

GEORGE MASON UNIVERSITY STAFF SENATE

General Meeting

Meeting Minutes

Tuesday, May 1, 11:00 am – 12:30 pm

Johnson Center 311D

Present: Susan Brionez, Joey Carls, Kevin Diffily, Tya El, Laura Harrison, Ginnie Mahoney, James Martin, Amanda Meiklejohn, Sara Montiel, Christina Nienaber Shotwell, Della Patrick, Stacey Remick-Simkins, Cathy Ryan, Toshiko Uchiyama, Karen Underwood, Renee Younes

Notified Absent: Gail Hodges, Della Patrick

Absent: Darlene Montgomer

1) **Call to Order** at 11:05 by Joey Carls

2) Announcements

- i) Angela Albanese no longer with University. She was on Communication and Outreach committee. Her seat will be filled in October elections.
- ii) Bistro will be open summer. This will be the first time.

3) **Constituents' Time**—none at this time

4) Executive Report

- i) Write-in candidates—update
 - (a) Last election we didn't consider write-in candidate. Turns out that there is no requirement to write-in candidates for elections in bylaws. Henceforth, Staff Senate elections will be evaluated on a case-by-case basis to determine if write-in candidates are needed.
- ii) Treasurer's Report
 - (a) Current estimate, -\$214. No more can be spent this fiscal year. Part of overage was Administrative Assistant payout and reception for Merten/Hennessey
 - (i) Just nine unused Staff Appreciation Day vouchers would recoup those funds.
 - (b) Foundation account strong, \$300 went to Merten Scholarship Fund.
 - (c) Plan to come in with a balanced budget by end of fiscal year.
 - (d) Laura and Joey will present 2013 budget at June meeting.
 - (e) It was asked if Staff Senate will have a reception for Dr. Cabrera. No, but he will be attending H&F and October meeting

5) Old Business

- i) Approval of Previous Month's Minutes
 - (a) Approved without substantial changes. Minor changes to Kathrin

- ii) Vote for Staff Senate Vice Chair
 - (a) Motion for unanimous consent, seconded, approved.
 - (2) Thanks to Awards & Events committee. Reception for Merten/Hennessey went very well, despite change in leadership midway through planning.
- iii) Staff Appreciation Days—Tina
 - (a) Arlington still needs venue and date:
 - (b) Tuesday, May 29 or Friday, June 1 are the options
 - (c) Committee will decide; most likely will be on Tuesday
 - (d) Activities:
 - (i) No trivia this year
 - (ii) As with last year, four stations with passports stamped at each station, raffle for prizes for those who turn in passports.

6) New Business

- i) Presidential Transition Team
 - (a) Joey appointed to serve on Presidential Transition Team. Attempting to find areas where to inform staff about difference in styles of leadership between incoming/outgoing presidents. Committee is seeking ways to make him look good.
 - (2) Joey asked for feedback on anything that might affect Cabrera's start, wins or losses—before Thursday if possible.
- ii) Advisory Committee Vacancies
 - (a) Campus Police/Community Relations Advisory Council—Need to replace Joey.
 - 1. This committee came out of presidential task force, which stemmed from events in Johnson Center last year. Ongoing discussion between campus police and university community. Representatives from a variety of campus departments. Work to point, overview of task force recommendations. Here forward, chief goal to open dialogue on a regular basis to improve services.
 - (ii) Stacey Remick-Simkins volunteered.
 - (b) Faculty/Staff Book Scholarship Committee—Sara Montiel volunteered
- iii) Reminder to those on University Advisory Committees: if anything pertinent comes up, bring up at general meeting. Otherwise, complete form on shared drive and submit to Kathrin
- iv) University issues need to work with Communication & Outreach on issues that need wider dissemination of information
- v) Halfway to the Holidays food drive. If no summer social, can we piggyback on an event that is scheduled? Trying to share duties. Maybe at a themed day at the Bistro. Would the summer camp students be willing to donate to food drive. May not be logistically easy to do. If done all one day, the logistics are far easier. Will try something with Bistro. Prince William has a plan. Arlington not responding.
- vi) Volunteers needed for Staff Appreciation Day: signs up will be available next week on-line. The expectation is that every senator will sign up for at least one shift and that Fairfax senators will go to Prince William and Arlington, especially Arlington.

- (1) Need to follow through with attending if signing up. The event is about showing colleagues that their services are appreciated.

7) Roundtable

- i) Stacey will be doing emergency training from Environmental Health and Safety (EHS) for her building. Training is in June. Joey and Karen also trained for EHS.
- ii) Susan, at University Issues committee meeting, giving out the EHS flipcharts was discussed
- iii) James, State budget, no official guidance from Human Resources/Payroll on how to disseminate information about possibility of bonuses and pay increases. Proposed 2% salary increase if in budget for 2013. Mason has to fund half the bonus. Was not budgeted, so budget directors have been told not to spend out the budget's funds. That could delay timing of announcement. July of 2013 pay increase would take place. December of 2012, 3% one-time bonus. Does not increase your base salary, and is taxed at a much higher rate.

- 8) **Guest Speaker:** Ric Choller, Associate Director, Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) Resources

- 9) **Guest Speaker:** Michael Wharton, Fiscal Training Manager, Fiscal Services

- 10) **Meeting Adjourned** at 12:28 pm by Joey Carls

Meeting minutes by Kathrin Breitt Brown