

## Chair's Corner



It's hard to believe that summer is almost over. The Staff Senate had a pleasant but busy

summer. We welcomed five new Senators and a new Administrative Assistant. (You'll read about some of them in this newsletter and the rest in September's issue)

But now it's time to get back into the swing of the academic year. My goal for my second year as Chair is to continue to fight for steady or increased benefits and compensation. I plan to continue to defer to my capable executive committee on many projects. And, of course, I'm always happy to hear from anyone who has a concern and will make sure each request receives the attention it deserves.

Lastly, as we approach the start of classes, I encourage all staff members to take advantage of our tuition waiver benefit and sign up for a class this semester. Although it has been said that knowledge is priceless, these courses are worth thousands of dollars. So whether it is a public speaking or computer science course for professional development, an astronomy or photography class for fun or a foreign language course for personal growth, make the most of your time at Mason and register today.  
- Michelle Carr  
Staff Senate Chair

### Staff Senate

SUB I, Room 352B, MSN 2A4  
Phone: 703-993-4141  
Fax: 703-993-4150  
Email: [staffsenate@gmu.edu](mailto:staffsenate@gmu.edu)

## Nominate Your Boss for the Outstanding Supervisor Award!

Let's face it, bosses don't have the best reputation. But while some seem to channel Miranda Priestly from "The Devil Wears Prada" or Michael Scott from NBC's "The Office," others are truly great leaders who care about their employees and make the work day enjoyable.

If you are one of the lucky souls to have such a boss, now is the time to give her the recognition she deserves. Each fall and spring, the Staff Senate honors a supervisor who exemplifies good leadership with the Outstanding Supervisor Awards. The Senate is now accepting nominations for the fall 2007 award. The winner will be recognized during the Outstanding Achievement Award ceremony on Oct. 11.

Award criteria include:

- creating a pleasant and productive work environment
- being open to suggestions and ideas
- recognizing and rewarding employee performance
- being fair and flexible
- encouraging professional growth of employees
- acting as an advocate for his or her staff
- providing a clear vision for the department
- and involving the staff in the goals of the department

Submit the nomination form on page 8 of this newsletter to the Staff Senate by **Friday, August 31**. Nomination forms also can be downloaded from the Staff Senate webpage at [www.gmu.edu/senate/staff/](http://www.gmu.edu/senate/staff/) under forms. For more information, contact Sarah Knapp, the Staff Senate Administrative Assistant, at extension 3-4141.

## James Gentry is August Employee of the Month



Congratulations to James Gentry, HVAC Technician, who has been named August employee of the month. James has worked at Mason for nearly six years servicing and installing heating and cooling

equipment.

A 20-year military veteran, Gentry enjoys making people comfortable in their work environment. "It makes me happy when I then have people saying, 'Wow, we have never been this comfortable in here,'" he told the Gazette. Read the full interview at <http://gazette.gmu.edu/articles/10578/>.

## Introducing Mason Military Outreach

The Staff Senate is partnering with Human Resources & Payroll to launch a new initiative called Mason Military Outreach (MMO). The Senate is reaching out to the university community to offer support to those members of the community who are deployed, about to be deployed, returning from deployment or have a family member or loved one who is in any of these situations.

Learn more on page 2.





## Staff Senate Launches Military Outreach Initiative

(Continued from front page)

The Staff Senate conducted a survey in May and June and, based on the responses, have planned a kick-off event on Thursday, September 6, at noon in Mason D23 (the Meese Conference Room). The event is a Lunch and Learn please register at [hr.gmu.edu/training](http://hr.gmu.edu/training). The Staff Senate will be supplying fruit, veggies, and drinks.

The first program of MMO is a care package drive. The Senate will collect items from the Mason community and ship care packages to troops serving abroad. A list of items needed by the troops can be found on the Staff Senate website at [www.gmu.edu/senate/staff/](http://www.gmu.edu/senate/staff/). Staff Senators are serving as donation collection points and you can find your nearest staff senator via the roster on the Staff Senate website. The care packages will be assembled at the Lunch and Learn on September 6 and donations can be brought directly to that event as well.

The September 6 Lunch and Learn also will provide an opportunity to both network and provide input for additional MMO programming. Anyone interested in joining this important initiative is encouraged to attend.

## Changing of the Guard: Hail and Farewell 2007



On July 17, the Staff Senate held their annual Hail and Farewell party to welcome new Senators and say thank you to departing Senators.



The Staff Senate said goodbye and thank you to five senators this July. Each received a luau gift basket and thank you gift. Pictured above with Senate Chair **Michelle Carr** are (from left to right) **Sharon Littley**, **Yoanna Ganeva** and **Michael Ruais**. **Kendra French** and **Amy Springfloat**, the other departing Senators, were unable to attend.



