

**AGENDA**

**January 22, 2020**

**2:00 p.m. – BONNIE COMBO**

**All Meetings are Zoomed and Recorded**

**Welcome**

- 1. Determination of Quorum and Call to Order – Open Staff Senate Meeting**
- 2. Approve Minutes: November 2019**
- 3. Approve Agenda**
- 4. Executive officer report**
  - Welcome Back
  - Finance and Administration Presentation- January 16th
  - Senate Constitution and Bylaws Amendments voting
- 5. Reports from Standing Committees**
  - **Elections & Nominations, Chair: Christi Wayne**
    - Senator Elections in March. Call for nominations via email and open for one week. Distribution of election process and voting opportunities will be distributed no later than February 18<sup>th</sup> to all divisions where senator elections will take place
  - **Policies & Issues, Chair: Sharon Proffitt**

Members: Sharon Proffitt, Pam Duncan, Deborah Lowe

    - There was no December meeting
    - Sharon will contact Human Resources to check into the details regarding pay for performance and Extra Contributor details. Once information is received, we would like to get this information out the staff members. Then we would like the steps to be simple for everyone to understand. Can we add to RU Cares website?
      - Employee Recognition Policy next review date: 7/1/2020  
[https://www.radford.edu/content/dam/departments/administrative/policies/HumanResourcesPoliciesandProcedures/HR-PO-1403\\_EmployeeRecognitionPolicy.pdf](https://www.radford.edu/content/dam/departments/administrative/policies/HumanResourcesPoliciesandProcedures/HR-PO-1403_EmployeeRecognitionPolicy.pdf)
      - Employee Performance and Extra Contributor  
<https://www.radford.edu/content/human-resources/home/employee-relations/performance-management.html>
      - Community Service hours now is listed now as: School Assistance and Community Volunteer Service. 16 hours every January 10<sup>th</sup>  
Volunteer Fire Departments and Rescue Squads, or Auxiliary Units – 24 hours  
Employees working 32 hours per week are entitled to 12.8 hours (or, in the case of a volunteer firefighter, 19.2 hours)  
Form is ten years old, checking with HR to see when it will be revised again
    - Parking
    - We will continue to review the Employee handbook, we were unable to locate and old copy. Therefore, we will read through the handbook and focus on policy issues.
  - **Communications, Chair: Angela Arnold**

Members: Kim Dowdy, Pam McCallister, Robert Jordan

- Held Committee meeting 12/10/19
  - End of the semester thank you to all committee members!
  - Annual report is at final edit and will be submitted to Exec after Winter Break.
  - Working on getting details of promotions for nominations for awards. Have seen some on campus, but want to share with staff to promote nominations of staff members.
  - Update from UR – because of heavy work load, will not have anything for us until end of Dec, early Jan.
  - Submitted order for 3 table cloths to Exec team
  - Reminders: Any website changes/updates, email Pam McCallister and copy Angela Arnold and FB worthy info or events, please send to Angela for the month of Jan.
- **Staff & Community Relations, Chair: Kristina Contreras-**
    - Within next couple months more info on Staff Appreciation day and Radford CARES. Meeting on January 31<sup>st</sup> with HR, Danny Kemp, and Chad Reed about Training and Development opportunities as well as Staff Morale.
6. **Reports from University-Wide Committees/Internal Governance- Committees representatives to be decided:**
- Diversity & Equity Action, SS Representative: *Connie Leathers, 2019-2020*
  - Intercollegiate Athletics, SS Representative: *Ann Marie Cox Chair Prof. Betty Dore*
  - Parking & Traffic, SS Representative: *Nate Swistock 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- NO REPORT*
  - Library Committee, SS Representative: *Jim Webster, 2019-2020 – NO REPORT*
7. **Senators announcements (news from Divisions, concerns from constituents)**
- Enrollment Management:
- Add/Drop is currently open for students until Monday January 27<sup>th</sup>.
8. **Comments, Announcements, Questions for Special Guests – open floor**
9. **Adjournment – Close Staff Senate Meeting**
- **Next Staff Senate meeting:**  
**Thursday, February 20, 2020**  
 9am, BONNIE COMBO ROOM \*\*\* NOTE ROOM CHANGE THIS MONTH  
*Guest Speaker/Presentation: TBD*