

**Minutes**  
**November 19th, 2020**  
**9:00 a.m. – Zoom**  
**All meetings are recorded**

Meeting was called to order at 9:01 am

**Welcome**

- 1. Determination of Quorum and Call to Order – Open Staff Senate Meeting**
  - A Quorum was determined
- 2. Approve Minutes: September and October 2020**
  - Motion; Minutes for September were approved.
  - Motion; Minutes for October were approved.
- 3. Approve Agenda- November 2020**
  - Motion; Agenda for November was approved.
- 4. Executive officer report**
  - Welcome
    - President Kristina Contreras welcomed everyone. Amel Cuskovic was supposed to meet with Staff Senate today but was rescheduled for January. This will give Kristina and Amel more time to discuss the information from the survey results.
  - Holiday/Campus Closure schedule next week
    - President Hemphill very generously granted extra time off for the holiday. As a result, we will have the entire week of Nov 23-27 off.
  - Radford Early Learning Center Grant
    - There are still 5 open slots at the Radford Early Learning Center. If these slots are not filled, it could have an impact on the grant funds that the center received. Please see the email(s) dated 10/28/2020 and 11/10/2020.
  - Toys for Tots collection
    - The Waldron Staff Team will be collecting new Unopened/Unwrapped toys in collection boxes located in Waldron Hall 1<sup>st</sup> and 2<sup>nd</sup> floors, The Bonnie, Heth Hall and at RUC.
  - D2L Staff Senate Page
    - All employees will be given access to the D2L Staff Senate page. It will look as if you are registered for a course. You will be able to locate all of our minutes and agendas there as well as all of the meeting Zoom recordings. We cannot post the recordings of the minutes on the website because it is public facing but D2L is secure so the recordings can be stored there.
  - President’s State of the University Address recap, Friday, November 13 available to watch on website
    - That video is available on the website and if you missed it you are encouraged to watch it. There was a lot of positive in this video including the hotel that is still on track for 2023. It will be called ‘The Highlander’ and is being funded with private funding. There will be so much of Radford University history as well as Radford City’s history within the hotel.

- OneCampus starting December 1<sup>st</sup>.
  - As of December 1<sup>st</sup>, MYRU will be retiring. You should be preparing yourself with the changes because it looks totally different.
  - Hit EDIT and you can move the buttons around like you do on a Cell Phone.
- New Speaker Series starting in January: Diversity, Equity, and Inclusion
  - It is important for Staff Senate to continue these conversations! Kristina, Buffy and Robert met to work on these opportunities for our staff (Thank You!)
    1. January: ***Equity in Customer Service***, Tricia Smith
    2. February: ***Radford City DEI opportunities, challenges, and resources***, Mayor David Horton; ***Radford University's ability to respond to events that include our students***, Dr. Andrea Zuschin
    3. March: ***Gender Identity in Women's Rights***, Dr. Sarah Hastings
    4. April: ***Safe Zone Level I Training***, Dr. Michele Ren
    5. May: ***Race and White Supremacy***, Dr. Gabriella Smith
    6. June: ***Transgender Needs (Coworkers and Students)***, Emil Morris, Women's Resource Center of NRV
- Continue to use symptom tracker even after term ends when on campus. For case by case exit testing, employees seeking testing, or questions, email [covid19@radford.edu](mailto:covid19@radford.edu)
  - Confirmed with Ashley Schumaker that staff still needed to do this as long as we are still on campus

## 5. Reports from Standing Committees

- **Elections & Nominations, Chair: Christi Wayne**  
**Committee Members:**
- **Policies & Issues, Chair: Sharon Proffitt**  
**Committee Members: Amanda Lawson, Deborah Lowe, Neal Thompson, Kathy York**
  1. The group received answers back from Human Resources for the following questions:
    - a. Question: Where can we find policy number descriptions-when one search for the policy #, it doesn't pull up? When going to [dhrm.virginia.gov](http://dhrm.virginia.gov) webpage, the link just spins. Is there an easy way to access the descriptions? Can the Policies be more visible to employees looking for more details/information?  
  
Answer: Links to general HR/RU Policies are under the Forms and Policies section. For more details look under Office of Policy and Tax Compliance's website. There you can search by category, number or alphabetically.
    - b. Question: Is there another classification for staff employees, or is classified the only one?  
  
Answer: Staff Employees are under classifies classification only
    - c. Question: Which Holidays are used for the holiday break in December? Will Juneteenth and Election Day be added to the holiday calendar?  
  
Answer: Additional holidays/changes are updated and published on the holiday schedule and announced as made

2. We continue to review the handbook and are currently waiting on a reply from Human Resources regarding overtime pay and comp time. We have also asked the question of how many miles you have to live from RU before you can be approved to telecommute some at home.

- **Communications, Chair: Ann Marie Cox**

**Committee Members: Pam McCallister, Lynn Arnold, Kim Allen**

**The committee didn't meet**

**If there is anything that you would like on FB page [ACOX10@radford.edu](mailto:ACOX10@radford.edu)**

- **Staff & Community Relations, Chair: Robert Jordan**

**Committee Members: Tracy Jones, Buffy Ruffin, Connie Leathers, Shelsi Webb**

1. Staff survey report update
  - Still working on Data
2. Virtual Staff Appreciation Day/Activities
  - Exploring our virtual options since in person is out of the questions
  - Maybe online games or virtual yoga
  - Please send any ideas to [RJordan3@radford.edu](mailto:RJordan3@radford.edu) or 7507

## 6. **Reports from University-Wide Committees/Internal Governance**

- Diversity & Equity Action, SS Representative: *Connie Leathers- Update-No report*
- Intercollegiate Athletics, SS Representative: *Ann Marie Cox - Chair Prof. Betty Dore-No report*
- Parking & Traffic, SS Representative: *Nate Swistock-No report*
- University Executive, SS Representative: *Kristina Contreras- No Report*
- Dining Services Advisory Committee, SS Representative: *Christi Wayne-no report*
- Bookstore Advisory Committee, SS Representative: *Kara Pfaff- update- Textbook requests for courses*
  - *Met in November, will meet again in Feb. Staff that teach and work with faculty. Request for books for the spring should be at 79% but it is at 59%. Remind your faculty to get their textbook adoptions turned in ASAP.*
- Library Committee, SS Representative: *Jim Webster-No report*

## 7. **Senators announcements (news from Divisions, concerns from constituents)**

- MLK day of service is coming up really soon
- Colleges will compete. Boxes will be places in Martin, Young ...donate toward nonprofits, beyond the dream campaign. Please give. Jan13-27 the boxes will be out and in place by 1-4. RUC in highlander house

## 8. **Guest Speaker- Amel Cuskovic, Assistant Vice President for Human Resources**

## 9. **Bea Covington Nominees and Recipient Announcement**

- All of the nominees were named
- Nominees were
  - Robert Jordon ~ Arthur Lewis ~ Matt Tilley ~ Andrea Repass ~ Benjamin LaLonde ~ Elizabeth Johnson ~ Bonnie Rutherford ~ Sharon Proffitt
- Teresa Chapman was named the winner! Congratulations Teresa!

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

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

- Motion, Meeting adjourned at 9:36am

- **Next Staff Senate meeting:**

**Thursday, January 21st, 2020**

9am, Zoom

*Guest Speaker/Presentation: Tricia Smith, Equity in Customer Service*

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

*Minutes respectfully submitted by Karen Montgomery*