

AGENDA

October 17, 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: September 2019**
- 3. Approve Agenda**
- 4. Election for Secretary and Parliamentarian**
- 5. Executive officer report**
 - Needs Assessment Survey
 - Important for goals and guidance on what to provide staff
 - Budget Initiative- increasing budget for programmatic events and necessities
 - Suggestions- email Staff Senate
 - President’s State of the University Address
 - October 25th, 10:30am Bondurant Auditorium
- 6. Reports from Standing Committees**
 - **Elections & Nominations, Chair: Christi Wayne**
 - *Elections for Senator and Alternate for Academic Affairs*
 - *Results of Secretary and Parliamentarian election*
 - **Policies & Issues, Chair: Sharon Proffitt**

Members: Pam Duncan, Deborah Lowe

 - First Meeting – Sharon, Pam, Deborah
 - Classified Handbook Focus
 - Who owns handbook- RU or State?
 - Who will approve once changes are made?
 - Will check policies and procedures online
 - **Communications, Chair: Angela Arnold**

Members: Kim Dowdy, Pam McCallister, Robert Jordan

 - Met with UR 9/25/19
 - Worked out details of getting started with UR helping to create branding and templates for standard business and marketing for events. UR working on first Staff Spotlight, hopefully soon to be released! Please reach out to any Communications committee member with ideas of who we should spotlight next.
 - Working with UR on promoting scholarships.
 - Held Committee meeting 10/8/19
 - Every member has access to Microsoft Teams to use for communicating amongst the committee.
 - Worked with Exec to schedule new group photo after new members are elected.

- Updated webpage with vacancies, photos and meeting locations. Any website changes/updates, email Pam McCallister and copy Angela Arnold.
- Sent purchasing requests to Exec to present in meeting with Budget.
- FB worthy info or events, please send to Kim Dowdy.
- Still collecting data with Benchmarking survey.
- Waiting on Exec to return Annual Report with their changes/suggestions.

- **Staff & Community Relations, Chair: Kristina Contreras**

- Benefits Fair today. Stop by! Will raffle off two baskets! Bring Health Insurance card for a free flu shot.

7. 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: *VACANT Chair Prof. Betty Dore*
- Parking & Traffic, SS Representative: *Nate Swistock 2019-2020*
- University Executive, SS Representative: *Kristina Contreras, 2019-2020* –
 - *Met on October 9th*
 - *3 items to approve:*
 - Position name change in Institutional Effectiveness from Assistant Provost for Institutional Effectiveness and Quality Improvement to Director of Institutional Effectiveness*
 - Approved changing any reference to general education program in the charges for the Core Curriculum Advisory Committee to state Core Curriculum program*
 - Approved the creation of the REAL Council*
- 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 –*

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

Student Affairs Division:

- This month HEHROS is participating in the HIVE crowd funding campaign – will send details for minutes and posted on FB now
“HEHROS - Highlander Table Donation”
- RUC Fall Festival for students October 9 - outdoor games, photo opportunities, popcorn, cotton candy, live music and much more!
- October is also Careers in Student Affairs month – flier with minutes and details on FB
- Spring “You Matter” campaign dates set
- Thank you to everyone able to join us in previous campaigns
Welcome participation in the spring:
Tuesday, March 24
Wednesday, March 25
3-6 p. m.
Volunteers will have the option of signing up for the full three (3) hours or a two (2) hour window from 3-5 or 4-6 p.m. More information coming about how to sign-up. In the meantime, we encourage those willing and interested to hold anytime they might be able to join us on their calendars.

9. Guest Speakers-

Mike Biscotte- Director of Facility Planning and Construction- discussing Radford University Master Plan

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

11. Adjournment – Close Staff Senate Meeting

- **Next Staff Senate meeting:**
Thursday, November 21, 2019
9am, HETH 043
Guest Speaker/Presentation: Nicole Hendrix and Faculty Senate Jake Fox to discuss the new REAL curriculum