

MINUTES

April 25, 2019

9:00 a.m. – Bonnie Combo room

Welcome

- 1. Determination of Quorum and Call to Order – Open Staff Senate Meeting**
- 2. Approve Minutes: March 2019**
- 3. Approve Agenda**
- 4. Executive officer report**

Senator introductions – all present

Senator Election results, welcome incoming senators and alternates

Mary Hagan – Academic Affairs

Anne Marie Cox – alternate Senator Academic Affairs

Lisa Hayden – alternate enrollment management

Debra Lowe – Finance and Administration

Current and updated rosters – Website is updated and current, will be updated again with results

Executive Officer Election announcement

Survey Update - Encourage Participation – Qualtrics now open – promote at picnic, by email & social media

Foundation Scholarship – Recipient: Rachael Lumpkin

Retention Summit final report published – please review – thank you to all the staff members who represented Staff Senate in January – we appreciate you!

5. Reports from Standing Committees

- **Elections & Nominations, Chair: Allison McCoy**

Term of office begins July 1. June 26th will be Executive Officer Transition meeting. July 18th will be senator retreat/training. See above

- **Policies & Issues, Chair: Kim Dowdy**

Update on Tuition Waiver Policy – updates from Chad Reed, Vice President for Finance and Administration

- **Communications, Chair: Kristina Contreras**

New Employee welcome

Update on website, see above

Follow on Facebook

- **Staff & Community Relations, Chair: vacant**

- **Spirit Committee, Chair: Allison McCoy**

Picnic update

Keepin' it Green recipients announced April 23rd

Faculty: Dr. Richard Van Noy

Staff: Virginia Tinsley
Student:
Bea Covington Update

6. Reports from University-Wide Committees/Internal Governance

- Diversity & Equity Action, SS Representative: *Lynn Arnold, 2017-2018*
- Intercollegiate Athletics, SS Representative: *Allison McCoy - Chair Prof. Betty Dore*
- Parking & Traffic, SS Representative: *Taylor Lambert, 2017-2019*
- Budget & Planning, SS Representative: *Inactive committee, 2017-2018*
- University Executive, SS Representative: *Karen Montgomery, 2017-2019 – NO REPORT*
- Dining Services Advisory Committee, SS Representative: *Christi Wayne, 2017-2019 – NO REPORT*
- Bookstore Advisory Committee, SS Representative: *Kara Pfaff, 2017-2019*
- Library Committee, SS Representative: *Jim Webster, 2017-2019 – NO REPORT*

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

Student Affairs:

Bee Heard, Campus Climate Survey: upon closing 4/20 -- 819 students responded, with a 10.1% response rate 200+ students in progress but did not complete. 5-6 faculty/staff inquired about a similar survey to be conducted beyond students. CDI is currently conducting focus groups with underrepresented populations through April 30 – encourage participation. Campus partners and stakeholders can expect to see a report by July inclusive of recommendations. Please make contact if you have specific interest.

Radford Gives Back committee partnering with the Sociology Club for a spring collection - a box in every residence hall, Commuter Lounge in the Bonnie, and at the Student Recreation and Wellness front desk. Friday, May 3 through May 10. Encourage donations of non-perishable food!

Retention and program support, thank you for your help – tradition, door to door campaign and calling campaign – continue to watch for more opportunities to help including Highlander Haulers, etc.

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

Executive leadership is developing a proposal for future terms to consider a formalized process similar to that used by local government agencies for public comment, town hall meetings, and board meetings. Send your suggestions to Kim Dowdy, secretary at kdowdy2@radford.edu. Please send all committee reports and division updates two weeks in advance of the meeting (agenda is to be published one week prior to each meeting by bylaws).

