Radford University Staff Senate

**AGENDA**

**January 19, 2023**

**9:00 a.m. – Zoom**

**Meetings are recorded**

**Welcome**

**Determination of Quorum and Call to Order** – Open Staff Senate Meeting. Meeting opened at 9:02am.

**Approve Minutes:** November minutes, No December meeting. Quorum was not met. Approval of minutes postponed until February meeting.

**Introduction-** Leah Taylor, Assistant Vice President for Human Resources. Her office is located in Tyler Place. Her extension is 6787 and her email address is lataylor3@radford.edu.

**Coffee with the President forum held on February 10th via zoom link**

* Send questions to Sharon Proffitt, [skproffit@radford.edu](mailto:skproffit@radford.edu). Questions from classified staff that were not addressed will be moved to the top of the list. We had three questions that were not answered.

**VGEA’s Approach: Tiered Pay Rase**

* The VGEA will lobby for a tiered approach to additional compensation adjustments in the budget this year. In other words, our request is in addition to the 5% across-the-board raise employees are already slated to receive.
* A tiered approach better addresses the Commonwealth’s longstanding compression issues and would be particularly helpful in pay bands 1-4. (Compression is the lag in pay between new employees and those with more years of service.)
* Additionally, since every 1% across-the-board raise would come at an annual cost of $43.5 million, a tiered approach would result in a lower cost to the Commonwealth and has a better chance of passing vs. an across-the-board raise.
* That said, the VGEA will request an amendment to HB30, Chapter 2 (the “Budget”), [Budget Item 483](https://r20.rs6.net/tn.jsp?f=001WwlHVGOc-D9-fx8WNbMuiaeUE6CPSsegUZYXvECGvQoEnzKsPrU6c2RkRYIcgGALJVknE_320-vFfnxUYsqJLKXtBTEuuLcjEc6jcOX9jrvbfgg86O7c3xN8iGiWbX65UoENhM0nHaaNStmXmO1oGO5jd--nyDLqAnlb_bxLyn5cGa2v2qBO_QjuTTR-2gpC3glORDW6_niw71x8HhK7Rg==&c=cexbhPI25qC7yHL91-jOyixJ1VJWHv3rhUSMYFbfTOyh_LKNGLIubA==&ch=2zZXkk58V_HBsIcMfdDVAvuCdLUJvw5bHLuyoDrOfTK3D5Danar9pA==), as follows:
* State employees with 1-3 years of service: 5% + additional 3%
* State employees with 4-10 years of service: 5% + additional 4%
* State employees with 10+ years of service: 5% + additional 5%
* VGEA is continuing to lobby for state employees - their goal for a raise in 2024 is 9.5%. These raises are not guaranteed – they are being proposed.
* Please contact Kara Pfaff at [khall62@radford.edu](mailto:khall62@radford.edu) for more information about VGEA membership.

**Senators’ announcements (news from Divisions, concerns from constituents)**

**From Procurement and Contracts:**

* eVA notifications if you are not receiving your notifications due to the new eVA platform. Notifications used to come from PROD Ariba, now they are coming from "Virginia" < noreply@cgieva.com>. Emails are going into the junk folder. If this is the case, go into your junk and specify that these messages are not junk.
* Ad-Hoc, State Entered, and SPCC-confirming orders- no notifications sent
* Procurement will be providing eVA Refresher Training and Introduction to eVA Training each month. If you would like to participate, go to D2L (Desire 2 Learn) on One Campus.
  + eVA Refresher Training for current employees will take place first Friday of the month beginning January 6th.
  + Introduction to eVA Training for New Employees will take place second Monday of the month beginning January 9th.
* Katie Smith reported that the latest update of Zoom allows for any user to turn on the Closed Captioning function. Previously this was limited to the host.

