

GEORGE MASON UNIVERSITY
Staff Senate Meeting Minutes
September 6, 2011
11:00 – 12:30 pm
Fairfax Campus, Johnson Center, Room 311D*

Approved
9/6/11

Present: Bloomquist, Sharon; Brionez, Susan; Carls, Joey; El, Tya; Harrison, Laura; Holt, Rick; Maginness, Gordon; Mahoney, Ginnie; Manley, Karen; Martin, James; Montgomery, Darlene; Nienaber Shotwell, Christina; Patrick, Della; Ryan, Cathy; Steppe, Stephen; Uchiyama, Toshiko; Younes, Renee

Absent:

Notified Absence: Hodges, Gail; Jackson, David; Underwood, Karen

1. Meeting called to order by Joey Carls at 11:04 am

2. Minutes: August 2, 2011 minutes approved with no changes

3. Committee Reports

- a. Executive Committee—Joey Carls
 - i. Speakers set for next few months
 - (1) Maryls Shoup today
 - (2) Christine LaPaille confirmed for October meeting
 - (3) Linda Harber and Maurice Scherrens, updates on budget and HR, invited for November meeting
 - (4) Dan Robb, Admissions, in coming months on statistics of current class.
 - (5) Ram Nabar, dining, in December. He will highlight changes in venues and we can begin discussion on Staff Appreciation Day
 - (a) Note: Joey met separately with Ram. He's willing to contribute \$2500 to SAD next year.
 - ii. It was asked if Josh Cantor of Parking and Transportation will be coming to an upcoming Senate meeting. Possibly coming to a forum but probably not a meeting. University Issues committee has discussed this and they will follow through.
 - (1) Is there a general need to have a forum?
 - (a) Email Laura if serious concerns about parking
 - (b) According to Joey, Josh is interested in speaking on the master transportation plan
 - (c) Ginnie, not feasible to park in West parking or other remote locations during winter months. Clearing sidewalks and parking lots need attention during winter months. Per James, in Housing, department is responsible for walks. They have their own plans to clear. Parking areas is responsibility of parking and transportation.
 - (d) Joey asked Laura to talk with Josh about the possibility of a forum. Should it be done during FSED on October 26? Would that be a reasonable time?
- b. Treasurer
 - i. Revised 2012 budget (attached)—Laura Harrison

- (1) Waiting on fringe rates to be confirmed. Fringe rate not a permanent increase
 - (2) Camera being researched
 - (3) Two budgets—the variance is on voucher amount for SAD. We have \$8 deficit if we have the \$7 voucher.
 - (4) Events budget can be adjusted depending on voucher costs. Attendance will likely be higher now that staff knows we're giving out vouchers.
 - (5) Spunk Buggy a possibility but not a budgeted item.
 - (6) A major difference between this budget and the one seen last month is the leave payout for Sarah Knapp, previous Staff Senate Administrative Assistant.
 - (7) We did get more back from savings from last year
 - (8) Today, we need to approve budget without Spunk Buggy. If Awards and Events wants more funds for event(s), they will have to come back to us.
 - (9) Cathy prefers smaller voucher amount for now, can increase later if needed. At Arlington, with only Einstein's' on campus, nothing is less than \$7, otherwise Darlene okay with \$5 voucher
 - (10) Motion to approve 2012 budget with \$5.25 voucher. Darlene moved; Sharon seconded. All in favor; none opposed. (Resolution 2011-8.)**
- c. Awards and Events—Sharon Bloomquist
- i. Outstanding Supervisor Award status
 - (1) Will be voting on winners on September 20
 - ii. Gift cards for distributed employees being handled by Sharon, working with Cheryl
 - iii. Employee of the Month presentation changes
 - (1) Sharon shadowed Joey this month
 - (2) Committee members will all shadow Joey in order to learn process
 - iv. Considerations of name change for Staff Appreciation Day
 - (1) Sharon asked everyone to think about new name
- d. Communication and Outreach—Laura Harrison
- i. Revised Staff Senate Communications Plan (attached)
 - (1) Changes made:
 - (a) New staff welcome letter in orientation binder
 - (b) Face to face introductions not mandatory
 - (c) Door knocking not mandatory—suggestion for Senators if it fits in their workaday life.
 - (2) Lunch with a Senator today at Fairfax and Prince William
 - (3) Bulletin Board at Prince William now dedicated to Staff Senate
 - (4) Fairfax—may do something similar
 - (5) Arlington—reaching out to try to do something similar. Laura is talking with Darlene and Jennifer Gantt to determine best location.
 - (a) There is a lunch room at Arlington, but only a few eat there. Most people eat outside or at their desks. There's no real gathering place. Darlene and Laura will work together to find a common space to post.
- e. University Issues—Karen Manley
- i. Parking
 - (1) Hourly employees fee issue. Parking aware of difficulty for new employees having to pay upfront. State policy an issue. Parking is working on a payment plan.
 - ii. Emails from State coming late.

