

**Administrative and Professional Faculty Senate**  
**Business Meeting Agenda**  
**3:30 p.m. – October 20, 2021**  
**Zoom**

1. Welcome
2. Approve Minutes
3. Guest Speaker: Glen Mayhew, Associate Dean, Waldron College of Health and Human Services
4. Updates/Additional Topics
  - eVA Next Generation – Kim Dulaney
  - Discussion on holding or cancelling the Jan. 19, 2022 AP senate meeting. With the spring semester kicking off during the same week as senate meeting, do senators want to proceed with the meeting or cancel the January meeting and start back on Feb 16, 2022?
  - Additional Annual Leave Carry over increase for 2022-2023/Holiday closing to include Dec. 22, 2021 (Email and details below).

Examples to clarify expectations per HR:

  1. Maximum carryover 240 hours. An employee has 180 hours. That is all that is carried forward into next leave year starting Jan. 10, 2022 because they have not exceed the carryover limit. Therefore, HR wouldn't add 40 *on top* the existing leave balances.
  2. Maximum carryover 240 hours. An employee has 260 hours. All of 260 hours of annual leave would be carried forward on January 10, 2022 into the 2022-2023 leave year because it is within the 40 hours threshold.
  3. Maximum carryover 240 hours. An employee has 340 hours. Maximum allotment of 240 will be carried forward plus 40 additional hours of annual leave, and they would lose the remaining 60.
5. Campus Events/Announcements:
  - 2021 State of the University - <https://www.radford.edu/content/president-office/home/sou-2021.html>
  - Highlander Highlight Submissions (Details below)
  - Radford Basketball F/S Season Tickets and Schedules (Details below)
  - Oct. 28, 2021 – Radford Basketball Fan Fest at 7 p.m. at the Dedmon Center
  - Oct. 20 - 21, 2021 – DMV Connect Mobile Services on campus (Details below)
  - QEP Volunteers Needed (Details below)
  - Human Resources Training Schedule Updates/Wellness Wednesdays (Details below)
  - Oct. 23, 2021 – Admission Open House on campus. Share with potential undergraduate students. <https://www.radford.edu/content/admissions/home/visit.html>
6. Adjournment
7. Next Meetings:
  - Nov. 17, 2021 – In person meeting: Main Campus: Whitt Hall, Room 003/007; RUC Zoom Room 1021. AP Survey Morale
  - Dec. 15, 2021 – In person meeting: Main Campus: Whitt Hall, Room 003/007; RUC Zoom Room 1021. Presenter will be Jon Zeitz and RU Athletics
  - January 19, 2022 - Pending
  - February 16, 2022

- March 16, 2022
- April 20, 2022
- May 18, 2022
- June 15, 2022
- July 20, 2022

**Campus Events/Announcement Details:**



Dear Faculty and Staff:

Taking the time to pause and refresh is one way for us to be well as a community. For you this might mean spending more time with those you love, traveling, enjoying time alone or having the opportunity to connect with friends.

As announced during the 2021 State of the University Address, Radford University will be granting an adjustment to the maximum carryover limits of annual leave to all full-time salaried employees who accrue annual leave. This one-time adjustment of up to 40 hours in the 2022-2023 leave year is available to those employees who will be reaching their maximum carryover allotment as of January 9, 2022.

Please find below the information on the maximum carryover limits based on position and years of service. Employees who are reaching the maximum carryover limit by January 9, will be provided additional information regarding the usage and recording of the carryover hours in 2022. Please refer to the classified staff annual leave policy ([Annual leave \[PDF\]](#)) and the A/P faculty handbook ([Administrative and Professional Employee Handbook \[PDF\]](#)) for more detailed information regarding annual leave benefits.