President Merton, Dr. Hennesey and other friends of the Staff Senate were on hand for the luau themed event. Pictured above (from left to right) are **Lucy Cummings**, **Dr. Lori Ann Roth**, **Stacey Remick-Simkins** and **Susan Kehoe-Laptew** and **President Merton**.

## The New Faces of the Staff Senate



### Teejay Brown:

New Staff Senator Teejay Brown, Office and Program Manager for Diversity Programs and Services, knows how important the University's staff is.

"As a former student, I know that the staff is the meat and potatoes of the University," he said. "We put in a lot of hours and there are a lot of caring people at George Mason."

The Richmond native graduated from Mason in 2005 with a Bachelor's degree in psychology and minors in English and biology. Following graduation, Teejay accepted a position as the Student Academic Affairs Office Manager.

Teejay moved to the Office of Diversity Programs and Services this past April because of a personal interest in diversity initiatives. A diversity trainer for the National Coalition Building Institute—a student leadership training organization—since 2004, Teejay decided that he wanted to do diversity work on a larger scale. The position in Diversity Programs and Services seemed like the perfect opportunity.

Although Teejay is committed to helping all Mason staff, he takes his role as the University Life representative seriously. "University Life has never had a staff member on the Senate so I have become their liaison. I hope to provide information and regularly update the UL newsletter with Staff Senate news," he said.

Teejay is currently enrolled in Mason's biopsychology master's program and plans to eventually become a psychotherapist.

### Rebecca Jones:

Rebecca Jones is one of two new Staff Senators representing the Arlington Campus. The Arlington Campus' Academic and Event Coordinator first joined George Mason as a Police Officer on the Fairfax campus in June of 2005. She then transferred to the Arlington Campus and soon decided to apply for the event coordinator position. She assumed her new role in September 2006.

Rebecca earned a bachelor's degree in criminal justice from Virginia Commonwealth University but decided she wanted to take a different career path. "My husband is a police officer as well and we decided that it was just too difficult for us both to work in law enforcement," she explained. "I like to be challenged and to try new things and at Mason there have been so many opportunities to broaden my horizons."

Enjoying her new position, Rebecca decided to run for Senate at the urging of a coworker who had served. "Mason is like a large family and I like getting involved, addressing the issues and concerns of others and being able to make a difference," she said.

Two key issues Rebecca hopes to address as a Senator is the cost of Mason's daycare and the lack of tuition benefits for employees' family members. "I was surprised that there is no discount or preference at the daycare center for Mason employees and no discounts on tuition for spouses attending GMU."

Rebecca and her husband live in Fredericksburg with their German Shepard, Max, and are expecting their first child in December.



### Sarah Knapp: Staff Senate Administrative Assistant



On July 2, Sarah Knapp joined the Staff Senate as the new Administrative Assistant. Sarah comes to George Mason from Roger Williams University in Bristol, R.I., where she had served as a writer in the Department of Public Affairs for six years.

With a bachelor's degree in communications and political science from Roger Williams University, Sarah will start law school at George Mason later this month. She was drawn to the Staff Senate position because of its part-time status.

"I was looking for a position that would be challenging and rewarding but still allow me to focus primarily on law school," she explained. "I went to George Mason's website thinking that the transition would be easier if I stayed in higher education rather than changing to a completely different field."

In addition to her administrative duties, Sarah will be responsible for maintaining the Staff Senate's website and producing the monthly newsletter, two tasks she is well prepared for after six years in public relations.

"I am excited to use my skills and experience to help the Staff Senate communicate to its constituents," Sarah said.

**“Five People You Meet in Heaven”  
Author Headlines  
Book Festival**  
Sept. 23—28

Bestselling authors Mitch Albom and Jonathan Lethem will headline the ninth annual Fall for the Book Festival—Northern Virginia’s oldest and largest celebration of literature and the arts—Sunday, Sept. 23, to Friday, Sept. 28, here at George Mason.

Albom, author of “Five People You Meet in Heaven” and “Tuesdays With Morrie,” will accept the Fairfax Prize on Tuesday, Sept. 25, while Lethem, author of “Motherless Brooklyn” and “The Fortress of Solitude,” will receive the Mason Award on Friday, Sept. 28.

However, these authors are only the tip of the marquee of this year’s program, which features dozens of nationally and internationally known authors. The festival features a wide array of bestselling novelists, poets and memoirists as well as several Mason alumni who will discuss their recent publications and successes.

For more information, a complete schedule of events and a list of authors, visit [www.fallforthebook.org](http://www.fallforthebook.org).



**Mitch Albom**, author of “Five People You Meet in Heaven”

## The New Faces of the Staff Senate (cont.)

### Rachel Harrison:



You may not realize it but you’ve probably already spoken to new Staff Senator Rachel Harrison. She is the Administrative and Program Specialist in Facilities Management and helps with all aspects of customer service. So when you call Facilities because your air-conditioning isn’t working, it’s probably Rachel on the other end of the line.

