

MINUTES

June 20, 2019

9:00 a.m. – Bonnie Combo room

Welcome

- 1. Senate photo – 2019-2020 senate**
- 2. Determination of Quorum and Call to Order – Open Staff Senate Meeting**
Senator introductions – all present
- 3. Approve Minutes: April 2019**
- 4. Approve Agenda**
- 5. Executive officer report**

Announcement of Executive officers for 2019-2020:

Kristina Contreras, President

Christi Wayne, Vice President

Mary Hagan, Parliamentarian

Karen Montgomery, Secretary

Will not have a July senate meeting, instead will have a retreat for all 2019-2020 senators – location TBD

Kristina thanks all the outgoing exec members and senators concluding their terms:

Karen's leadership and hard work have taken us to a new level! We are looking forward to her contributions in Exec in the future. Thank you to Allison McCoy and Kim Dowdy for their efforts as they conclude their posts on Exec. Allison also concludes her term as senator having served two terms. Allison is now classified as an AP Faculty member. We wish her well as she continues at RU. Kim Dowdy will continue with her senator role for her final year of the term with Student Affairs. Thank you to Lee Ratcliff for his service as senator in Finance and Administration.

Senator Retreat expectations – please come prepared to discuss committee appointments and goal setting for next year and get to know your fellow senators. There may also be select training associated with effective governance provided by guest presenters (suggested ideas have included: Roberts Rules of Order/Parliamentary procedure, passing legislation, identifying your personal strengths or work styles, effective communication, generational customer service strategy, etc.)

Survey Update: 116 staff members participated excellent return rate– reviewing the raw data – will present fully later to senate – will prepare a report for President Hemphill and cabinet members – 2019-2020 Exec members will meet with President Hemphill July 9th

6. Reports from Standing Committees

- **Elections & Nominations, Chair: Allison McCoy**

Term of office begins July 1.

June 26th will be Executive Officer Transition meeting.

July 18th will be senator retreat/training.

- **Policies & Issues, Chair: Kim Dowdy**

Tuition Waiver Policy – awaiting updates from Chad Reed, Vice President for Finance and Administration following announcement by President Hemphill at April meeting (approvals and roll out)

Creating FAQ for publishing on Senate website

Future proposal pending for Staff Senate mentor circle for staff interested in being partnered with someone who has used the benefit – benchmarking against other VA staff senates and our similar campuses across US

Future proposal pending for Training and Development initiatives for staff (and supervisors managing classified and wage employees)

- **Communications, Chair: Kristina Contreras**

*New Employee welcome and brochure – in draft form – working with HR to add to each session
Ruby highlights the “faculty and staff resources” website and shares info on Staff Senate*

Website updates

Invite Facebook friends to follow us <https://www.facebook.com/rustaffsenate/>

Nametags, Business Cards and Nameplates

New Staff Senate mailing address = P.O. Box 7036, Radford, VA 24142

- **Staff & Community Relations, Chair: vacant**

- **Spirit Committee, Chair: Allison McCoy**

Picnic – success, thank you for your support and contributions – competed with Our Turn – something to plan for in future, attendance appeared lower and people seemed to linger shorter time. Everyone who attended seemed to be having a wonderful time.

Bea Covington recipient: Kim Wilson, Radford University Office of the Bursar – surprised and her staff were very proud to honor her. Congrats to our recipient and all nominees.

Ice Cream Social – interested in helping? Contact staffsenate@RADFORD.EDU – date to be determined, typically mid-August at the Bonnie.

7. Reports from University-Wide Committees/Internal Governance

- Diversity & Equity Action, Representative: *Connie Leathers 2018-2019 – NO REPORT – not present*
- Intercollegiate Athletics, Representative: *Allison McCoy – NO REPORT – not present*
- Parking & Traffic, Representative: *Taylor Lambert, 2017-2019 – NO REPORT – not present*
- Budget & Planning, Representative: *Inactive committee*
- University Executive, Representative: *Karen Montgomery, 2017-2019 – NO REPORT – did not meet*
- Dining Services Advisory, Representative: *Christi Wayne, 2017-2019 – NO REPORT – did not meet*
- Bookstore Advisory, Representative: *Kara Pfaff, 2017-2019 – NO REPORT – not present*
- Library, Representative: *Jim Webster, 2017-2019 – NO REPORT – did not meet*

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

Student Affairs

Area Coordinator Candidate - Interview with Campus Partners, Heth 22, June 21, 10am

Highlander Haulers - Move-in at Radford University occurs over a period of four days.

Off campus apartment residents may begin Wednesday, August 21, 2019 at 8 a.m.

New students assigned to Muse Hall may begin Thursday, August 22, 2019 via the staggered schedule.

New students living in all other residence halls may begin Friday, August 23, 2019 at 7:30 a.m.

Returning students can move in on Saturday, August 24, 2019 at 8:30 a.m.

There are exceptions for athletes and students participating in Quest and other programs.

Family Weekend - September 20 - 22, 2019

Fourth annual Radford Gives Back project Wednesday, October 9, 2019, goal = 15,000 food items to benefit Bobcat Backpacks of Radford City.