9. Adjournment – Close Staff Senate Meeting

- **Staff Picnic on May 17th at the Bonnie** – NO SENATE MEETING IN MAY
Executive Board - May 9, 9am
- **Next Staff Senate meeting:**
Thursday, June 20, 2019
9am, Bonnie Hurlburt Student Center Combo Room
Guest Speaker/Presentation: NONE
- **Executive Board Transition Meeting**
June 26th, 10am – 12pm, location TBD with optional lunch following (dine out/pack on own) –
No meeting June 13th All outgoing and incoming executive members-review constitution, roles, duties, current goals, projects, and support for next year
- **Staff Senate Retreat – 2019-2020 planning**
July 18th, 9am – 12noon, location TBD optional lunch/potluck after. – All 2019-2020 Senators and Alternates – planned in cooperation with Executive Transition and may invite some guests to present/train – also teambuilding.

President Hemphill addressed the room at 9:09am
Cabinet members present: Dan, Chad, Ashley
Education benefit update
7 credits – Fall
7 credits – spring
7 credits - intersessions
Planned implementation fall 2019
21 credit hours per year
Showed comparison with other state university
Offered opportunity for questions – none heard
Complaint was course needs and scheduling time table was not matching and people were struggling to progress in a degree
To be presented to cabinet and leadership council for final approval
Thank you to Chad Reed and his team for the work on this
Anthony and RJ Cassaro – for pushing this concern forward from staff POV

Retention summit – Jan 17, over 300 people participated
125 people + engaged in ideas
Report was released April 23, please read it
Mandate UNIV100/150?
Case management model for advising
Sophomore experience

Magazine coming out – preview of cover
Davis family is featured
Runway show in NYC fashion week, first student of middle eastern descent
May 6 distribution – online and print before commencement

Fundraising
Spring fever \$36,809
Year to date giving FY 19 \$11,319,865
On target for \$12M raised
Working to keep pace on “quiet phase” of campaign
Keep engagement high

Renovation of Reed/Currie – Artis College
Projected opening Jan 2020
Move in October – December anticipated
70,000+ SQF
Thank you to Jorge and his team and Mike

Jefferson Update
Great time with students in Roanoke for the launch of the logo
Traditional spirit day – now introducing the Highlander
Over 500 students participated
Over 1000 students joining RU family this fall
Submitted final prospectus to SACS COC – approval anticipated in June – merge within 30 of that meeting
Going well, many moving pieces, complex – one and only merger – worth it
Please stand and be recognized on subcommittees
Thank you CONNIE LEATHERS
Opportunity to really think about what the name would be – worked with ology on branding – 6-7 months and several options considered

Most common question

Radford University Carilion - RUC

We are not as an entire entity RUC – it is a linkage and only the name of the Radford campus
Some of the work in research, medical school, and training in allied health, etc are cutting edge

Salary increases

Implemented June 10

Staff 2.75%

Cost of living adjustment across board

Employed by March 10

And at least rated at contributor

Additional 2.25% merit across the board

Employed by June 10 with continuous state service

And at least a rating of “contributor” on latest performance evaluation

ZERO PARKING INCREASE

ZERO HEALTH BENEFIT INCREASE

Effective June 10

See in July 1 paycheck!!!

Summer hours begin May 13-Aug 2

7:30 – 4pm

30 min lunch

Honoring spirit Fridays – wear Radford gear

Open questions

QUESTIONS

Total of all intersessions = 7 – wintermester, summer session, Maymester

Retention report – recommendations at this time – will be segmented and establish a timetable on what specific we will progress

Ruffalo Noel Levitz is on campus currently – timing work with their services

They are making a report

Is any of the raise rolling over to retirement – the retirement rates are remaining the same

Upper management positions creation vs staff positions being left unfilled or un posted – are we getting top heavy
Had an opportunity when Joe left to TX – chose not to keep a 7th VP – reframed the needs and positions with Ashley Shumaker being placed in two roles

In last 2 years moved 2 admin positions from president office to other academic units – shifting positions – FOCUS on efficiency – always willing to take the opportunity to make a strategic investment

Need to illustrate the need with the CFO to avoid creating new positions or overhead just because

7 core values – community – what initiatives can we create to create a culture of service – especially within staff as we are at staff senate – how can we stretch our goal to help all staff realistically see themselves engaged with students – 1) staff development – especially working on how to connect with students 2) flexible work schedule options to allow staff in all areas to connect outside 4:30pm – sustainable with creativity and innovation – THANK YOU RUBY – very thoughtful – nice complement “probably my most thoughtful question in 5 years”

