

STAFF SENATE MINUTES
June 18, 2009

The Staff Senate General Meeting was called to order by James Perkins at 9:00 a.m. in the Hurlburt Student Center Combo Room.

Senators and Alternates Present: James Perkins, Kathy Nester, Cheryl Myers, Sandra Steele, Pam Caldwell, Bobby Bell, Michael Potts, Betty Smith, Rhonda McCroskey.

Advisors/Liaisons Present: Benny Skeens, Larry Ashby

Senators Excused: Jo Thomas

Number of other attendees: 16 – *List to be made available upon request.*

Determination of a quorum was made.

Motion submitted by Betty Smith, seconded by Pam Caldwell, to approve the Agenda as presented. Motion carried.

Motion submitted by Betty Smith, seconded by Kathy Nester, to approve the recorded minutes from the May 21, 2009 general meeting. Motion carried.

Reports from Standing Committees – Year End Reports

- a. Policies & Issues – Committee did not meet this year.
- b. Elections and Nominations – Connie Phillips presented the year end report (see attached).
- c. Communications – Cheryl Myers presented the year end report for Carolyn Sutphin in her absence. The Communications Committee met in November to prepare and develop a Winter 2008 Staff Newsletter. The committee will be meeting in July to develop the summer newsletter.
- d. Staff and Relations – Cheryl Myers reported on the Fill-a-Book Bag and Fill-a-Stocking projects.
 1. Fill a Book Bag: total 55 book bags, \$216.00 donated monies and extra school supplies for 2008.
 2. Fill A Stocking: \$1409.00 collected (\$1400.00 went to 7 RU families and the remaining \$9.00 went in the Salvation Army kettle).
 3. Scholarship: No report available.
 4. VGEA: No report available. James Perkins encouraged staff to become involved with VGEA.

Reports from University-wide Committees

- a. Diversity & Equity Action – no meeting
- b. Intercollegiate Athletics – no report
- c. Parking and Traffic – no meeting.
- d. Budget and Planning – Connie Phillips reported that the UPBAC recommendations for the Stimulus funding have been forwarded to President Kyle for her review and action. The recommendations were based on criteria given by the state and federal government that included the requests had to be E&G in nature, one time funding, for benefit of student learning, in alignment with the RU 7-17 strategic plan, have the ability to lower costs to students and the long term cost to the university (if implemented) had to be considered. Over 200 responses from the staff, students and faculty were received. The committee reviewed and discussed each recommendation individually and eliminated any that did not meet the given criteria. The top three highest priority proposals were for hiring of adjuncts, tuition credit for students and graduate assistantship funding. The UPBAC will disseminate its work, minutes and documents for the campus community to review. During one of the committee meetings, President Kyle invited the UPBAC members to be involved in the budgeting process as appropriate.
- e. University Executive – no meeting
- f. Dining Services Advisory Committee – no meeting
- g. Bookstore Advisory Committee – Martha Shelton presented a year-end report on the university wide committee (see attached). She also announced that this will be her final staff senate meeting as she is retiring and expressed her appreciation for privilege to serve the senate as a representative. The Staff recognized Martha for her excellent work on the committee.
- h. Centennial Committee – Pam Caldwell indicated that the committee has not met since the last senate meeting. The committee is still accepting recipes and ideas from the staff on taking an active part in the centennial celebration. Recipes and ideas can be forwarded to Pam Caldwell, Cassandra Dove or Kathy Nester.

Old Business

- a. Compensation Study Report of Results – There was no discussion or questions brought to the floor on compensation results.
- b. RU Childcare Survey – Report was not available.

New Business

- a. Ice Cream Social – the location, date and time will be announced by the next meeting. James Perkins and other senators made suggestions that the day be switched to mid-week due to staff who are on leave on Fridays and may be unable to attend. It was

recommended that the time be set for 1:00 – 3:00 p.m. and the location be at the Hurlburt Student Center (same as last year).

- b. Mr. Don Barnes, the new housekeeping supervisor was introduced to the staff. Don comes to RU from VT. Welcome, Don!

Human Resources Issues

- a. PeopleAdmin Training – Larry Ashby reported that PeopleAdmin training is scheduled through June. Trainings are held on Monday and Friday. Contact Lisa Lorton to schedule a time. In the future all hiring actions will be performed online. Hiring forms currently on the HR website will be removed in July.
- b. VSDP changes/updates will be effective July 1, 2009. Supervisors are encouraged to attend the training/review on June 18th at 2 p.m., Tuesday, June 23rd at 10 a.m. or 2 p.m. For more information, employees should contact the HR office.
- c. Benefits Fair has been scheduled for October 22, 2009.
- d. Teaching and Research Faculty will be on campus for orientation on Monday, August 10th.
- e. A concern was brought to the floor by staff that the 4 – 10 hour day schedule, as offered by President Kyle, was not made available to everyone. The staff in Academic Affairs, in particular were notified that they would not be allowed to take advantage of the alternate work schedule. Larry Ashby responded by stating the decision was up to the supervision and/or the Vice Presidents and Provost as to whether or not their staff could participate.

