sponsored by Human Resources
    - ii) To be held during Staff Appreciation Events
    - iii) Agreed. Will work to get word out.
- 6) Roundtable Items
- a) None today
- 7) Adjourned at 1:53 by Stephanie Payton

Next Meeting: Wednesday, February 5. Fairfax, University Hall 3001; Prince William, Bull Run Hall 254; Arlington, Founder's Hall 322, Front Royal and Loudoun worksites.

Meeting Documents:

- November 2013 Draft Meeting Minutes
- Financial Statement
- Goals Document

\* Fairfax, Mason Hall Meese Conference Room; Arlington Founders B119; Prince William; Bull Run Hall 254, Front Royal, and Loudoun worksites. Teleconference available. Call in number: 703-249-8067