

STAFF SENATE MINUTES
May 21, 2009

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

Senators and Alternates Present: Kathy Nester, Sandra Steele, Pam Caldwell, Sandra Long, Michael Potts, Bob Underwood, and Rhonda McCroskey.

Senators Excused: Connie Phillips, James Perkins, Bobby Bell, Tommy Cochran, Betty Smith.

Number of other attendees: 22 – *List to be made available upon request.*

Determination of a quorum was made.

Motion submitted by Bob Underwood, seconded by Rhonda McCroskey, to approve the Agenda as presented. Motion carried.

Motion submitted by Pam Caldwell, seconded by Sandra Steele, to approve the recorded minutes from the April 16, 2009 general meeting. Motion carried.

Kathy Nester introduced speakers of the month, Dr. Dennie Templeton, Radford University Director of Emergency Preparedness, and Mr. Todd Branscome, Emergency Planner. Kathy congratulated Dennie for receiving the Governor's Award for Work Place Safety and Health. Dennie gave an overview of the University Building Monitor/Captain Program. Currently there are 7-8 people in this program and there are several others in McConnell Library. The program is voluntary from building to building university-wide and in conjunction with community emergency preparedness efforts. Information will be distributed about training sessions to include dates, equipment and how it is used, e.g., light sticks, bull horns, Voice IP Cisco phones, etc. Persons completing the training will become CCERT (Campus, Community, Emergency, Response Team) certified. CCERT trainings will be held on campus in the next two to three months by a campus instructor. The training takes about 20 hours and certification can also be used within the community. Anyone interested can attend. Training is not limited to building monitors/captains. Anyone interested in the Building Monitor/Captain Program should contact Todd Branscome. An equipment demonstration was presented by Todd Branscome. A book bag of equipment will be provided in all buildings to include; light stick, bull horn with batteries, radio, eye protection, flashlight, hard hat, caution light, vest and chart,

checklist of persons on the floor, gloves, water, crowbar and a small first aid kit. Dennie stated that the recent emergency alert involved in an off campus shooting proved successful largely due to RU Police. They are the first responders to emergency situations along with the Red Cross, Rescue Squad and RU and Carilion EMS Teams. Charles Cosmato recently channeled emergency alert messages through Facebook and Twitter at no cost to the University.

Reports from Standing Committees

- a. Policies & Issues – no report
- b. Elections and Nominations – Kathy Nester read the duties of Staff Senate officers from the bylaws. She reported that there were several nominations. All nominees were contacted and a slate of candidates was established. The slate was distributed for voting purposes to senators in attendance and two alternates, Rhonda McCroskey and Bob Underwood. The results were calculated as the meeting continued by Bennie Skeens and Bob Underwood.
- c. Communications – no report
- d. Staff and Relations – Kathy Nester reported that the picnic was a success with a good turnout. The picnic was called inside early that morning due to threatening thunder storms.

Reports from University-wide Committees

- a. Diversity & Equity Action – no meeting yet
- b. Intercollegiate Athletics – no report
- c. Parking and Traffic – Sandra Steele reported that the committee met on March 23, 2009. A recommendation was made and approved to designate five to six diagonal parking spaces between Lots M and I. Carpooling for faculty and staff was discussed and a recommendation was made to allow parking tags to be purchased for two to four people per car at a reduced price, and would allow 12 free day passes per person/car to be used when not carpooling, with no refunds. The recommendation was approved. There was discussion regarding timely notification to vacate campus parking lots prior to special events. The recommendation was tabled. Mr. Perkins will provide more details at the next meeting. The committee approved a recommendation to redesign parking spaces near the river by the Dedmon Center providing 10 to 20 additional spaces. The spaces would be numbered and angled and parking allowed during special events such as game days. ROTC is moving to Moffett Hall. A recommendation was presented and approved to reserve two parking spaces for government vehicles in Lot HH.
- d. Budget and Planning – no report
- e. University Executive – no report

Old Business

- a. Staff Senator Retreat – Kathy Nester reported that the retreat was held on April 30, 2009. Dr. Stanton gave a speech on leadership. Dr. Patricia Easterling presented, “Living in a Kermit World: Change – *It’s Not Easy*”, and Ms. Donna Spradlin led team building activities. Senators are looking forward to establishing new officers and holding a similar retreat next year. Dr. Stanton encouraged senators to continue in leadership roles for Staff and AP Senates. President Kyle extended monetary support for a senator retreat next year.

New Business

- a. Announcement of New Officers for 2009-2010
Kathy Nester read the results of the election as presented by Bennie Skeens and Bob Underwood:
 - President – Cindy Eller
 - Vice President – Sandra Steele
 - Secretary – Pam Caldwell
 - Parliamentarian – Betty Smith

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.

Comments & Announcements

- a. Staff Senate Officers for 2009-10 were asked to attend the Executive Committee meeting on June 11, 2009 at 9 a.m. in the Business Affairs Conference Room in Martin Hall.
- b. 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.
- c. Next Meeting – June 18, 2009 at 9:00 a.m., Hurlburt Student Center, Combo Room.

Adjournment: - Motion by Rhonda McCroskey, seconded by Pam Caldwell to adjourn. Motion carried.

/s/ Sandra Steele, Acting Recording Secretary
Minutes pending approval at June 2009 meeting.