Rachel started at George Mason in May of 2005 when she and her husband relocated to Virginia from California. With a military mom, Rachel has lived all over the world but is looking to plant roots in Virginia. She is currently a part-time biology student at George Mason and is thinking about attending medical school in the future.

It was a surprise to Rachel when a coworker and Senator asked if she would be interested in serving on the Senate. “I just didn’t see myself as a political person,” Rachel said. “But I realized that if you care about your department, then you would want to represent them.”

And representing Facilities is her primary goal as a Senator. “I want the University to realize what Facilities does,” she said. “We really are a vital part of the University and people sometimes forget us. They just don’t think about us until something breaks and so it is nice when people appreciate what we do.”

Another important project Rachel hopes to focus on is the University’s recycling program. “I really want to get the word out on campus about it.”

### Next Issue: Meet George Sokol and Jennifer Stone

## Know Anyone Who Would Make a Good Staff Senator?

The Staff Senate will be holding a special election this October to fill vacant seats from the Fairfax, Prince William and Arlington campuses. The Senate will begin accepting nominations in September so look for nomination information in the coming weeks.

### Let Your Senator Know!

The Staff Senate invites you to tell us your ideas, suggestions and comments regarding issues that affect George Mason University classified and non-student wage employees.

Email [staffsenate@gmu.edu](mailto:staffsenate@gmu.edu)

or

visit [www.gmu.edu/senate/staff](http://www.gmu.edu/senate/staff)

## BYTE Week is Back: Aug. 20 - 24!

Do you wish you had a better grasp on PowerPoint? Are the functions of excel a mystery to you? Or are you completely lost in Access? BYTE (Building Your Technology and Teaching Expertise) Week is your chance to bump up your skills in the 2003 MS Office programs.



During the week of August 20, DoIT, will be offering a series of free workshops on the 2003 versions of PowerPoint, Excell, Access and Word and the new features of the MS Office 2007 suite. The list of workshops and registration information is available at [tops.doit.gmu.edu/workshops/default.cfm](http://tops.doit.gmu.edu/workshops/default.cfm).

“BYTE week really focuses on faculty and staff,” says Marlys Shoup, BYTE week organizer. “The purpose is to bring them up to speed with new technologies and to enhance the skills they already have.”

Three workshops of increasing complexity will be offered for the 2003 versions of PowerPoint, Excell, Access and Word. Faculty and staff also are encouraged to attend the New Features workshops to see what the 2007 versions offer. “It is very different,” Marlys hints.

Registration is required. The workshops are open to students but preference is given to faculty and staff. If a workshop fills, call the TOPS Office at 3-3426 to be placed on the wait list.

## Learning for Life

They say you learn something new everyday. While Mason Human Resources’ Training Department isn’t quite that ambitious, they do aim for every other Thursday at least. The Human Resources’ Lunch and Learn program was launched in January 2006 and has since taught Mason faculty and staff members how to correctly use a fire extinguisher, better manage personal finances and plan a healthy home cooked meal.

“The Lunch and Learn program is an informal way to provide learning opportunities to our employees that can better their lives,” says Robin Madar, Human Resources’ Training Assistant, who organizes the program. “The goal is very simple: to provide whatever learning people are interested in.”



Robin strives to deliver a variety of seminars that are informative, practical and interesting. “We try for a good balance of programs focusing on finances, health and wellness and office skills,” Robin says. “It really is fueled by the suggestions we receive.”

At the recent “How to Improve Your Credit Score” program, professionals from the Fairfax County Federal Credit Union explained what makes up a credit score, what it is used for, how you can improve it and what can hurt it. One lucky attendee even left with a free three-day and two-night Caribbean cruise courtesy of the Fairfax County Federal Credit Union.

Upcoming Lunch and Learns include programs on “Meal Planning With a Purpose,” “The Homebuyer’s Assistance Program” and “How to Run a Successful Meeting.” A complete schedule of Lunch and Learns for the fall semester can be found at <http://hr.gmu.edu/training>.

## Tuition Testimonial



**Meena Rajan:**  
Operations Coordinator,  
Human Resources & Payroll  
and Mason Law Student

“I first heard about the tuition exemption policy when I came for an interview and it was mentioned as one of the benefits. I was immediately interested in taking advantage of it.

Since graduating from college in 2000, I had taken some language classes at local community colleges. Working at Mason was a way to pursue that interest inexpensively. My first semester at Mason I took Latin 101 and over the course of the past few years I’ve taken a total of five semesters of Latin.

Last year I applied to law school and was accepted by Mason’s School of Law. I begin classes on Aug 22<sup>nd</sup>.

