

**MINUTES**

**October 18, 2018**

**9:00 a.m. – Bonnie Combo room**

**Welcome**

- 1. Determination of Quorum and Call to Order – Open Staff Senate Meeting**
- 2. Approve Agenda – motion and second – approved**
- 3. Updates: Senators and non-voting members – sent a correction to roster sheet around for review**
- 4. Approve Minutes:** September 2018: correction Self Evaluation contacts should read Jenene Lewis not Jeanie Quesenberry
- 5. Guest speakers –**

**Cheri Derbin, Financial Aid**, spoke about Foundation scholarship application process and database software – “apply to” scholarship extra step, help students understand the value of these scholarships, Academic Works is the software to help the students with a single sign on process to allow them to be considered for all eligible scholarships that apply to their qualifications. Staff Senate Foundation Endowed Scholarship is a “apply to” scholarship which requires a few simple questions to be answered. Working with Advancement and asking questions about how donors may choose to contribute to the Staff Senate Scholarship directly. Process begins December 1, 2018. Look each semester at scholarships unfulfilled which need to be reassigned. Beginning the 2019-2020 scholarship cycle. Will close approximately February 2019. Watch parent communication, website, and other PR. Had about 1.6 million dollars to award for over 100 scholarships. If you wish to contribute to this award opportunity contact Advancement for more information, Senate exec will continue to update staff and students on this information as it becomes available. If you are a recipient of the award it is an expectation that there is an acknowledgement – thank you note. [CDURBIN2@radford.edu](mailto:CDURBIN2@radford.edu). Post cards will be sent out to college departments and through the Financial aid office. Please help spread the word. Staff senate met with Cheri Durbin in the 2018-2019 academic year, had direct input in the selection of the award recipient. Had a discussion about splitting the scholarship but ultimately decided it would be most beneficial to support one student and his family – who must be a relative of a current Radford University staff member.

**Diane and William Nape, Center for Diversity and Inclusion staff member and son, Radford University Student and Staff Senate Foundation Scholarship 2018-2019 recipient.** Diane works in Center for Diversity and Inclusion – knew about scholarships, encouraged William, and close to Financial Aid office realized the opportunity for her students, promotes it widely. Sophomore – studying Math and Chemistry with a focus now on Chinese. Wants to be a doctor post grad become a surgeon – personal impact on his family with major medical and he wants to give back. Has had the fortune to have healthy emotional support from his family. The financial support from this scholarship and one other has helped keep him motivated. Parental support is expected and intrinsic. Having an outside party support your dreams and goals is validating. Also received the Kirk Fellowship, allows student to attend a language and culture class for credit and then tour China and experience it first-hand. Has had a personal fascination about Asian culture and took a chance, honored to have received the opportunity. Currently taking 1<sup>st</sup> language class now, will take a language and culture class in spring. Then will travel to China, only required to raise \$500 to cover his cost associated with the Kirk program. Kirk scholarship requires an essay. Feels he can help many people by having connections with his future patients and believes that he will be better able to do this by learning about other cultures and studying the language of another community. Feels these skills will allow him to be best able to make a difference in the world and help comfort his patients. Beyond his general curiosity and self-fulfillment. Looking forward to future opportunities that will come to him in the world, going back to China and giving

back. William Nape presented a letter to Karen Montgomery on behalf of Staff Senate to show his appreciation.

Staff Senate extends our gratitude to Cherie Durbin, Foundation Scholarship Coordinator and the senate leadership for taking the time to ensure Senator once again are involved in the selection of the scholarship recipient.

## 6. **Executive officer report**

Committee assignments 2018-2019 term updates – committee members do not need to hold a senator position or executive position, please contact us if you are interested in being a chair or member of a committee moving forward. We need support from a variety of staff members to achieve our goals.

## 7. **Reports from Standing Committees**

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

Open position updates:

Enrollment Management and Executive senator positions remain available. Please contact Allison if interested. Looking to realign these posts in the future given the demands on the positions and divisions and the lack of eligible staff currently working in some of these areas.

