

STAFF SENATE MINUTES November 19 2015

The Staff Senate General Meeting was called to order by the Staff Senate President Marie Testerman at 9:00 a.m. in the Hurlburt Combo Room.

Senators and Alternates Present: Marie Testerman, Karen Montgomery, Pam Duncan, Gloria Tuckwiller, Chris Shelor, Lida Mitchell, Kara Pfaff as a consultant

Advisors/Liaisons Present: none present

Number of other attendees: List to be made available upon request

Marie Testerman called the meeting to order

A quorum was present

Agenda for November 19, 2015 was approved

Minutes for September 17, 2015 was approved

Reports from Standing Committees:

- a. Policies & Issues – No report.
- b. Elections and Nominations - No report.
- c. Communications - No report.
- d. Staff and Community Relations – No report.

Reports from University-Wide Committees:

- a. Diversity & Equity Action – No report.
- b. Intercollegiate Athletics – No report.
- c. Parking and Traffic – No report.
- d. Budget and Planning – No report.
- e. University Executive – No report.
- f. Dining Services Advisory committee – No report.
- g. Bookstore Advisory Committee – No report.

Old business:

The Staff Senate cards are available on the table

Sheets for the free classes by Academic Technology are available on the table

President Kyle will not be able to speak today because she is attending a meeting in Richmond.

Carolyn Sutphin does the posting for the Staff Senate Web Site, and has agreed to post the minutes and other announcements as needed.

New business:

Marie Testerman presented Kara Hall with a trophy in appreciation and recognition for her service as the Staff Senate President during her term of service July 2013- July 2015.

Marie Testerman introduces Beth Johnson Head of Access Services at the McConnell Library. Beth's topic is everything you ever wanted to know about McConnell Library. She discussed 10 things that the library provides for the staff.

1. Check out DVD films that are current releases
2. Computer printers – we have a \$5.00 printing available to use
3. Research help desk, email reference desk , library web page
4. Coffee shop with bagels, cookies
5. Stress booster- free food crafts, massages & therapy dogs next on is on December 9, 2015
6. Checkout best seller books
7. Display on collections on banjo music, coal mining, and veterans interviews. Go to the web site.
Mr. Farmer of Farmers Photo has donated his negatives from pictures he has taken as far back as the 30's. The library is now hiring a new Archive Librarian.
8. Interlibrary Loans will get you a book if they don't have it. The turnaround on this is less than a week.
9. McConnell Library is open to Family members and the public
10. You can rent out small equipment such as cameras, digital camera. Tripods and more free

You can contact the Library by phone 831-5364
Library.radford.edu or frontdesk@Radford.edu

Willy White is new and works at IT Technology Support Services

Marie Testerman introduces Megan Coulter – Associate Registrar. Megan discussed the process of taking classes at Radford University. A tuition waver form needs to be approved by your supervisor first. You can contact the Registrar's Office for help.

Human Resources verify if the applicant is eligible to take classes. Christine Brogdon suggested not waiting till the 1st day of class to get your application approved.

Performance evaluations were due by November 6, 2015.

Employees can contact the EAP (Employees Assistance Programs) This is available for employees, and you get 4 free sessions about the issues that you may need help with.

If you are having trouble on the job you can contact Jenene Lewis – Employee Relations Specialist

Pam Duncan will be on the Parking committee, and will keep us updated on issues as they arise.

Mary Ann Hovas has asked the Staff Senate to provide 2 names to be on the Transition committee, one from House Keeping and one Administrative Assistant. December 2, 2015 will be their first meeting. They will meet as a whole committee and then branch off to smaller committees.

Marie Testerman has asked for suggestions on Speakers for the Staff Senate. Some suggestions are:

Parking

Grady Devilbis

Facilities about snow days

Cultural sensitivity

Human Resource talking about awards for participants

Underwood and Grady can continue showing video on protecting your self during a crises.

Karen Montgomery still working on news letter

Meeting was adjourned at 10:12 a.m.

The next meeting is scheduled for Thursday, January 21, 2016 at 9:00 a.m. in Hurlburt Hall 249/250.

/s/ Pamela R Duncan, Recording Secretary