Radford University Staff Senate

 **Minutes**

**November 17, 2022**

**9:00 a.m. – Zoom**

**Meetings are recorded**

**Meeting called to order at 9:00am. Meeting called to end at 9:50am.**

**Welcome**

**Determination of Quorum and Call to Order** – Open Staff Senate Meeting. Quorum met. 83 total attendees.

**Approve Minutes:** September 2022 and October 2022. Minutes approved.

Noah Bieker introduced as the newest senator for the Finance and Administration Division. He will be replacing Ruby Dwyer when she exits.

**Coffee with the President forum held on November 3rd via zoom link**

* Classified staff presented eight questions
* The next forum will be held February 10th at 9:00am. Send Sharon any questions you may have – these will be presented anonymously.

**Employee Benefits Fair-October 27th** in Muse Hall from 11:00 am – 2:00 pm.

* A remarkable success we had 110 individuals come to our table, many individuals said they would join our next meeting.

**Parking Services**

* As Faculty/Staff we are eligible for two citations to be warned per semester for violating “**Failure to Display Permit” ONLY** (no other violation). If you are issued over two, then you must appeal the ticket or pay it.
* **Bonus**
	+ A one-time bonus payment of $1000 on December 1, 2022. The $1,000 bonus is taxed.
		- On November 1, 2022, Virginia Department of Human Resources (DHRM) outlined the eligibility requirements for the December 1 bonus payment. To be eligible for the bonus, employees must:
* Be a full-time employee of the Commonwealth as of August 10, 2022
* Have a meets expectations evaluation rating or higher for the current performance cycle
* Have no active written notices under the Standards of Conduct within the preceding 12-month period
* Therefore, for employees to be eligible for the December 1 bonus, a meets expectation evaluation rating or higher is required for the performance cycle of October 25, 2021 through October 24, 2022.
* **Academic Technology** -Training catalog in D2L for Microsoft programs and more. Download Office 365 in Software Center (Office 365 installer).
* **1910 Café** is the University’s newest dining option in Dalton Hall.
* *Menu options include a variety of salads, soups, and pastries, as well as signature*

*made to order sandwich items and locally sourced coffee and Pepsi products.*

* **Retention Summit** held on November 4th – Presentation is forthcoming from President Danilowicz’s office.
* **Debt Relief** – federal debt relief for student loans is currently paused. Reminder to monitor the news to stay on top of the most recent updates.
	+ Current link: <https://studentaid.gov/debt-relief/application>

**Senators’ announcements (news from Divisions, concerns from constituents)**

**Reports from Standing Committee**

* **Elections & Nominations**, Chair: Christi Wayne
Committee Members: New members
	+ **No report.**
* **Policies & Issues**, Chair: Sharon Proffitt- Committee Members: Amanda Lawson, Scott Shaffer, Pam McCallister, and Jim Williamson
* Next meeting January 10th
	+ No report.
* **Communications**, Chair: Pam McCallister
Committee Members: Lynn Arnold, Ann Cox
	+ **No report.**
* **Staff & Community Relations**, Chair: Lin Martin
Committee Members: Connie Leathers. New Members-Fallon Kreye, Katie Smith and Kara Pfaff.
	+ **No report.**
* **Recruitment & Membership**, Chair- Fallon Kreye. Committee Member-Sharon Proffitt
	+ **No report.**

Salary adjustments for staff is currently the first step in an overall review of salaries and compensation.

**Reports from University-Wide Committees/Internal Governance**

* Diversity & Equity Action, SS Representative: Katie Smith – No report.
* Intercollegiate Athletics, SS Representative: Ruby Dwyer – Noah Bieker will be taking over for Ruby in December. This position communicates athletic updates and fields questions related to Radford’s athletic program.
* Parking & Traffic, SS Representative: Noah Bieker – No report.
* University Executive, SS Representative: Christi Wayne – No report.
* Dining Services Advisory Committee, SS Representative: Fallon Kreye – No report.
* Bookstore Advisory Committee, SS Representative: Kara Pfaff, meet at beginning/end of each semester – No report.
* Library Committee, SS Representative: Amanda Lawson – No report.

**REMINDERS**

* No December Meeting, enjoy your time off with Family and Friends. Happy Holidays.

**Guest Speaker- Michael Long** Fixed Assets- Conducting a Stress-Free Inventory
and Asset -–Conducting a Stress-Free Inventory and Asset FAQ’s

* + Jeff Caywood has filled the position of Fixed Assets Technician.
	+ The Fixed Assets Team is here to provide accountability for university equipment.
	+ The physical inventory policy was effective July 1, 2014. All tagged assets must be inventoried at least once every two years. All assets with a cost of more than $5,000 (Capitalized assets) will be tagged along with ETF assets /other assets under $5,000 the university has determined should be tracked and tagged (controlled assets).
	+ Equipment liaisons can follow a best practice list to ensure all assets are adequately safeguarded and controlled.
	+ Transferred assets should be reported using the Department Equipment Change Form.
	+ Assets that are no longer needed or in working order are required to be sent to Surplus Property. A completed Surplus Form PU19 is required. Any surplus items that are tagged will be picked up by IT. Non-tagged surplus items are picked up by the Warehouse.
	+ Donated equipment from the Radford University Foundation valued at $5,000 or more will need to be tagged and reported to Financial Reporting.
	+ Notify Financial Reporting of disposed assets (trade-ins, loss, theft, cannibalization, return to vendor).
	+ Financial Reporting is part of your team – work with them to complete the inventory. It’s important that all areas are accessible and assets are available and visible. This helps the inventory be completed in a timely and low-stress manner.

**Adjournment** – Close Staff Senate Meeting

**Next Staff Senate meeting:
January 19, 2023
Guest Speaker -**Dawn Taylor and Margaret McManus-Audit & Advisory Services

 Minutes submitted by AML on 11/17/22