Radford University Staff Senate

**Minutes**

**October 20, 2022**

**9:00 a.m. – Zoom**

**Meetings are recorded**

**Welcome**

**Determination of Quorum and Call to Order** – Open Staff Senate Meeting. We do not have a quorum – one person short.

**Approve Minutes:** September 2022 Minute approval will be postponed until the next meeting due to lack of quorum.

**Coffee with the President forum held on October 6th via zoom link**

* Classified staff presented fourteen questions
* Next Meeting Scheduled for November 3rd.
* Over 336 people in attendance. Feedback received about length of questions – suggestion to shorten questions. Sharon will narrow her questions down to one at a time. All questions are anonymous.

**Update from “Coffee with a Cop”**

* Campus and RUC
  + Second “Coffee with a Cop” held on September 16th @ Arabica Coffee on Main Street, from 7:00 am – 9:00 am. Free Coffee provided. Additional similar events throughout the year. Upcoming events will be announced.

**Evaluation Process for Classified Staff 2021-2022 work cycle upcoming dates**

* Supervisor releases Evaluation to employee 10/24/22
* Employee Acknowledges Evaluation 10/28/22

**Human Resources Update – email sent 10/11/22**

* + Employee Tuition Waiver Policy Update
    - Full time employees are now immediately eligible upon hire
  + Telework Policy Update
    - All telework employees must have a Radford University Standard Telework Agreement approved before teleworking begins. If an existing approved telework agreement is on file, no action is needed.
  + Compensation Study
    - The University recently contracted with Gallagher Benefit Services, Inc. to perform a compensation study across all full-time employee classifications including teaching and research faculty, administrative and professional faculty, and classified staff. The results of this study will allow the University to better plan and build pathways to properly monitor, and support compensation needs.
  + Employment Separations
    - Supervisors are required to timely and effectively complete certain processes prior to an employee’s separation date to help the transition of the employee, as well as safeguard the University.
    - Depending on the type of employee, a personnel action may be required to complete the separation of an employee. For all full-time employee and 1500-hour wage employee separations, supervisors must complete a separation EPAF. The separation EPAF should be done as soon as possible after notice of the employee’s separation is received, but no later than the employee’s separation date.
* **Employee Benefits Fair-October 27th** in Muse Hall from 11:00 am – 2:00 pm. We will have a-booth, swag bags and basket raffle. Looking for volunteers to sit at the table, time slots from 30 minutes, to 1 hour. If you can assist, please send your availability to me, [skproffit@radford.edu](mailto:skproffit@radford.edu).
  + If your department can provide any **swag**, please let me know, you can drop off at Procurement and Contracts office, or I can come and pick up, contact me at 540-831-5419.
  + Sharon has decided not to do a basket – instead we will do a drawing for individual items. If you have swag items you are willing to donate please send them over to Sharon. Sharon will communicate with Facilities and Stephanie Coles at RUC to be sure a van is available for RUC employees to attend.
* **Peter’s facilities** 
  + Hours of operations are:
    - Monday- Friday – 12:00 pm – 2:00 pm
    - Monday – Thursday 4:30 pm – 6:30 pm
* Peters’ facility is only for Faculty/Staff personnel.
* RU ID needed to access building.
* If “red” instead of “green”, let the personnel know that you need a waiver. This granted access to the facilities. Waiver to Kim Twiest, she will add the person’s name to the list for access to the building.
* Family Members are NOT allowed in the building.
  + Forth coming:
* An opportunity for payroll deduction for faculty/staff use of the Recreation and Wellness Center. The cost to use the facility is $238 per semester. Payroll deductible of $26.45 per pay period.
* Commonwealth of Virginia Campaign (CVC). The 2022 campaign season begins on Wednesday, October 5 celebrating “25 Years of Giving & Volunteerism”.
* Student Wellness Center: An opportunity for an early bird pass, will grant you access to the facilities from 7:00 am – 2:00 pm and lunch during 11:00 am – 2:00 pm.

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

* **Library** 
  + **Where to return library materials:**
* When you have finished using your library materials, of course you can return them inside McConnell Library at the Front Desk. But did you know that we also offer a book drop in Parking Lot F in front of Muse Hall? You can drive up to this book drop and return your materials without leaving your car.

Note: there is no longer a book drop on the library’s front porch.

* + **Yappy Hour**
    - Yappy Hour continues every Tuesday and Thursday from 3:00-4:00 in McConnell Library’s Bird Room! Stop by to spend a few minutes with Apollo or Bainne. It’s guaranteed to make your day even brighter!
  + **Writing Jam**
    - Need a change of location to jump-start the writing of your book manuscript, grant proposal, poetry, or journal article?  Faculty Development and McConnell Library are pleased to host weekly “Writing Jams” from 10-12 on Fridays in the McConnell Lounge. Writing Jams offer a quiet place to write in the presence of other dedicated writers.  We will offer low-distraction tips and tricks to help with accountability and the writing process, occasional fun snacks, and the potential to connect with other writers.  Bring your laptop or other writing materials.  There are coffee and snack vending machines available, so feel free to bring your reusable mug as well.  Please contact [Heather Keith](mailto:hkeith1@radford.edu) or [Laura Jacobsen](mailto:ljacobsen@radford.edu) for more information.
  + **Interlibrary Loan**
    - Are you getting all you can from our [Interlibrary Loan](https://illiad.radford.edu/illiad/) service? Not only can you borrow materials from other libraries, you can also have chapters or articles from McConnell-owned materials sent to you by email! If you have questions about using Interlibrary Loan please contact the [ILL department](mailto:ill@radford.edu). And just a reminder – if you’ve borrowed physical items from ILL, please return them on time. This helps us maintain good borrowing relationships with other libraries so we can continue to supply you with what you need!
* **Did you know?**
  + We have vending machines in the McConnell Lounge! Cold sodas, cold Starbucks drinks, hot coffee, candy, chips, crackers, and more! You can also bring in your own food and drink and enjoy them almost anywhere in the library!
  + **Fall and Summer Class Schedules**
    - The 2023 Fall and Summer class schedules are now published online and accessible [here](https://ssbxe.radford.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search).  Please note that room assignments, if made already, are subject to change.