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

Chad Reed rescheduled guest, Oct. 25, 9am, Bonnie 250 – topic: proposed updates to employee tuition benefit, budget process and current state of the university budget. Begin preparing the call for feedback on current staff handbook and development of a review process plan. Call for suggestions and questions associated with Staff handbook review process. ALL ARE WELCOME.

- **Communications, Chair: Karen Montgomery, interim**

Updating website with Individual Senator Photographs for publication use – Kristina Contreras Continue to watch for more updates to website, Facebook page, and work with University relations and HR communications, and other resources, would like to form a robust committee to be able to add Twitter, Instagram, prompt web updates and invite more news stories from University Relations. Thank you to all those who helped with the annual Employee Benefits Fair Thursday, October 11, in Muse Hall! THANK YOU KRISTINA for all of your hard work. Kristina Contreras has volunteered to chair this committee. Ann Marie Cox and Bridgette Valentine both have expressed an interest for the committee. Congrats to Lisa McDaniel for winning the swag basket and to all those who came to see us at the Benefits fair and also got your flu shot.

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

Seeking KUDOS regarding staff completed projects/individual staff accomplishments to promote. Looking as possible extensions of this work with HR moving ahead. Overlap between this committee and Communications.

**Spirit Committee (ad hoc) Chair: Allison McCoy**

Planning for future events update to come soon, planning early for picnic, Bea Covington, and ice cream social annually. Changes to the Bea Covington award process in the works to allow more individuals to be considered. Planning to invite all the previous winners to serve on the selection committee. If you are interested in helping plan the picnic and/or ice cream social please let Allison know. She will be reaching out to all who already expressed interest in the coming month to set the picnic date and begin coordinating all the logistics.

## 8. **Reports from University-Wide Committees:**

- Diversity & Equity Action, SS Representative: Lynn Arnold, 2017-2018, excited to continue – still looking for a date to meet with new committee.
- Intercollegiate Athletics, SS Representative: vacant pending more information - Chair Prof. Betty Dore. Allison McCoy is on the Athletics Strategic Planning committee for academic advising and willing to represent in this role as well if no other staff members express interest.

- Parking & Traffic, SS Representative: Taylor Lambert, 2017-2019. No Update
- Budget & Planning, SS Representative: Inactive committee, 2017-2018. Will inquire with Chad Reed at Policies and Issues committee meeting on future of this committee regarding internal governance.
- University Executive, SS Representative: Karen Montgomery, 2017-2019.
- Dining Services Advisory Committee, SS Representative: Christi Wayne, 2017-2019 (Christi will also be present to hear concerns received by Policies and Issues membership regarding Dining services to determine Staff Senate consideration.) Update in November – meeting just happened or coming soon. Christi is absent today will have more information at next Senate meeting.
- Bookstore Advisory Committee, SS Representative: Karen Montgomery, 2017-2018, open for interest. No update.
- Library Committee, SS Representative: Jim Webster, 2017-2019. No update, working on committee date.

**9. Old Business**

Campus Master plan committee updates, presentation available online now with minutes from Sept. Master plan subcommittees: Academic Affairs and Transportation – Karen Montgomery shared basic information about the projects happening for those to seek information if they want to explore. Open forums were announced, please actively participate.

Proposed Amendment related to voting and elections: Enrollment Management Alternate Senator, Proposals for bylaws coming next month.

HEHROS, Meal donations (swipe/financial), Career Closet call ongoing now. Not aware of any coat drive currently happening this year. CDI HEHROS closet is jam packed, currently not accepting donations. Need help organizing the closet. If you are interested in getting more involved you can contact Diane Nape in CDI. Highlander chats tickets available first week of every month at Bonnie Infodesk (see attached).

**10. New Business - none**

**11. Comments & Announcements**

PeopleAdmin and Select Suite tools are on the website to look at through HR and more are coming. Trainings have concluded

Pick up your save the date cards for Staff Senate meetings and encourage your colleagues to attend

**12. Adjournment – Close Staff Senate Meeting – motion and second**

- Next Staff Senate meeting:  
Thursday, November 15, 2018  
9am, Bonnie Hurlburt Student Center Combo Room  
Guest Speaker/Presentation: Health and Wellness topics – CommonHealth and Staff fitness programs information.