*Leave year is January 10, 2022 through January 9, 2023*

***Classified Staff***

<b>Time of Service</b>	<b>Maximum Yearly Carryover</b>	<b>'22-'23 Maximum Carryover</b>
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Under 5 years of service	192 hours	232 hours
5 to 10 years of service	240 hours	280 hours
10 to 15 years of service	288 hours	328 hours
15 to 20 years of service	336 hours	376 hours
20 to 25 years of service	384 hours	424 hours
Over 25 years of service	432 hours	472 hours

***A/P Faculty and 12 Month T/R Faculty***

<b>Time of Service</b>	<b>Maximum Yearly Carryover</b>	<b>'22-'23 Maximum Carryover</b>
Under 5 years of service	240 hours	280 hours
Over 5 years of service	280 hours	320 hours

Also previously announced, we will also be providing additional leave time by closing our campuses on December 22. I hope that the extended leave time and the carryover adjustment, will give you the opportunity to replenish and rest. Thank you for your hard work and continued support of our students and Radford University. Your contributions are greatly appreciated.

With Highlander Pride,

Carolyn Ringer Lepre, Ph.D.  
Interim President



Dear Highlander Family:

Now in my third month as your Interim President, I continue to be honored to serve this outstanding institution and proud of the many accomplishments of our students, faculty, staff and alumni. As individuals and as collaborative teams, members of the Radford family achieve greatness every day by demonstrating the characteristics that define the Highlander spirit.

I need your help in identifying these Highlander Highlights so that we can better tell the rich Radford story of achievement, innovation, collaboration and service.

As you become aware of a [Highlander Highlight](#), please let us know! Highlander Highlights can be: accolades, such as awards, elected positions or honors; collaborative projects; community service; events; new research projects; published books or articles; presentations; student accomplishments; student-faculty engagement stories; updated facts; and any other highlight that tells the Highlander story!

A Highlander Highlights link will remain on the websites of the [Office of the President](#) and the [Office of University Relations](#) so that you can easily submit your stories online at any time.

Thank you for your assistance in this important project and thank you for all that you do for Radford University.

With Highlander Pride,

Carolyn Ringer Lepre, Ph.D.  
Interim President

# RADFORD BASKETBALL

## 2021-22 BASKETBALL SEASON TICKETS FACULTY/STAFF PACKAGES

The 2021-22 Radford men's and women's basketball season is just around the corner! We are ecstatic to welcome fans back to the Dedmon Center for another exciting season of Highlander basketball.

Radford faculty/staff are able to take advantage of discounted rates in purchasing 2021-22 basketball season ticket packages. Season tickets start as low as \$50 for men's basketball and \$40 for women's basketball.

You can purchase your faculty/staff season tickets online with a credit card by visiting [www.radfordtickets.com](http://www.radfordtickets.com) and creating an account using your **radford.edu email address**.

As a Radford University employee, you are eligible for payroll deductions for your basketball season ticket purchase. Call the Radford Ticket Office at (540) 831-7889 for more information on signing up for payroll reductions.

Men's basketball schedule: <https://radfordathletics.com/sports/mens-basketball/schedule>

Women's basketball schedule: <https://radfordathletics.com/sports/womens-basketball/schedule>



The graphic features a red background with a white basketball hoop silhouette. The text "RADFORD BASKETBALL" is in white, bold, uppercase letters, with "FAN FEST" below it in a larger, white, bold, uppercase font. Underneath "FAN FEST" is the text "THURSDAY, OCT. 28 @ 7 PM" in a smaller white font. To the left of the main graphic is a white calendar icon with the number "28" in red. Below the calendar icon is the text "THURSDAY, OCTOBER 28, 2021 AT 7 PM" in red, followed by "2021 Radford Basketball Fan Fest" in bold black, and "Dedmon Center" in a smaller black font.

**28**

THURSDAY, OCTOBER 28, 2021 AT 7 PM

**2021 Radford Basketball Fan Fest**

Dedmon Center

# RADFORD UNIVERSITY

## Human Resources

Radford University Department of Human Resources will be hosting the Department of Motor Vehicles on **October 20th and 21st** in Heth 016.

**DMV Connect will be on campus with their Mobile Service Unit to support a variety of DMV transactions**

**What is DMV Connect?** DMV Connect is made up of portable service teams that travel to provide convenient service transactions. DMV Connect cannot conduct road skills testing, vital records transactions, and HAZMAT fingerprinting. You can complete a titling transaction with DMV Connect, but your title will arrive by mail in 14 days.