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

Executive leadership is developing a proposal for future terms to consider a formalized process similar to that used by local government agencies for public comment, town hall meetings, and board meetings. Send your suggestions to Kim Dowdy, secretary at kdowdy2@radford.edu. Please send all committee reports and division updates two weeks in advance of the meeting (agenda is to be published one week prior to each meeting by bylaws).

Jefferson College Merger – how will RU Carilion be integrated? Seeking numbers to make a more informed decision. Proposals that have been considered: 1) designate senator by the formula outlined in constitution for RUC during transition – or into future such as a college would have 2) add senator from RUC in each college based on numbers in each division, others suggestions welcome. Looking into Zoom opportunities and recording meetings to allow those who cannot attend to participate. Other options could include holding a meeting at Carilion campus so many times per term, etc. We are unclear of what the numbers are, breakdown, and what is being centralized. Not all needs were addressed by their staff, many needs were met by Carilion. Seeking more data from HR and/or Executive teams – will reach out to HR, and Chad Reed. Finance and Administration will have more information for those working on eVA – Sharon offered to see what she can learn. There is an IT timeline – Lida will try to get more information.

IT – identity management company went out of business, Trident. We are now with Fisher – if you are having issues with changing passwords – please call the helpdesk.

Ruby Dwyer, HR, was able to purchase an online webinar program through Zoom as an HR training tool – might be a resource for use in this circumstance – no time limit – including the AV equipment to have high quality – tripod, camera mic – Student Life also has Zoom equipment.

Neal asked the question about comments heard regarding Quest numbers and enrollment numbers possibly being low this year – Quest format has changed some and the sessions are condensed to more in June with a weekend offering for the second time this year. Someone with exec will reach out for a report from New Student and Family Programs and Admissions with update to be made at a future meeting. Kim Dowdy and Karen Montgomery shared the information Chad Reed relayed from their meeting in the spring that no budget cuts or hiring freezes were anticipated and raises were approved. Do not believe there is reason to be concerned on that level currently.

Neal Thompson raised the point was there something Staff Senate can be doing to impact the perks and benefits to being a Radford University classified staff member? Shared the efforts being made and the progress that has been impacted with Tuition benefit, salary increase without change to insurance premiums, Spirit Fridays and summer alternate schedule reinstatement and continuance, more available information being shared about what perks exist and were potentially unknown to staff – to have senators more informed and sharing the benefits of employment is a tool to help educate our constituents – we post and promote many of these on FB and HR has added a centralized website to help make people aware of state and local benefits: i.e. cell phone providers, theme park discounts, meal plan packages, sporting event free tickets, discounted arts programs, awards at years of service and free parking after pinnacle anniversary, etc.

What are questions relative to this topic?

What else would people be seeking?

(Added note: encourage senators to educate themselves on the news across VA relative to providing a living wage and minimum wage gaps on college campuses and legislation that passed through employee led initiatives associated with other internal governance agencies)

University of Virginia Announces \$15 Living Wage

<https://news.virginia.edu/content/university-virginia-announces-15-living-wage>

Living Wage at UVA communications website

<http://www.livingwageatuva.org/>

Virginia Tech increases minimum pay to \$12 an hour for full-time employees

https://www.roanoke.com/news/education/virginia-tech-increases-minimum-pay-to-an-hour-for-full/article_0002ae87-d842-5c54-b535-4f1035b04666.html

Virginia Tech to increase staff minimum starting pay to \$12 per hour in July

<https://vtnews.vt.edu/articles/2019/03/staff-pay-increase-article032019.html>

Future exploration coming from Policies and Issues committee – possible foundation scholarship for a FT classified staff member taking classes at RU to be used to pay for books, fees, and other educational supplement

Revisiting the question about FSLA and classified non-exempt employees being able to accept dual employment role (i.e. adjunct faculty assignments)

All are welcome and encouraged to participate – call for committee members – questions and comments are welcome and encouraged – members do not need to be classified staff – if you have any interest in volunteering for a program: picnic, ice cream social, Keepin’ it Green Award, Bea Covington Award, or serving as a representative for a university committee or staff senate committee please notify staffsenate@radford.edu or contact Kristina Contreras, 2019-2020 President at kcontreras@radford.edu. Senators and Alternate Senators are constitutionally required to serve on at least one committee. Appointments will be communicated at or shortly following the retreat. If you have interest in serving on a specific committee or would like to volunteer to chair a committee please notify Kristina ASAP.

10. Adjournment – Close Staff Senate Meeting

- **Next Staff Senate meeting:**
TENTATIVE - Thursday, August 15, 2019 - will depend on open forums to come from Office of the President
Thursday, September 19, 2019
9am, Bonnie Hurlburt Student Center Combo Room
Guest Speaker/Presentation: TBD
- **Ice Cream Social**
date and time to be determined – typically mid-August
- **Executive Board Transition Meeting**
June 26th, 10am – 12pm, Whitt Hall with lunch following (dine out as able)
All outgoing and incoming executive members-review constitution, roles, duties, current goals, projects, and support for next year
- **Staff Senate Retreat – 2019-2020 planning**
July 18th, 9am – 12noon, location TBD optional lunch/potluck after
All 2019-2020 Senators and Alternates – planned in cooperation with Executive Transition and may invite some guests to present/train – also teambuilding.