- (1) Emails seems to come quite late from Richmond. Rick working with Tracy Holt, Manager, Enterprise Messaging, who is working on a fix. It seems to be an internal email issue
- (2) This delay in receiving state emails seems to a recent issue, within past year.
- iii. Pepsi question
 - (1) No Pepsi products at Prince William. Coke has an exclusive contract for Arlington and Prince William.
- iv. Job swap idea
 - (1) Committee is not encouraging a formal policy
- v. Family movie night
 - (1) Last family movie night, in 2009, was successful. Joey talking with Janet Walker to see if a possibility.
- vi. Smoking Policy
 - (1) In talking with Executive committee, University Issues committee will stick with current recommendations for now. When they get additional guidance, committee will move with this.

4. Old Business

- a. Staff Senate business cards update
 - i. Waiting for fax to be working before ordering.
- b. Staff Senate Resolution 2011-3: Proposal to Amend Resolution 2011-2 (attached)
 - i. Should have been caught in last round of edits. Had changed all this verbally, but not in writing.
 - ii. **Motion to accept Bylaws changes: Moved by Stephen, seconded by James: All in favor; none opposed.** (Resolution 2011-3)
- c. Smoking Policy—Karen Manley
 - (1) From June 14 version of recommendations
 - (a) All building entrances and exits on campus should have signs clearly indicating that there is no smoking within 25 feet of building entrances, exits or air intake vents.
 - (b) No smoking signs should be posted on Mason's bicycle storage shelters.
 - (c) Ash urns should be in fixed locations at least 25 feet away from campus buildings
 - (d) Clearly marked and defined sheltered smoking areas on campus
 - (e) Community outreach campaign to inform members of the Mason community of the current policy.
 - (f) The Mason police, especially the cadets, should be used to help enforce the policy within the context of their current regular duties
 - (i) This item will be struck from the recommendations per item 5. c. 10.
 - (2) Many would like a smoke-free campus in the future
 - (3) James asked about chewing tobacco. New policy needs to be evenly enforced
 - (4) Ginnie asked if people would be fined if caught smoking. This is not the Senate's recommendation; the senate wants people just to know the regulations.
 - (5) Ash urns currently moved often per Stephen. Students/others tend to move them if not fixed. They need to be close to buildings to be convenient and thus used.
 - (6) Susan recently asked Facilities move urns and trash cans away from her building. They were moved and the trash cans were chained to a bench. Already people not hanging around door. Expense/cost is a concern. Should not be charged to org but not individual buildings.
 - (7) Ginnie suggested the use of a "non billable request"

- (a) Cathy asked who is responsible. At Prince William, facilities always needs to know whom to bill.
- (8) Karen stated that the Senate is making recommendations for the administration, who should then take the next steps.
- (9) Joey will deliver them personally to Dr. Scherrens.
- (10) Rick asked if Senate has reached out to the police to get their thoughts on enforcement. It was stated that would be a task of the administration and thus would be struck from the recommendations.
- (11) **Motion to approve Smoking Policy recommendations: Ginnie motioned, Karen seconded: All in favor, none opposed.** (Resolution 2011-9)
- (12) Communication Plan
 - (a) Susan—lunches. Lack of space to eat lunch at Arlington a University Issues item. Laura said something is coming up about a forum on designated space issues. In today's efiles.
 - (b) **Motion to approve Communication Plan: James motioned, Sharon seconded: All in favor; none opposed.** (Resolution 2011-10)

5. New Business

- a. Student Senate: Need a Staff member to be a representative
 - i. Susan Brionez volunteered. She works in close conjunction with students and it fits her goals
 - ii. Stephen could go every week
 - iii. Logistics
 - (1) Student Senate meets every Thursday
 - (2) Alison Bowers, president of student government, contact person
 - (3) No need for Staff Senate representative to attend every week, once a month is fine, but should keep in touch with Student Senate on a regular basis

6. Guest Speaker: Maryls Shoup, DoIT, Skillport

7. Roundtable Discussion

- a. Arlington—nothing currently
- b. Prince William
 - i. Later this month is the start of commuter challenge. Competing against, MD, VCU, and AU. The goal is to do something besides drive to work alone. Virginia Department of Transportation involved. Staff can pledge online. In conjunction with Washington car free day that week. Anything we can to help Josh with publicity? Bicycle event on parking/transportation website. Fact sheet can be found there. Will soon be in eFiles, on campus radio and campus television.
- c. Fairfax
 - i. Fall for the Book coming up. Fallforthebook.org
 - ii. Wanda Sykes will be performing at Family Weekend, Saturday October 15, tickets prices reduced for staff/faculty.
 - iii. Joey presented Karen with Employee of the Month award, albeit late, for her May selection.

8. Announcements

- a. Lunch with a Senator today at Bistro on Fairfax campus and Randall's on Prince William campus. All are invited. Joey, Kathrin, and Sharon will attend at Fairfax, and Rick, Renee and Cathy at Prince William.

9. **Next Meeting:** Tuesday, October 4, 2011, Johnson Center, Room 311D

10. **Adjournment at 12:15 pm.**

Attachments:

Staff Senate Meeting Minutes, August 2, 2011

Resolution 2011-3

2012 Budget

Staff Senate Communication Plan Draft

Minutes by Kathrin Breitt Brown

*Video-conferenced to Arlington Campus, Founders Hall, B119, and Prince William campus, Occoquan Building, Room 221. Call in number 703.249.6087