MINUTES
August 15, 2019
9:00 a.m. – Bonnie Combo room

Senators present: Kristina Contreras, Christi Wayne, Karen Montgomery, Mary Hagan, Sharon Proffitt, Pam Duncan, Kim Dowdy, Angela Arnold, and Lisa Hayden, Pam McCallister
Senators not present: Connie Leathers (Zoomed in), Deborah Lowe (Zoomed in), Neal Thompson

Welcome

1. Determination of Quorum and Call to Order – Open Staff Senate Meeting
   - President called the meeting to order at 9am
   - Quorum was determined

2. Approve Minutes: June 2019
   - Minutes update on benchmarking project under policies and procedures
   - Minutes approved

3. Approve Agenda
   - Agenda Approved

4. Approve Staff Senate Annual Report
   - Tabled until next meeting. When report is ready and the senators have reviewed it, the report will be up for approval

5. Executive officer report
   - Updates from Summer Meetings:
     - Senator Transition Meeting
       - Information was shared between the incoming and outgoing Executive Officers
       - This was the first time that this type of meeting had taken place
       - Very beneficial to officers
     - Meeting with President 07/09/2019
       - Discussed Staff Senate goals for the year
         - Find a way to include all staff from RUC, RHEC, and Abingdon HEC
         - Training and Development for all staff
         - Staff morale

     - Senator Retreat 07/18/2019
     - Meeting with Vice Presidents- 7/24/2019
       - Training and Development

Met with Chad Reed and Danny Kemp about centralized location for all the training operations on campus (online training as well as face to face training). Danny Kemp is very supportive of this initiative. Chad wanted us to determine the most important training we needed as a campus. We will ask staff what they need and want and report back to Chad’s office.
There was a follow-up meeting with the President on 7/26/19. He reported the following:

- Supervisor training to learn how to work with staff
- Staff Appreciation Day
- Staff Senate Survey results – he will review

- Ice Cream Social 8/7/2019 – Article from UR
  - Over 200 attendee’s and 18 gallons of ice cream.
- RUC Visit – 8/12/19
  - Exec officers went to visit. We talked to over half of their staff show up to meet with us. We want them to be included with all of our on campus activities.
- Our Turn Session – August 15th, 3pm Young 305
  - We will make ourselves available to all and will be hearing folks concerns
- REAL Open Forum Dates
  - Please attend one of the forum dates because it is a drastic change for the students and we should all be aware so that we can point students in the right direction
- New for on SS Website for requesting agenda items
  - Please use this form to request agenda items and if you have questions or comments. We will have time at the end of each session for staff to ask questions.

6. Reports from Standing Committees

- Elections & Nominations, Chair: Christi Wayne and Sharon Proffitt
  - Senator Election results for Information Technology Alternate
  - Robert Jordan, Multi-Media Classroom Technician, will be the new Alternate Senator

- Policies & Issues, Chair: Karen Montgomery
  - Update on Tuition Waiver Policy
  - Kim updated about a mentoring program to help people through the process of getting to classes. People just didn’t know what to do so this will help them. Putting people together.

- Communications, Chair: Angela Arnold
  - Met as committee 3 senators (Kim and Pam)
  - Thank you UR for the photo booth at the ice cream social and the story. Planning on meeting with UR to help establish goals. If you would like to join us please let us know and we can add you to the committee
  - Annual report, committee support template, Staff Spotlight/accomplishment stories, promoting our work and sending out meetings and how staff can get involved, supporting the website, supporting the FB page, working on Archives. The analytics of the page reveal that the most engagement was the announcement about the corn hole event, next was that Staff Senate Exec were meeting with the RUC staff. The ice cream social was a big one too.

- Staff & Community Relations, Chair: Mary Hagan
  - No report

7. Reports from University-Wide Committees/Internal Governance- Committees representatives to be decided:

https://www.radford.edu/content/staff-senate/home.html
Diversity & Equity Action, SS Representative: Connie Leathers, 2019-2020
Intercollegiate Athletics, SS Representative: VACANT Chair Prof. Betty Dore
Parking & Traffic, SS Representative: VACANT 2019-2020
University Executive, SS Representative: Kristina Contreras, 2019-2020 – NO REPORT
Dining Services Advisory Committee, SS Representative: Christi Wayne, 2017-2019 – NO REPORT
Bookstore Advisory Committee, SS Representative: Kara Pfaff, 2019-2020
Library Committee, SS Representative: Jim Webster, 2019-2020 – NO REPORT

8. Senators announcements (news from Divisions, concerns from constituents)

   o Student Affairs Division:
     Calling Campaign-alerting students about tuition and that if they pay now they will not be charged a $75 late fee. If they don’t pay by Sunday all their classes will be dropped. Staff signed up to help calling students.
   o Office of Student Success:
     Highlander Haulers – Thank you so much for signing up to help with this. Thank you facilities for all their hard work in getting the resident halls ready for the students return. This will be the first time we have provided a tent for family to just come and relax…all will be getting a t-shirt.
   o “First 30” – replacing first 6 week effort. Students who participate in the first 30 are more apt to be retained.
   o Family Weekend Sept 20 – 22
   o Radford Gives Back Oct 9
   o Coming soon – updates on Highlander Chats and HEHROS/Shelter – supporting students with food and other financial related insecurities
   o Enrollment Management:
     Tuition Waiver Policy timeline
     The forms needed are found in the registrar’s office. You can always turn your forms in ahead of time but you will be added on the first day of classes. In order to take advantage of this benefit, you must first be admitted to the university. This would be handled through the admissions office. Never register yourself for classes; let the registrar do it.
     There is a one time cost to sign up for your admission to the university. No fee for readmission.

9. Comments, Announcements, Questions for Special Guests – open floor

   o Next month we will have special guests
   o None

10. Adjournment – Close Staff Senate Meeting

   o Next Staff Senate meeting:
     Thursday, September 19, 2019
     9am, HETH 014 Room- NOTE ROOM CHANGE
     Guest Speaker/Presentation: TBA

   o Benefits Fair
     Thursday, October 17, 2019
     11am – 2pm Muse Banquet Room

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