

RADFORD UNIVERSITY

Staff Senate

MINUTES August 16, 2018

Welcome Everyone

1. Determination of Quorum and Call to Order – Open Staff Senate Meeting

Karen Montgomery called the meeting to order

Introduction of senators

Confirm new senators

2. Approved Agenda

3. Approve Minutes April, Meeting was replaced with picnic May, June 2018

Minor amendment to minutes, April

4. Guest speaker – introduce John Sanders, Interim AVP for Human Resources, 540-831-5008 as non-voting member of Staff Senate

Announced he is planning to meet with executive members monthly

Filter information through Executive officers

Inviting HR Experts in specific areas to attend senate meetings, brought Larry Ashby and Ruby Cline

Adapting to familiarize himself with VA laws, regulations, and policies

Will serve as interim 18 months

Familiarizing himself with campus and coming around to meet people

Complemented campus facilities and grounds crew for the beauty and grounds Radford University campus

Asked people for questions

Former concerns, people leaving institution without reason provided, HR will not disclose reasons for a staff member's departure and will protect your privacy

Lida Mitchell asked for John Sanders' bio, traveled to follow job opportunities- Michigan, LSU, East TN State

Addressed ripple effect in turnover with a Presidential transition being common, while it may be disconcerting it is very common, not a reflection on performance

It is unusual to have such close proximity to another large competing institution as well as other local which can hire staff and entice them to leave

Training, Performance plans and evaluations, Position descriptions connected to actual job duties. Extraordinary contributor will require forms, 2 different evaluation points which can be considered, is covered in training now available form HR, nothing prevents or discourages supervisor from evaluating at that level. More of the same work that is the same as your current job description does not mean your compensation can be raised or your job description changed, find ways to make it measurable, IE additional custodial workload – evaluate square footage, etc.

Can extraordinary contributor forms be completed by others beside the supervisor? HR said he understood the supervisor must complete the form as part of the performance management plan.

Position descriptions are intended to be written as contributor level. The higher you move up the administrative progress of a career they are expected to perform at a high level.

Employee recognition – how do we recognize service effectively, asking you for ideas to be brought forward to HR for programs, list is available for people to identify what is already happening, but if there are areas missed, bring it forward

Work with your supervisor to complete the special assignments and individual goals to help evaluate performance measures. Attend the Performance management training with HR. Work with your supervisor to set goals and objectives annually. John Sanders would like to see staff in a constant state of evaluation and feedback whether formal or informal, evaluation should be a constant ongoing thing. Do not hold concerns or recognition for months. Current system allows for employee and supervisor to add comments throughout the year. John Sanders will verbally and formally encourage this to happen regularly.

Training for supervisors on how to effectively supervise and manage people. Much time needs to be focused on compliance. Other skill based needs are not often provided with formal training, Ruby Cline is aware of the need but resources are limited. Often good performers are rewarded and promoted but not given training.

Leading your Team – soft skills training plan is in development, had a pilot, being reintroduced as a possibility. Ruby Cline is the only trainer to serve 1300 faculty and staff.

Inquiry about making supervisor training mandatory. Clarifying that RU is mostly voluntary. Discussion on consequences – applying it to performance evaluations. Comments about 360-evaluation, HR best practices are only at the very top executive levels. Requires a high level of trust and in small staffs makes providing feedback challenging.

Workplace bullying is not acceptable. Report concerns to HR, Whistle-blower hotlines and follow chain of command. Staff members can approach Staff Senate about resources. Staff Senate will not report employee individual concerns but will provide resources. Jeanine

5. Executive officer report

Reminder to attend President's open forum in Bonnie.

Institutional Effectiveness Day is same day.

Staff Senate Annual report, prepared by Kristina Contreras includes information from survey and annual goals and updates. Provided to the President directly and being added to Staff Senate website for all to access. Please check your information online regularly

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

Call for interest for standing committees, help recruit committee members (open to all) – sign-up sheets circulated – anticipate an online interest form for committee interest. **Notify Karen Montgomery of any requests by Sept. 6th** -- See provided list of committee descriptions

6. Reports from Standing Committees

- **Elections & Nominations, Chair: Allison McCoy, absent, no updates**

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

Staff satisfaction survey update was included in Annual report, committee is working in 2018-2019 initiate the process to review the Classified Staff Handbook – send any questions or suggestions to committee, AP faculty and faculty senate have recently gone through this multi-year process, which takes time, and is a recommendation to HR and Board and Cabinet depending on topic, etc.

- **Communications, Chair: Karen Montgomery**

Staff Senate group photo Sept 20, 2018 – please be prompt and come ready to be photographed, Individual Senator photos for publication use. Continue to watch for more updates to website, Facebook page, and work with University relations and HR communications

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

Seeking KUDOS regarding staff completed projects/individual staff accomplishments to promote

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

Picnic recap, Ice Cream Social recap

7. Reports from University-Wide Committees:

- Diversity & Equity Action, SS Representative: Lynn Arnold, 2017-2018
- Intercollegiate Athletics, SS Representative: Vacant due to inactive committee, 2017-2018
- Parking & Traffic, SS Representative: Taylor Lambert, 2017-2018
- Budget & Planning, SS Representative: Inactive committee, 2017-2018
- University Executive, SS Representative: Karen Montgomery, 2017-2018
- Dining Services Advisory Committee, SS Representative: Christi Wayne, 2017-2018
- Bookstore Advisory Committee, SS Representative: Karen Montgomery, 2017-2018
- Library Committee, SS Representative: Jim Webster, 2017-2018

8. Old Business

Karen will send a campus wide email about Staff Senate meetings, committees and call for members. Will work with Nishy Matthews to ensure that Staff Senate meetings are added to HR Newsletter regularly. What is an effective way to communicate? Is email always best? Some paper version is needed in Facilities. Remember email can be accessed by the MyRU app and is not only accessible by desktop or laptop access. Save the date cards with Senate meeting dates will be available at next meeting. Post Staff Senate meetings on display screens through Scheduling office. Facebook page

9. New Business

Watch for updated versions of the constitution and bylaws and photos to be updated online soon

10. Comments & Announcements

Please register and attend Performance Management training sessions

11. Adjournment – Close Staff Senate Meeting

- Next Staff Senate meeting:
Thursday, September 20, 2018
9am, Heth Hall
Mike Biscotte to present on Master plan through 2023, opportunity to share information
- *Save the Date:*
Thursday, October 18, 2018
Thursday, November 15, 2018
No Meeting in December
Thursday, January 17, 2019
Thursday, February 21, 2019
Thursday, March 21, 2019
Thursday, April 18, 2019
Thursday, May 16, 2019
Thursday, June 20, 2019
- Adjourned 9:51am

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