

# RADFORD UNIVERSITY

Staff Senate

## AGENDA

October 15th, 2020

9:00 a.m. – Zoom

All meetings are recorded

**Senators Present:** Kristina Contreras, Christi Wayne, Sharon Proffitt, Shelsi Webb, Amanda Lawson, Deborah Lowe, Kathy York, Kimberly Allen, Buffy Ruffin, Robert Jordan, Connie Leathers

**Participants:** 46

1. **Determination of Quorum and Call to Order** – Quorum was determined and meeting was called to order.
2. **Approve Minutes:** September agenda will be available at the November meeting.
3. **Approve Agenda-** October 2020
4. **Executive officer report**
  - **Welcome**, Kristina Contreras, Staff Senate President
  - *Enrollment Management Alternate Senator* Announcement- Welcome Shelsi Webb
  - **Benefits Fair-** Virtual Week of 10/19, Flu Shots October 20<sup>th</sup> Heth 044-045, October 22<sup>nd</sup> RUC 3<sup>rd</sup> fl Board room. Bring consent form in email MUST make an appointment
  - **Updated Holiday/Campus Closure schedule:** Dr. Hemphill has added 5 days approved leave for all staff in appreciation for work done during the COVID reopening. He also approved ½ day Holiday time for Nov. 3 for voting. The other 4 hours will be added to Wednesday, Nov 25. University offices will be closed for Thanksgiving Nov. 23 – Nov. 27, and for Winter Break Dec. 21 – Jan. 1.
  - **Winter Commencement Canceled** – Will be handled with Spring Commencement. Check website for additional information
  - **Spring Term Schedule-** January 19<sup>th</sup> 2021 thru May 2<sup>nd</sup> spring break observed at end of term  
Spring commencement will include Fall, Winter, Spring and Summer graduates
  - **COVID Update:** Continue to use symptom tracker, [covid19@radford.edu](mailto:covid19@radford.edu) . If you have been given a test while awaiting a medical procedure, reply to [Covid19@radford.edu](mailto:Covid19@radford.edu)
5. **Reports from Standing Committees**
  - **Elections & Nominations, Chair: Christi Wayne Committee Members:**  
Bea Covington Award Nominations/process Winner will be announced at the November meeting. A total of 14 nominations have been received.
  - **Policies & Issues, Chair: Sharon Proffitt**  
**Committee Members: Amanda Lawson, Deborah Lowe, Neal Thompson, Kathy York**

Meeting October 13th – Recap of February meeting. Policies for CS for Handbook were discussed. Pet Policy has been put on hold. Other policies are being reviewed

- **Communications, Chair: Ann Marie Cox**  
**Committee Members: Pam McCallister, Lynn Arnold, Kim Allen**

Met October 14. Pam McCallister will be updating the website

Kim Allen/Ann Cox will be updating the Facebook page.

Last Staff Spotlight was last February. Will be bringing that back.

- **Staff & Community Relations, Chair: Robert Jordan**  
**Committee Members: Tracy Jones, Buffy Ruffin, Connie Leathers, Shelsi Webb**

Staff survey closed, 114 respondents. Which is a 21% response rate.

Will present report in November staff senate meeting

Will be scheduling meetings in the next week or so.

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

- **Diversity & Equity Action**, SS Representative: *Connie Leathers- Action Plan has gone to the Provost. Will be convening for the 2020-2021 year. Appointment to Committee will be approved by Provost.*
- **Intercollegiate Athletics**, SS Representative: *Ann Marie Cox - Chair Prof. Betty Dore –No report*
- **Parking & Traffic**, SS Representative: *Nate Swistock – Discussed possibility of commercial/vendor permits*
- **University Executive**, SS Representative: *Kristina Contreras- No Report*
- **Dining Services Advisory Committee**, SS Representative: *Open – Check website for menus and hours*
- **Bookstore Advisory Committee**, SS Representative: *Kara Pfaff*
- **Library Committee**, SS Representative: *Jim Webster- No Report*

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

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

Working on HR Website, and OneCampus to provide a Training and Development “one stop shop” for training opportunities for staff.

To request specific training, contact [hr@radford.edu](mailto:hr@radford.edu)

Working to coordinate training and human resources with our Strategic Plan of Responsive. Resilient. Real. Part of Excellence as a Highlander is a path to individual and organizational excellence.

Will be improving onboarding method, and offering monthly training options. Employees need to own their training. Need time and money to do this.

Working for a Diversity Allies certificate.

If employee wishes to take training and supervisor tells them they must use leave time, please contact HR.

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

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

□ **Next Staff Senate meeting: Thursday, November 19<sup>th</sup>, 2020**

9am, Zoom

*Guest Speaker/Presentation: Amel Cuskovic, Assistant Vice President for Human Resources*

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