

AGENDA
October 20, 2022
9:00 a.m. – Zoom
Meetings are recorded

Welcome

Zoom Room locations

- Via zoom link - <https://radford.zoom.us/j/98701488941>
 - Armstrong Complex, Procurement and Contracts Conference Room 231
 - First Floor in McConnell Library Room 170
 - Walker Room 275

Determination of Quorum and Call to Order – Open Staff Senate Meeting

Approve Minutes: September 2022

Meeting Recordings

- Copy of meetings will reside on the D2L site, not everyone had access to SharePoint.

Update from “Coffee with a Cop”

- Campus and RUC
 - Second “Coffee with a Cop” held on September 16th @ Arabica Coffee on Main Street, from 7:00 am – 9:00 am. Free Coffee provided. Additional similar events throughout the year. Upcoming events will be announced.

Coffee with the President forum held on October 6th via zoom link

- Classified staff presented twelve questions

Executive officer meeting held October 13th

Evaluation Process for Classified Staff 2021-2022 work cycle upcoming dates

- Supervisor releases Evaluation to employee 10/24/22
- Employee Acknowledges Evaluation 10/28/22

Reports from Standing Committee

- Elections & Nominations, Chair: Christi Wayne
Committee Members: New members
- Policies & Issues, Chair: Sharon Proffitt-
Committee Members: Amanda Lawson. New Members-Scott Shaffer, Pam McCallister, and Jim Williamson- Meet bimonthly, during our October 11th meeting we focused on the Classified Handbook what changes needed to be made.
- Communications, Chair: Ruby Dwyer
Committee Members: Pam McCallister, Lynn Arnold, Tracy Jones
- Staff & Community Relations, Chair: Lin Martin
Committee Members: Connie Leathers. New Members-Fallon Kreye, Kate Smith, and Tracy Jones

- Recruitment & Membership, Chair-Ruby Dwyer. Committee Member-Fallon Kreye

Reports from University-Wide Committees/Internal Governance

- Diversity & Equity Action, SS Representative: Katie Smith
- Intercollegiate Athletics, SS Representative: Ruby Dwyer
- Parking & Traffic, SS Representative: Noah Bieker
- University Executive, SS Representative: Christi Wayne
- Dining Services Advisory Committee, SS Representative: Fallon Kreye
- Bookstore Advisory Committee, SS Representative: Kara Pfaff, meet at beginning/end of each semester
- Library Committee, SS Representative: Amanda Lawson

Senators' announcements (news from Divisions, concerns from constituents):

- Employee Benefits Fair-October 27th in Muse Hall from 11:00 am – 2:00 pm. We will have a-booth, swag bags and basket raffle. Looking for volunteers to sit at the table, time slots from 30 minutes, to 1 hour. If you can assist, please send your availability to me, skproffit@radford.edu.
 - If your department can **provide any swag**, please let me know, you can drop off at Procurement and Contracts office, or I can come and pick up, contact me at 540-831-5419.
- Where to return library materials:
 - When you have finished using your library materials, of course you can return them inside McConnell Library at the Front Desk. But did you know that we also offer a book drop in Parking Lot F in front of Muse Hall? You can drive up to this book drop and return your materials without leaving your car. *Note: there is no longer a book drop on the library's front porch.*
- Yappy Hour
 - Yappy Hour continues every Tuesday and Thursday from 3:00-4:00 in McConnell Library's Bird Room! Stop by to spend a few minutes with Apollo or Baine. It's guaranteed to make your day even brighter!
- Writing Jam
 - Need a change of location to jump-start the writing of your book manuscript, grant proposal, poetry, or journal article? Faculty Development and McConnell Library are pleased to host weekly "Writing Jams" from 10-12 on Fridays in the McConnell Lounge. Writing Jams offer a quiet place to write in the presence of other dedicated writers. We will offer low-distraction tips and tricks to help with accountability and the writing process, occasional fun snacks, and the potential to connect with other writers. Bring your laptop or other writing materials. There are coffee and snack vending machines available, so feel free to bring your reusable mug as well. Please contact [Heather Keith](#) or [Laura Jacobsen](#) for more information.
- Interlibrary Loan
 - Are you getting all you can from our [Interlibrary Loan](#) service? Not only can you borrow materials from other libraries, you can also have chapters or articles from McConnell-owned materials sent to you by email! If you have questions about using Interlibrary Loan please contact the [ILL department](#). And just a reminder – if you've borrowed physical items from ILL, please return them on time. This helps us maintain good borrowing relationships with other libraries so we can continue to supply you with what you need!
- Did you know?
 - We have vending machines in the McConnell Lounge! Cold sodas, cold Starbucks drinks, hot coffee, candy, chips, crackers, and more! You can also bring in your own food and drink and enjoy them almost anywhere in the library!

- Fall and Summer Class Schedules
 - The 2023 Fall and Summer class schedules are now published online and accessible [here](#). Please note that room assignments, if made already, are subject to change.
- Peter's facilities hours of operations are:
 - Monday- Friday – 12:00 pm – 2:00 pm
 - Monday – Thursday 4:30 pm – 6:30 pm
- Peters' facility is only for Faculty/Staff personnel.
- RU ID needed to access building.
- If "red" instead of "green", let the personnel know that you need a waiver. This granted access to the facilities. Waiver to Kim Twiest, she will add the person's name to the list for access to the building.
- Family Members are NOT allowed in the building.
 - Forth coming:
 - An opportunity for payroll deduction. The cost to use the facility is \$238 per semester. Payroll deductible of \$26.45 per pay period.
 - An opportunity for an early bird pass, will grant you access to the facilities from 7:00 am – 2:00 pm and lunch during 11:00 am – 2:00 pm.
 - Commonwealth of Virginia Campaign (CVC). The 2022 campaign season begins on Wednesday, October 5 celebrating "25 Years of Giving & Volunteerism"

REMINDERS

- College of Visual and Performing Arts – check out website for upcoming Fall events
- Information Technology, Academic Technology training and a new initiative that targets our university's milestones according to our Academic and Business calendars; D2L support, Office Support, Office Productivity, Qualtrics, zoom supported beginning in Fall 2022
- Main event calendar on main page of Radford University-activities, news, and events

Guest Speaker- Merrie Winfrey-CITL-The Rise QEP – improve students' sense of belonging and academic performance in 100 and 200 level required courses

Adjournment – Close Staff Senate Meeting

Next Staff Senate meeting:

November 17, 2022

Guest Speaker **Mike Long-Fixed Assets- *Conducting a Stress-Free Inventory and Asset***

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