I love the fact that I am attending a top 50 law school for a fraction of the price of other area schools. I haven’t yet decided what area of law I want to pursue once I have my degree, but the financial benefits of the tuition waiver mean I don’t have tens of thousands of dollars in loans and I will be able to do what I love, not what will pay the most.”

*Meena began working at George Mason in June 2004 as an HR Assistant and currently serves as the Operations Coordinator in the HR/Payroll Department.*

**Staff Senators**

First Name	Last Name	Phone	Email	Department	Location	MSN
E. Teejay	Brown	32700	ebrowng	Diversity Programs & Services	Fairfax	2F6
Michelle	Carr	32851	mcarr	Cultural Studies	Fairfax	5E4
Joseph	Corrado	34718	jcorrado	TSD/Network Eng & Tech	Fairfax	1B5
Tony	Gould	34481	agould	TSD - Technology Support	Loudoun	1G9
Rachel	Harrison	32525	rharrisg	Facilities Management	Fairfax	1E4
Rebecca	Jones	38924	rjonesu	Academic & Events Coord	Arlington	5A7
Nina	Joshi	32310	njoshi	Higher Education Program	Fairfax	1B3
Susan	Kehoe-Laptew	32627	skehoela	Human Resources	Fairfax	3C3
Monica	Lewis	38461	mlewis9	Applied Information Tech	Prince William	4F5
Andy	McDonald	31290	amcdonal	Philosophy/Religious Studies	Fairfax	3F1
Julie	Manuel	38994	jmanuel	Johnson Center Library	Fairfax	1A6
Denise	Napoliello	31142	dnapolie	School of Public Policy	Fairfax	3C6
Della	Patrick	33475	dpatrick	ITU - Administrative Services	Fairfax	2FL
Lori	Petterson	31410	lpeters	Public & International Affairs	Fairfax	3F4
LeAnn	Pittman	34963	kpittman	DoIT - Classroom Tech.	Arlington	2E9
George	Sokol	34567	gsokol	DoIT - Classroom Support	Prince William	4F6
Jennifer M.	Stone	32278	jleonard	School of Public Policy	Arlington	3B1
Dan	Veloce	33605	dveloce	TSD/Network Eng & Tech	Fairfax	1B5
Janet	Walker	32604	jwalker8	Human Resources	Fairfax	3C3

If you would like to submit suggestions or concerns to the Staff Senate, please complete the form below and send it to MSN 2A4 or send an email to [staffsenate@gmu.edu](mailto:staffsenate@gmu.edu)

The Staff Senate looks forward to hearing from you!

**Let Your Senator Know**

The Staff Senate invites you to tell us your ideas, suggestions and comments regarding issues that affect George Mason University classified and non-student wage employees. The information you provide will remain confidential. If you wish to remain anonymous, you may do so. Please remember that we may not be able to act on comments regarding certain issues if contact information is not provided.

Comments:

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Do you wish to be contacted by a Staff Senator?                      Yes                      No

**Name:** \_\_\_\_\_ **Extension:** \_\_\_\_\_

**MSN:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Prefer to be contacted by:** Phone    Email    Campus Mail

**Return this form to the Staff Senate's office, SUB I, Room 352B, MSN 2A4.**

## Outstanding Supervisor Award Fall 2007

The **Outstanding Supervisor Award**, sponsored by the Staff Senate, recognizes supervisors who most closely meet the criteria stated below. An employee who reports directly to a supervisor may submit the supervisor's name for consideration by submitting a nomination form accompanied by a letter of support. Other staff may add letters in support of the nomination. The letters should describe how the supervisor meets the award criteria, being as specific and thorough as possible.

The award will be presented on October 11, 2007, during the Outstanding Achievement Award ceremony (time and location to be announced). The recipient will receive an award and gift on behalf of the Staff Senate. The deadline for submitting nominations is close of business on **Friday, August 31, 2007**. For more information, please call the Senate office: 3-4141.

### Criteria for Award:

- Creates a pleasant and productive work environment for employees.
- Listens to suggestions and ideas.
- Performs all duties required of a supervisor in a timely fashion.
- Recognizes and rewards superior performance, and is fair and flexible in dealing with employees.
- Encourages professional growth of employees.
- Acts as an advocate for classified and non-student wage employees.
- Provides a sense of vision for the department and makes classified and non-student wage employees feel actively involved in the goals of the department and/or university.

**Supervisor's Name** (please print) \_\_\_\_\_

**Supervisor's Dept** \_\_\_\_\_

**Nominator's Name** (please print) \_\_\_\_\_

**Nominator's Signature** \_\_\_\_\_

**Nominator's Email Address** \_\_\_\_\_

Return form and letter(s) of support by the end of the day on **Friday, August 31, 2007** to:

Staff Senate, MS 2A4  
SUB I, Room 352B  
Fax: 3-4150 Phone: 3-4141  
staffsenate@gmu.edu