Comments & Announcements

- a. Centennial Cookbook – Cassandra Dove from University Advancement distributed information regarding a call for recipes to support the Radford University Centennial Cookbook. Cookbooks will cost \$15. All proceeds, minus the cost of production, will go towards the Staff Senate Scholarship. The deadline for submission of recipes has been extended to mid-June.
- b. Next Meeting – July 16, 2009 at 9:00 a.m., Hurlburt Student Center, Combo Room.
- c. There will be no senate meeting in August, 2009. The executive committee may meet if necessary.
- d. In recognition and appreciation of his service to the Staff Senate as president for the 2008-2009 year, on behalf of the Senate Kathy Nester presented a plaque to James Perkins. Due to restructuring, James will no longer be involved in the Staff Senate as he has been transferred to an administrative-professional position.
- e. Kathy Nester will act as the Senate's advisor (former president) next year due to James' ineligibility to perform in this capacity.
- f. Connie Phillips was also recognized for her work on the Staff Senate over the years and for agreeing to complete her term as recording

secretary after accepting an administrative-professional position on campus.

Adjournment: - Motion by Kathy Nester, seconded by Sandra Steele to adjourn at 9:30 a.m.. Motion carried.

/s/ Connie Phillips, Recording Secretary
Minutes pending approval at July 2009 meeting.

Nominations and Elections Year End Report for 2008-2009

The Staff Senate Nominations and Elections committee met twice during the academic year.

The special nominations and election process was held in September for the employees in Facilities Management. Pam Caldwell and Tommy Cochran were elected to the positions of senator and alternate senator respectively.

The committee met to discuss the perplexing problem regarding division representation that will occur effective July 1st as a result of the revision to the Constitution and Bylaws last year. The Finance and Administration division has more than their allowable number of senators that will still be in place as of July 1, 2009. Questions arose as to how to determine who would serve or would all be allowed to continue through the end of their terms. The committee presented ideas to the executive committee who then formed an ad hoc committee to resolve the issue. After careful deliberation by the ad hoc committee and the executive committee it was decided that all senators would be allowed to complete their terms as elected to do and over time the divisions would come in to alignment to agree with the bylaws and constitution as intended.

The nomination and election process for senators to take office on July 1, 2009 in all division (with exception of Academic Affairs and Finance and Administration) was held in January and February. Those senators' terms are current with no vacancies.

A total of 179 ballots were cast. The ballots were counted and certified by Kathy Nester and Connie Phillips on February 25, 2009.

Below is a listing the newly elected senators. *For a complete listing of the senators with terms, please reference the senate website.* The actual count of ballots is listed following the announcement of elected senators. The announcement has been sent to the website manager for posting.

EXECUTIVE (1 senator/1 alternate elected)
Anita Woodyard-Dotson
Alternate to be determined

FINANCE & ADMINISTRATION (1 senator elected)
Cindy Eller

UNIVERSITY RELATIONS (1 senator/1 alternate elected)
Don Bowman

Rick Rogers – Alternate

INFORMATION TECHNOLOGY (1 senator/1 alternate elected)

Robert Underwood

Hashim Durrani – Alternate

UNIVERSITY ADVANCEMENT (1 senator/1 alternate elected)

Cassandra Dove

Alternate to be determined

STUDENT AFFAIRS (1 senator/1 alternate)

Samuel Shumate

John Leonard – Alternate

Following the announcement, the Senate was notified that the senators elected in University Relations and University Advancement would be transferred to Administrative-Professional roles. Therefore, they would be ineligible to serve on the Staff Senate. It was determined by the Senate's Executive Committee that one senator and one alternate will be elected to serve these divisions combined due to the number of employees in each division. A call for nominations went out to the employees in those divisions. Nominations are open until the close of business on June 18, 2009. Ballots will be sent out on Friday, June 19th. The committee will meet on June 30th to count the ballots and make an announcement as to the results of this special election.

The officer nominations were received in April with the elections held in May 2009. This election resulted in the following executive committee:

President – Cindy Eller, Finance and Administration

Vice President – Sandra Steele, Academic Affairs

Recording Secretary – Pamela Caldwell, Finance and Administration

Parliamentarian – Betty Smith, Finance and Administration

Respectfully submitted,

Connie Phillips, Chair

2008-2009 Nominations and Elections Committee

Bookstore Advisory Committee Year End Report for 2008-2009

General description of committee work:

- Discussion of status of Radford University's contract with Barnes and Noble.
- Display of new items offered for sale.
- Discussion of procedures for faculty to request books to be made available to students for classes.
- Discussion of any special promotions.
- Opportunity for committee members to ask questions or make requests.

Contract status:

- There has been an extension of the existing five year contract with Barnes and Noble until October 31.
- The deadline for the submission of bids from companies wanting to operate the book store at Radford University is soon.

Bookstore procedures:

- Brian Griffin, the bookstore manager, talked about the buy back program for text books. The store guarantees to buy back at 50% of the original price books that are part of this program. This includes about 50% of the textbooks bought from the University Book Store. Furthermore, the store will match the price on a textbook charged by The Book Exchange, the off campus competitor.
- The University Bookstore has a 24% markup on textbooks. This is low, compared to the typical markup of 40%-50% on clothing. Of the profit made by the bookstore, 10% is returned to Radford University.
- The bookstore maximizes its efforts to provide students with used books. It encourages faculty to submit textbook orders early in order to know which books will be bought back even if they were bought from a source other than the RU bookstore.

Before a student registers they may go to the bookstore website to see the prices of the required books— keeping in mind that the prices may vary from one semester to the next. They can also click on the “books” link located on their electronic schedule, which will direct them to the bookstore website where they will be able to preorder their books.