

MASON STAFF SENATE  
General Meeting Minutes  
Tuesday, August 6, 2013 1:00 – 2:00 pm  
Mason Hall D003 A/B

Present: Andrew Addison, Lisa Bair, Susan Brionez, Andrew Bunting, Rubi Chavez, Amanda Corrigan, Jennifer Hamilton, Laura Harrison, Doug Hernandez, Jacqueline Inskip, Megan Kirk, Patrick Ledesma, Lindsey Lowenberg, Marit Majeske, Dean Naldrett, Stephanie Payton, Stacey Remick-Simkins, Nicole Roth, Christina Sanders, Brett Say, Lindsay Schreiber, Alfred Underwood, Caitlin Wolters, Stephanie Zeher,

Absent: Stephanie Barnett, Kevin Diffily, Charles Nicholson, Paul Wieber,

1. Call to order
  - a. Introductions & welcome
    - i. First senate with a full complement of seats filled
2. General Meeting Protocol
  - a. We follow Roberts Rules of Order
  - b. Be respectful, no sidebar conversations, if you need review Roberts, let Kathrin know
  - c. Agenda categories
    - i. Announcements
      1. These items should be short; if longer, save for Roundtable
    - ii. Old Business
      1. These are carry over items from previous month
    - iii. New Business
      1. Items come out of committee meetings or from individual senators
        - a. Items to go on agenda should be submitted to chair and administrative assistant 10 days prior to meeting.
    - iv. Roundtable
      1. Issues not yet clearly defined that need more discussion
3. Special Item
  - a. Joey Carls, Chair, Resigns
    - i. August 23 will be his last day on campus
    - ii. Has already resigned as a senator
    - iii. Stephanie Payton, interim chair, will take role effective immediately
  - b. On behalf on the Senate, thanks from Stephanie to Joey
  - c. Senate would not be what it is, without your work for last five years.
    - i. Joey extended appreciation of others around table, who made this organization what it is
    - ii. Open nominations for chair and vice chair

- iii. 30 day period
  - iv. Vote will be at next general meeting
- 4. Swearing in of officers
  - a. Collected signed senators oaths
  - b. Swearing in of officers
    - i. Susan Brionez, parliamentarian
    - ii. Rubi Chavez, treasurer
    - iii. Stephanie Payton, interim chair
- 5. Announcements
  - a. Noteworthy campus starts
    - i. Vikas Chandhoke, VP of Research and Economic Development
    - ii. Mark Smith, Director of State Government Relations
  - b. From the Staff Senate
    - i. This month's events:
      - 1. OSA selections—Nominations open until Friday, August 30
      - 2. Parking and Transportation Town Hall Meetings
        - a. Fairfax Campus, Wednesday, August 14, 11:00 – 12:30, Research Hall 163
        - b. Prince William Campus, Friday, August 16, 11:00 – 12:30, Bull Run Hall 130
        - c. Arlington Campus, Tuesday, August 20, 3:00 – 4:30 pm, Founders Hall 125
    - ii. Human Resources Orientation presenters needed
      - 1. Tuesdays, 1:45 – 2:00 pm, every other week
      - 2. Please contact Kathrin, if interested
  - c. Presenting at other campuses
    - i. Arlington, Wednesday, September 11, 10:30 – 11:00 am
    - ii. Prince William, Monday, September 16, 2:00 – 2:30 pm
      - 1. Kathrin will look into Prince William
      - 2. Senators from respective campuses expected to attend
  - d. From the floor
    - i. Kathrin on vacation week of August 19-23
    - ii. Chief Information Office interview going well; hope to have October start
    - iii. Global Staff Exchange selected finalist
      - 1. Winner: Meggan Ford, School of Management
    - iv. New student convocation Friday, August 23
      - 1. Staff encouraged to attend
- 6. Old Business
  - a. Approval of June 4, 2013 meeting minutes
    - i. Call for substantive changes only
    - ii. Typos should be emailed to Kathrin

- iii. If no objections, minutes approved
- b. Debriefing
  - i. Staff Appreciation Coffee Klatch
    - 1. Over 300 people total attended at all three events
    - 2. Format and menu were well received
    - 3. Departments appreciated opportunity for face time with staff
    - 4. Survey responses were distributed for discussion later
  - ii. Staff Senate sponsored blood drive
    - 1. 40/54 registered, 12 deferrals, lots of walk-ins, 26 pints of blood will save 76 lives
    - 2. Red Cross would like Staff Senate to sponsor a drive every year
  - iii. Visit to Front Royal
    - 1. Information gleaned from Front Royal appreciation event and meeting; passed on to Kathleen Johnson, Assistant Vice President, Regional Campuses

## 7. New Business

- a. Staff Senate Financial Statement
  - i. FY2013 Year-End Financial Statement
    - 1. Balanced within a dollar
  - ii. FY 2014 Budget Approval
    - 1. Carryover of \$400 approved
    - 2. Need to approve in September
    - 3. 31K Budget
      - a. Document will be shared when available
      - b. Working on an in-band adjustment for Administrative Assistant
- b. Goal Setting
  - i. Using feedback from coffee klatches (document distributed earlier)
  - ii. Events items, using list
    - 1. If a senator would like to be the point person, email Kathrin
      - a. Faculty/student centers
      - b. Faculty senate
      - c. Board of Visitors
      - d. Other events, go as a Staff Senate representative
    - 2. Email & website, #1 answers
      - a. Education and outreach may want to take on this task
      - b. Increase social media presence
    - 3. Issues to address, culled from list
      - a. Staff salaries
        - i. Where to find data
        - ii. As part of strategic planning process, a subgroup has been formed around this issue

that is structured by unit then position for comparison

4. Tuition benefits
  5. Performance evaluations
  6. Training/Professional Development on regional campuses
  7. Engagement
- iii. A goal document will be distributed when formed
  - iv. Encouraged to wear “Ask me” buttons on Staff Senate meetings days

8. Roundtable Items

- a. Reports: Advisory Committees/Ad hoc Committees
  - i. Virginia Governmental Employees Association (VGEA) meeting in September to create legislative agenda--Stacey
  - ii. Policy on room reservations, especially fees, undergoing changes—Patrick
  - iii. UPIC: Moving ahead on Mason Matters, a web based community and provide information on what processes can be improved. September test; October rollout. Would like Staff Senate to serve as test group
  - iv. Dining committee meeting on Friday—email Susan with items
  - v. University Communicators groups—slowed down with chair resignation, trying to get communication and marketing more streamlined.
- b. In future, will be asking for members to take on issues about which they are keenly interested, both ad hoc within Staff Senate and University wide
- c. Nominations—speak now or email Kathrin
  - i. Chair: Stephanie Payton,
  - ii. Vice Chair:
  - iii. Kathrin will email a reminder

9. Adjourned at 1:59 pm by Stephanie Payton

Next Meeting: Wednesday, September 4, 2013, 12:00 – 2:00 pm, Meese Conference Room, Mason Hall. Video- and tele-conference available.

Meeting Documents:

June 4, 2013 Meeting Minutes  
Current Financial Statement  
Survey Feedback from Coffee Klatch  
Preliminary FY2014 Budget

*Minutes by Kathrin Breitt Brown*