

MASON STAFF SENATE  
General Meeting Minutes  
Wednesday, September 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, Jacqueline Inskeep, Megan Kirk, Patrick Ledesma, Lindsey Lowenberg, Marit Majeske, Dean Naldrett, Stephanie Payton, Stacey Remick-Simkins, Nicole Roth, Brett Say, Alfred Underwood, Caitlin Wolters

ABSENT: Christina Sanders (with notice), Lindsay Schreiber (without notice), Paul Wieber (with notice), Stephanie Zeher (with notice)

Guest Speakers:

Shernita Parker, Employee Relations Consultant, Human Resources/Payroll  
Topic: Performance Evaluation Process

Sarah Morehouse, Communications Coordinator, ITU Security and Project Management Office  
Topic: Cyber Security Awareness Month

Samantha Wettasinghe, Student Body Vice President.  
Topic: Introductions of Jordon Foster, Student Body President, and Dilan Wickrema, student body liaison.

Constituents' Time – No speakers today

1. Call to order by Stephanie Payton at 1:00 pm
2. Announcements
  - a. Statement from Joey Carls, former Staff Senate chair
  - b. Staff Senator Stephanie Zeher's new baby, Coen Alfred Zeher, born
  - c. Noteworthy campus starts
    - i. Janet Bingham, Vice President for University Development and Alumni Affairs
  - d. From the Staff Senate
    - i. This month's meetings:
    - ii. Awards Committee: Wednesday, September 11, 2:00 – 3:00 pm, UHall 5300, teleconference available
      1. 25 nominations for 16 supervisors
  - e. Presentations at other campuses
    - i. Arlington, Wednesday, September 11, 10:30 – 11:00 am, Campus Management meeting
    - ii. Prince William, Monday, September 16, 2:00 – 2:30 pm
  - f. Strategic Planning Town Hall Meetings (FFX, ARL, PW)

- i. Senators are encouraged to attend Strategic Planning Town Hall Meetings
  - ii. Good opportunity for Staff Senate to be more visible and good to hear what is going on.
- g. Kathrin on medical leave starting September 23 for at least two weeks
  - i. Need recording secretary for October meeting
    - 1. Nicole Roth volunteered
  - ii. Staff Appreciation Events dates tentatively set for early February
  - iii. Outreach and Education meeting set for October 16
  - iv. Ask me! buttons available for new senators who didn't get them
  - v. Calendar concerns
    - 1. Request for on-line Calendar for Staff Senators
    - 2. Kathrin will give it another try with new calendaring
- h. From the floor
  - i. Fall for the Book coming up
    - 1. Go to [fallforthebook.org](http://fallforthebook.org) for more info
  - ii. Chief Information Officer interviews
    - 1. Candidates coming to campus in late September

### 3. Old Business

- a. Approve August 2013 meeting minutes (document distributed with agenda)
  - i. Any substantial changes? Otherwise, approved.
- b. Vote for new chair
  - i. Stephanie Payton only nominee
  - ii. Unanimous consent
- c. Nominations for vice chair, if needed
  - i. Description of Office Responsibility from Bylaws
  - ii. Nominees
    - 1. Megan Kirk—nominated self
    - 2. Stacey Remick—declined
    - 3. Nominations open for next few weeks, email Kathrin
    - 4. Will vote at next meeting
- d. Review of current financial statement (document will be distributed at meeting)
  - i. Questions about several items
    - 1. Coffee with Cabrera
    - 2. \$24 Subscription amount was for Survey Monkey used for Staff Senate elections
- e. Approve FY2014 budget (document distributed at meeting)
  - i. Motion to approve, seconded, unanimously approved
- f. Goal setting (**see attached document**)

### 4. New Business

- a. Mason Matters Update—tabled until next meeting
- b. Presenters for Human Resources Orientation

- i. Orientation and practice sessions will be held for those interested
5. Roundtable Items--tabled
  - a. Reports: Advisory Committees/Ad hoc Committees
  - b. From the floor
6. Adjournment at 2:00 pm by Stephanie Payton

Next Meeting: Wednesday, October 2, Telepresence rooms on Fairfax (UHall only in Fairfax), Arlington, and Prince William; videoconference to Front Royal and Loudoun; teleconference available.

Meeting Documents:

August 6, 2013 Draft Meeting Minutes  
FY2014 Budget  
Current Financial Statement  
Goal Setting