

AGENDA

November 21, 2019

9:00 a.m. – HETH 043

All Meetings are Zoomed and Recorded

Welcome

- 1. Determination of Quorum and Call to Order – Open Staff Senate Meeting**
- 2. Approve Minutes: October 2019**
- 3. Approve Agenda**
- 4. Executive officer report**
 - Needs Assessment Survey
 - Results
 - Budget Initiative- Update
 - Suggestions- email Staff Senate
 - President’s State of the University Address- October 25th
 - New Hotel, River Campus
- 5. Reports from Standing Committees**
 - **Elections & Nominations, Chair: Christi Wayne- NO REPORT**
 - **Policies & Issues, Chair: Sharon Proffitt**
 - Discussed if we should we focus our attention on Classified Handbook, it has been revised May 2019, should we look into another avenue?
 - We would like to check/bring up to the Staff Senate members to see if worthwhile to persuade
 - Update: Human Resources owns our Employee Handbook. Online version updated May 2019. Bill Shorter will make changes to handbook. Bill Shorter also handles the Pet Policy.
 - Focus attention on:
 - School Assistance/Volunteer Service Leave (revised 11/25/05)?
 - We will look on website regarding policies and discuss
 - **Communications, Chair: Angela Arnold**

Members: Kim Dowdy, Pam McCallister, Robert Jordan

 - Held Committee meeting 11/12/19
 - Scheduled new group photos to include newly elected members and Exec team (to be done before regular meeting Nov. 21st).
 - Continue to collect data with Benchmarking survey, Robert is following up by phone.
 - Set a meeting with Kristina to iron out final edits of Annual Report.
 - Pam, Kim and Angela are working on creating form for website for Staff Spotlight suggestions.
 - Following up with UR regarding story on Connie Leathers.
 - Names and email addresses collected at Benefits Fair from basket drawings are being put in Excel sheet to be used for a one time email inviting people that came to SS table to attend the next meeting and updates on what SS is doing.

- Working on plan to update all printed and web materials (brochure, save the date cards, etc.) with updated meeting locations and Exec Team members.
 - Kim met with Alexa Nash of UR about social media. Alexa's professional recommendation is to focus strictly on FB to increase followers. Provided tools and guidance on how committee can develop a social media schedule and make the page most appealing to intended audience.
 - Reminders: Any website changes/updates, email Pam McCallister and copy Angela Arnold and FB worthy info or events, please send to Kim Dowdy.
- **Staff & Community Relations, Chair: Kristina Contreras**
 - Staff Appreciation Day Committee- Met on October 31st
 - a. Appreciation day will be same day as picnic, bookending
 - b. Will include Classified, Wage, and AP
 - c. Finding ways to ensure those who normally would be involved in events (set up, facilitating, clean up) are able to enjoy the day and not have to "work" it.
 - d. Ideas of what would like at appreciation day, email Kristina Contreras or Lisa Hayden
 - Radford CARES- Campus Assistance for Radford Employees (Presidential Approval to continue logistics on November 8th) - website page that will provide a cohesive place to find all assistance, resources, and incentives available to staff in one location (T & D, Campus/Community perks, Tuition assistance, picnic/appreciation day, etc.)
 - Campus Pantry- (Presidential Approval to continue logistics on November 8th) looking at logistics with Vice President of Student Affairs, Susan, Trageser, AP President Ashlee Claud. Pantry would be available to all constituents on campus.

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)

Academic Affairs:

- Stress Buster events will be held the week of Dec 2 through 6th. There will be daily stress busters. More info to come later

Student Affairs Division:

- TBD

Enrollment Management:

- New VP Craig Cornell has started at RU.
- Spring Registration for students currently open
- Reminder of Staff using Tuition Waivers- must be turned in before or on 1st day of classes, but cannot be registered for classes prior to first day. 7 credits for Fall/Spring, 7 total credits between intersessions

8. Guest Speakers-

Drs. Nicole Hendrix and Jake Fox, CORE Curriculum Director and Criminal Justice faculty, REAL Curriculum presentation

Ed Oakes, Associate Vice President for Information Technology, Task Force on New Student and Family Programs, Student Success and Retention, and Academic Advising- Summary of Recommendations

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

10. **Adjournment – Close Staff Senate Meeting**

- **Next Staff Senate meeting:**
Thursday, January 16, 2020
9am, HETH 043
Guest Speaker/Presentation: TBD