Want to know who else in commonwealth have flex work hours

RU has a policy that does allow for a alternative work policy (set for each employee) that is not heavily used

Chad Reed is not aware of any current universities or agencies that have the described flexible work hours.
Take up the suggestion and research possibilities of what other institutions are doing and ideas.
There are people who will serve because it is in here nature – regardless
Some need something more structured and with more instruction

Ruby's event – culture of service – always packed
Our turn session on millennials
How do we tease out the sessions and service to students and meet the needs
How do we help everyone feel comfortable?
WHOEVER IS RUNNING FOR PRESIDENT- challenging next Staff Senate leadership to remain focused on this goal?

Challenge for staff who want to pursue degree and work traditional work schedule
Challenge is offering classes at times that work with staff schedules
Jorge stated he does not know of any wavier that has ever been denied
If you know someone who is struggling with getting approval alert Chad Reed to communicate with HR
If you have been told you are not able to access the benefit we need to discuss 1:1 with that individual to identify where
and if there is an obstacle
Every employee should have opportunity to discuss a work contract

152 employees coming from Jefferson
70-80 are faculty
40 staff/AP faculty
THINK ABOUT HOW YOU INCORPORATE AND INTEGRATE Jefferson into Staff Senate – all divisions – all colleges
Consider constitutional structure

Safety concerns with walk ways and flooding – Chad Reed and Jorge Courtney discussed use of year end funds to
address some issues, trying to address underneath drainage issues – biggest one is near Muse – please report to x7800
when you have something – ongoing issue

Are there any plans to provide support for more staff professional development – large initiative beyond Our Turn –
FOCUS GROUP in Staff Senate is the way to proceed – make recommendations as committee – so they can review and
respond – conference funding to be earmarked – support from supervisors, change in culture – beyond tuition benefit –
put together a small and effective committee to make recommendations to be presented to HR for possible spring
implementation

Website being outward facing – what can we do to have a more streamlined communication – intranet – repository for
information for all staff and faculty – there is no common place where – internal portal – Danny can look into that idea
with HR for internal portal for information sharing/clearinghouse – many systems across campus and there are many
modules we have accessed to but don't always use – please send follow-up

Mary Pfaff – I been fortunate to use tuition benefit and having support for supervisor – only struggle has been to wait
for first day of semester to register for class – puts staff at deficit as participant – with understanding that the enrolled
students are the priority – is there any room to increase the window by a small window – even a couple business days?
Is there a flexible in between that will allow enrolled paying student – lots of signatures involved with the process? You
can turn in your forms in advance and simply have them held until the day – process does not require you. Registration
being closed during quest the week before? Add/Drop and first week of classes. May not be closing registration during
quest. Will bring these questions to the Policies and Issues committee to get specific guidance to the process. FAQ and
tips sheet – INVITE ANTHONY TO COME TO MEETING – include registrar and HR

Partnership with NRCC – are our benefits eligible there? That was not negotiated into the agreement

How does the merger of RUC with the Roanoke Higher Education Center

Intent in Roanoke is to grow in academic programs and services

Other academic programs outside Waldron College – health related interest in participating in programs in Roanoke

See programs being increased and or shuffled to meet needs and serve community most effectively

Committed to keep everyone whole and stay intact

What do you recommend as a way to increase communication to staff who are not anchored to computer?

Talked about looking at providing hard copies in a public display area or by mailboxes

Focused on housekeeping and other shops

Managers in three housekeeping zones are supposed to be making sure that critical meetings are occurring

Increased number of meetings with people who can answer questions

Distribute to supervisors frequently – determine those 3 supervisors

Try to post important messages on trade bulletin in grounds department office

There are a number of people in their role – express that they see a computer only to sign in to timesheet

Challenge Jorge, Chad and others in trades and housekeeping to systemize communication

THANK YOU!

Don't hesitate to communicate.

Bea Covington Award – please nominate and support – May 7th deadline - winner

adjourn 10am