**Procurement and Contracts**

* New eVA Next Gen will go live November 1st.
  + Sign up for training in person or via Zoom before the transition.
  + Receiving must be done by October 23rd. The system will be down from 10/26 to 11/1.

**Reports from Standing Committee**

* **Elections & Nominations**, Chair: Christi Wayne No report  
  Committee Members: New members
* **Policies & Issues**, Chair: Sharon Proffitt-   
  Committee Members: Amanda Lawson. New Members-Scott Shaffer, Pam McCallister, and Jim Williamson- Meet bimonthly, during our October 11th meeting we focused on the Classified Handbook what changes needed to be made.
* Group Discussion on questions sent.
* **Telecommuting**
  + - Policy reviewed 10/7/22
    - There will be opportunities for flex time for staff employees- announced by President Danilowicz. Department will take under consideration. Office coverage from 8:00 am – 5:00 pm.
* **Jury Duty** – Sharon spoke with Jackie Taylor-HR
* Classified Handbook, page 15, section 7-Adiministrative Leave -Policy 4.05 refers to Jury Duty.
* DHRM link to Policy
  + <https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/4-05-civil-and-work-related-leave.pdf?sfvrsn=376773ea_0> , (page 5) (compensation/Reimbursement for Civil Service- (bullet 1).
* Employees using Civil and Work-Related Leave may not retain payment (except for expenses noted below) for services rendered as a juror, witness, or officer of election. Those who choose to retain such payments must charge the absence to annual, compensatory, overtime, recognition, or personal/family leave.
* If you use Administrative Leave, then you do not accept payment.
* If you receive payment for civil work, contact Human Resources to see if payment needs to be reimbursed.
* **Authorized Closing Policy**-Essential Personnel- G. Office Closings, page 5.
  + [https://www.radford.edu/content/dam/departments/administrative/human-resources/policies- procedures/AuthorizedClosingPolicyRev2011.pdf](https://www.radford.edu/content/dam/departments/administrative/human-resources/policies-%20procedures/AuthorizedClosingPolicyRev2011.pdf)
  + Sharon will send an email to Carmella Carter -Human Resources to have Library added as essential personnel.
  + Checked with Human Resources to see if policy will be update (2011-2012).
* Next Meeting
* Next meeting January 10th
* **Communications**, Chair: Ruby Dwyer No report  
  Committee Members: Pam McCallister, Lynn Arnold, Tracy Jones
* **Staff & Community Relations**, Chair: Lin Martin No report  
  Committee Members: Connie Leathers. New Members-Fallon Kreye, Kate Smith, and Tracy Jones
* **Recruitment & Membership**, Chair-Ruby Dwyer. Committee Member-Fallon Kreye No report

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

* Diversity & Equity Action, SS Representative: Katie Smith No report
* Intercollegiate Athletics, SS Representative: Ruby Dwyer No report
* 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**

* College of Visual and Performing Arts – check out website for upcoming Fall events
* Information Technology, Academic Technology training and a new initiative that targets our university’s milestones according to our Academic and Business calendars; D2L support, Office Support, Office Productivity, Qualtrics, zoom supported beginning in Fall 2022
* Main event calendar on main page of Radford University-activities, news, and events

**Guest Speaker- Merrie Winfrey-CITL-The Rise QEP** – improve students’ sense of belonging and academic performance in 100 and 200 level required courses

* Realizing Inclusive Student Excellence QEP: Highlanders Rise Together
* Merrie Winfrey, Co-Chair, QEP Development Committee
* Allison Wisecup – Team lead, QEP Data and Assessment Team
* In 2021 our black student population was at 17%. We have not increased the number of BIPOC faculty and staff. Data shows an equity gap in successful course completions for required 100 and 200-level courses.
* Rise Faculty Institute will consist of 5 cohorts of 20 faculty members (2 semesters and a summer). This institute will help faculty revise their courses to address these equity gaps. Faculty will join a community of practice following completion of the training. Faculty Fellows will be selected through interest forms – voluntary. First cohort will be formed in Spring 2023.
* Rise Community Action Teams – will involve students. These teams will work to facilitate a feeling of campus belonging by having groups in each college and at RUC. SACSCOC needs to give approval for this program. If approved the first programming will begin in Fall 2023. R-CATs will develop activities within colleges and participate in academic fairs.
* RISE is not specifically targeting students with disabilities and disorders but the training will help close equity gaps and have a positive impact on these students.

**Adjournment** – Close Staff Senate Meeting

**Next Staff Senate meeting:  
November 17, 2022  
Guest Speaker Mike Long-Fixed Assets- Conducting a Stress-Free Inventory  
and Asset**

<https://www.radford.edu/content/staff-senate/home.html>

Submitted 10/20/22 aml