Minutes
January 22, 2020
2:00 p.m. – BONNIE COMBO
All Meetings are Zoomed and Recorded

Welcome

1. President called meeting to order at 2:00 pm, parliamentarian determined that a quorum was present.
2. Minutes from the November 21, 2019 meeting were approved unanimously.
3. Agenda for today’s meeting was approved unanimously. There was no meeting in December
4. Executive Officer report
   • Welcomed senators back. Moved Amendment discussion and vote up on agenda.
   • Senate Constitution and Bylaws Amendments voting-proposed amendments, not updated since 2008. (See Appendix 1)
     Alternate Senator Angela Arnold asked to postpone these matters until the February meeting to enable senators to review all the materials. Constitutional issue related to time frame for notification.
     President Contreras called for vote to table these matters until the February meeting with exception of Amendment # 2. Senators unanimously approved postponing discussion and vote on amendments and bylaw changes until the February meeting, with the exception of Amendment # 2.

Proposed Constitutional Amendment #2
Article and Title: Article III, Membership, Section A
Currently Reads As:
A. The Staff Senate shall initially consist of 11 voting senators elected according to the number of employees in each college and administrative division. Areas with less than 60 will have 1 senator. The maximum number of senators for any division will be three (3). All divisions will have adequate representation in respect to the number of employees.

Proposed Amendment: Change 11 voting senators to 13 voting senators.

Rationale: To include 1 voting senator from Enrollment Management Division and 1 additional voting senator for Information Technology in accordance of Article II, Elections, Section A, §1 of Staff Senate bylaws.

Discussion-need to add 1 senator to Information Technology Division because they now have more than 60 staff. Will address addition of Enrollment Management Senator when other amendments are discussed and voted on.

President called for vote to add 1 senator to Information Technology, bringing total to 2 senators for that division. Motion passed unanimously.

• Finance & Administration Staff meeting Presentation-report
President and Executive Committee attended semi-annual staff meeting for this division on January 16th in Muse Banquet Hall. President spoke about the Staff Senate purpose, aims and organization to the largest division of classified staff at Radford University. Very impressed with efforts being made in that division to recognize and reward the staff. Various upcoming awards were announced and current recognition for outstanding staff members.

https://www.radford.edu/content/staff-senate/home.html
Reports from Standing Committees

- **Elections & Nominations, Chair: Christi Wayne**
  Senator Elections due 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 18th to all divisions where senator elections will take place. **8 current senators are stepping down or their terms have expired and there are 4 alternate positions open. Nominations close on February 18th, voting will start February 19th and end 3/31. New terms start July 1st and are for 3 years.**

- **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 will add it to the **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
  - Employee Performance and Extra Contributor
    https://www.radford.edu/content/human-resources/home/employee-relations/performance-management.html
  - NEW information - Community Service hours now is listed now as: School Assistance and Community Volunteer Service. Staff receive 16 hours every January 10. 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-waiting for response from James Perkins
  - Committee will continue to review the Employee handbook, unable to locate an old copy. Therefore, we will read through the current handbook and focus on policy issues.

- **Communications, Chair: Angela Arnold**
  Members: Kim Dowdy, Pam McCallister, Robert Jordan
  - 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 Executive Committee 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 University Relations – because of heavy work load, will not have anything for us until February.
  - Submitted order for 3 Staff Senate promotional table cloths to Executive team- tablecloths are currently on order.
  - 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 February.
• Staff & Community Relations, Chair: Kristina Contreras-
  • Within next couple months more info on Radford CARES.
  • Meeting on January 31st with Amel Cuskovic, Danny Kemp, and Chad Reed about Training and Development opportunities as well as Staff Morale.
  • Will schedule a meeting with Karen Casteele to discuss Staff Appreciation Day
  • IT will be setting up a D2L portal for staff senate, all classified staff will have access. Will contain recordings of meeting, information on training and development and list with links of all available trainings.

5. Reports from University-Wide Committees/Internal Governance- Committees representatives to be decided:

  • Diversity & Equity Action, SS Representative: Connie Leathers, 2019-2020 - Ruby Dwyer, HR gave a brief update on this meeting as Connie was unable to attend. Working groups have formed, plan to have draft action plans by 2nd week of April.
  • Intercollegiate Athletics, SS Representative: Ann Marie Cox Chair Prof. Betty Dore- NO MEETING
  • Parking & Traffic, SS Representative: Nate Swistock 2019-2020 -NO MEETING
  • University Executive, SS Representative: Kristina Contreras, 2019-2020 – NO REPORT
  • Dining Services Advisory Committee, SS Representative: Christi Wayne, 2017-2019 – NO REPORT but meeting being planned, e-mail Christi with any questions/concerns to bring up
  • Bookstore Advisory Committee, SS Representative: Kara Pfaff, 2019-2020- NO REPORT
  • Library Committee, SS Representative: Jim Webster, 2019-2020 – NO REPORT

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

   Enrollment Management:
   - Add/Drop is currently open for students until Monday January 27th.

7. There were no comments, announcements, or questions from the floor.

8. Adjournment – meeting adjourned at 9:40 am

   Next Staff Senate meeting:
   Thursday, February 20, 2020
   9am, BONNIE COMBO ROOM *** NOTE ROOM CHANGE THIS MONTH