**Reports from Standing Committee**

* **Elections & Nominations**, Chair: Christi Wayne  
  Committee Members: New members
  + No report.
* **Policies & Issues**, Chair: Sharon Proffitt- Committee Members: Amanda Lawson, Scott Shaffer, Pam McCallister, and Jim Williamson
  + Next meeting **March 14th**
  + No report at this time.
* **Communications**, Chair: Pam McCallister. Committee Members: Lynn Arnold, Ann Cox
  + Due to the departure of Ruby Dwyer, Pam has stepped into the role of Chair for Communications. Thank you, Pam!
  + No report at this time.
* **Staff & Community Relations**, Chair: Lin Martin   
  Committee Members: Connie Leathers. New Members-Fallon Kreye, and Katie Smith
  + No report at this time.
  + Kara Pfaff also holds membership.
* **Recruitment & Membership**, Chair- Fallon Kreye. Committee Member-Sharon Proffitt,
  + Due to the departure of Ruby Dwyer, Fallon has stepped into the role of Chair for Recruitment & Membership. Thank you, Fallon.
  + New Member-Kristy Hudson
  + No report at this time.

**Reports from University-Wide Committees/Internal Governance – No reports given.**

* Diversity & Equity Action, SS Representative: Katie Smith
* Intercollegiate Athletics, SS Representative: Noah Bieker
* 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

**UPDATES**

**Compensation Committees**

Currently meeting, working with Gallaher. Three committees- Steering, Project Team and Working Group.Compensation Steering Committee, I am serving, meets monthly and Project Team meets Bi-weekly. Working Group meets when needed. Project Team is reviewing job lists, familiar characteristics, other industries, salary match not salary range, pay grade, and job descriptions- is everyone in the right category.

* Campus Webinars held November 29 and November 30.
* T&R Faculty – 30 attended, AP Faculty – 56 attended, Classified -65 attended
* Webinars recorded and access to view will be available soon, an email will go out to campus on how to view.

**Guest Speaker- Dawn Taylor and Margaret McManus-**Audit & Advisory Services

* The Office of Audit and Advisory Services report to the University President as well as functionally to the Board of Visitors.
* Five myths of internal audit:
  + 5. Internal auditors are accountants that focus only on financial records. Actually, internal auditors come from a variety of backgrounds. Auditors address fraud risks, compliance issues, operational issues, etc.
  + 4. Internal and external auditors are the same. Actually, external auditors are from the state (APA – Auditor of Public Accounts). They report to the General Assembly and to the Joint Legislative Audit & Review Commission (JLARC). Internal auditors are university employees and report to both the president and Board of Visitors. Mission and scope are defined by the Board-approved charter. They serve as liaisons for external auditors.
  + 3. If my area or process is selected for an audit I must have done something wrong. Actually, several factors affect what is selected to be audited. These include internal assessments that rank risks and exposures, management requests, or issues identified by external auditors.
  + 2. Internal auditors are fault finders. Actually, they are here to help. The goal is to make the university stronger and better. The audit mission is to independently examine and evaluate operations and ongoing going processes in order to provide counsel and recommendations for improvement. If a business issue is found then a planned action will be formed and should be completed by the given completion date.
    - The office provides advisory services in additional to audits. Don’t be afraid to contact them.
    - This office actively pursues and investigates reports of fraud, waste or abuse involving Radford University. A hotline can be used for reporting fraud, waste and abuse: 800-723-1615 or [covhotline@osig.virginia.gov](mailto:covhotline@osig.virginia.gov). Alternately you can contact the office directly at 540-831-5966.
  + 1. Internal auditors are responsible for internal controls so I don’t have to worry about it. Actually, internal auditors audit (or evaluate) internal controls so they can’t be responsible for them; otherwise it would be a conflict of interest. Internal controls are everyone’s responsibility. It is our responsibility to perform our jobs ethically.

**REMINDERS**

Due to the holiday break, there are no reminders

**Adjournment** – Close Staff Senate Meeting. Meeting adjourned at 9:53am.

**Next Staff Senate meeting:  
February 16, 2023  
Guest Speaker -**President Bret Danilowicz

Minutes compiled 1/20/23 aml