

Administrative and Professional Faculty Senate

February 13, 2019
Bonnie Combo Room

Members Present: Sandra Baker, Scott Bennett, Michael Chamberlain, Ashlee Claud, Emily Ewoldt, Michele Hosey, Eric Lovik, Kay Johnson, Alfred Mah, Shannon Phillips, Amber Smith

Members Absent: Sandra Bond, Max Esterhuizen, Alix Guynn, Gwendolyn Houston, Susan Trageser (Cabinet Liaison), Jessica Twiest, Ryan Weatherford, W. David Wheeler

Guests: Kim Dowdy, Mary Hardbarger, Allison McCoy, Karen Montgomery

1. **Call to Order** – The meeting was called to order at 3:34 pm by President Ashlee Claud.
2. **Approval of Minutes** – The minutes from December 12, 2018 were reviewed and approved.
3. **Guest Speakers: Staff Senate Executive Board:** Karen Montgomery (President), Allison McCoy (Vice President), and Kim Dowdy (Secretary). Kristina Contreras (Parliamentarian) was unable to attend.

The Staff Senate Executive Board requested a meeting with the AP Faculty Senate to discuss staff initiatives and concerns, and to look for areas of collaboration. Karen praised changes in shared governance to give the Staff and AP faculty a voice, and invited the AP Senate to reach out to the Staff Senate if they can be of help with anything. Topics raised include:

- Retention Summit: Kim will be in charge of seeing where staff can support retention goals. One example is how much students have appreciated and been helped by some of the housekeepers.
 - Annual Staff Satisfaction Report: This is the third year the staff will be surveyed, which starts at the annual picnic. Staff Senate presents the data in an annual report that is presented to the President. Sandra will get in touch with Karen about the raw data, some of which she may be able to use for accreditation. The staff annual report is available at: https://www.radford.edu/content/dam/departments/administrative/staff-senate/Staff_Senate_Report_2018.pdf. Discussion ensued about the AP Senate putting together a satisfaction survey.
 - Staff Picnic: May 16 is the unofficial day for the picnic to be held at the Bonnie, where it is easiest to be host because of the central location, stage, game room, access to food services, and that a separate rain location is not needed. The Staff Senate asked the AP Faculty Senate to collaborate with them on the picnic. Ashlee noted that the picnic used to be jointly hosted by the two Senates when she started at Radford in 2000, and offered to contact the AP Faculty to ask for their help. Donations of swag are needed, helping with games, and other help.
 - Staff Senate Scholarship: The Staff Senate awards a scholarship of \$1,300 for students whose parents or relations are staff or faculty at Radford. For more information, go to: <https://radford.academicworks.com/opportunities/6830>.
4. **Comments/Feedback: Retention Summit** – Themes that came out were customer service, how best to serve students, and to put students first. Some of the best presenters were students. Jamie Penven was charged with reconstituting the Council on Student Engagement & Success. The Retention Task Force is looking at best practices, including who is reaching out to students the best. The end goal is tangible recommendations on student success and retention. How do we function effectively and efficiently? There will be opportunities for us to work on retention.

5. Upcoming Events

- You Matter Campaign Door Knocking, March 26-27, 3:00-5:00 both days. Focuses on academia, and two people work together. An announcement will go out at the end of this month or beginning of the next month.
- Halfway There, April 8. 2nd annual ceremony for sophomores will probably start at 5:00 near the library. Come out and cheer them on. There was good, positive feedback last year.
- Junior Event, April 10, 7:00 PM. This is the first event specifically for juniors.
- Russell Block Party/Senior Signing Day, April 18, 4:00-7:00. Students can say they are going to grad school, got a job, going to the NFL, etc.
- Academic Advising Conference, February 14, starting at 10:00 at the Bonnie. Open to all faculty and staff on campus. JCHS and community college partners are invited. At Hurlburt Auditorium at noon, keynote speaker, Joe Murray, Florida Atlantic University, is presenting: Supporting Student Success across Campus.
- Athletics – Lacrosse opened Saturday. Upcoming pink game with women’s basketball on Saturday. If the basketball teams are successful, we will host NCAA tournament games. Baseball and softball started, and there is a lot going on April 27 with golf, half-marathon, 5-K, etc.
- University 100 – Applications are open for peer instructors through Sunday. Recruit your awesome students. Faculty instructions is unofficially open through the New Student Programs website; an announcement will go out soon. A framework is provided to the class, and it is very flexible.
- Highlander Days, March 2, 23 and April 13, 27. These are high school spring break dates, and there will be additional programming in April, as well as an open house for rising high school seniors.
- Climate Survey – A survey evaluating campus diversity, identity, etc. geared only to students will roll out March 19 and close April 20 on the portal. The goal is to dig deeper into why students are staying or not staying, or connecting or not connecting at Radford.

6. Other

- Prospective Student Parent Programs – Shannon noted from personal experience that there is no programming for parents to take while their high school students are attending recruitment events at Radford, like Band Camp. What do they do for three hours? She suggested recruitment events include programming geared for parents to learn more about Radford.

7. **Adjournment** – The meeting adjourned at 4:37.

8. Future Meetings

- March 13, 2019
- April 10, 2019
- May 8, 2019