**Who should attend:** Any Radford University employee and/or student

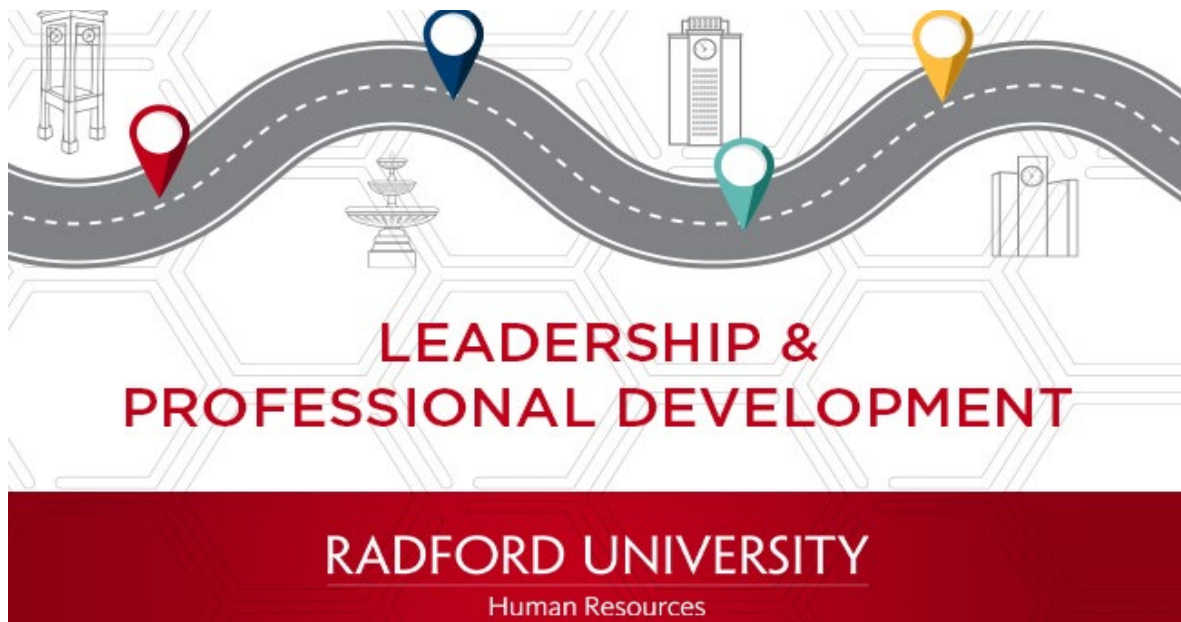
**What you will need to bring with you:** all DMV connect services can be found at [here](#) by selecting your state and transaction. Based on the transaction you will be provided a list of required documents to support your DMV service.

**Date:** Wednesday/Thursday October 20th and 21st **Time:** 9:00am – 4:00pm **Location:** Heth Hall 016

**Registration is required.** [To make an appointment please select DMV Connect](#)

**QEP Call for Volunteers** - Sarah Kennedy and I are serving as co-chairs of the Quality Enhancement Plan (QEP) Development Committee in preparation for SACSCOC reaffirmation of accreditation. The QEP Topic Identification Committee chose the topic of “Diversity, Equity, and Inclusion” based on the proposal “Small Changes Make Big Differences for Student Success.” That proposal focused on improving retention and graduation rates for racially and culturally minoritized, first generation, and Pell-eligible students. It included a focus on inclusive pedagogy. The Small Changes proposal is the starting point but the QEP Development Committee will determine the QEP goals, program components, and assessment plan. We are seeking volunteers to serve on the teams that make up the QEP Development Committee—Program Team, Marketing and Outreach Team, and Data and Assessment Team. Attached is a document that explains a little about the QEP, the Development Committee and its Teams, and our call for volunteers. We are happy to answer any questions anyone might have. **We need people to sign up by Oct. 15** so we can get this work started. Thank you!

Merrie K. Winfrey  
Instructional Designer / Learning Architect  
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Center for Innovative Teaching and Learning  
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As a commitment to you, below is a list of upcoming training opportunities being offered in October and November. A complete list of all training sessions and materials can be found under each department's section on the University's [Training Catalog](#).

## October

- 10/14/2021, 10am | [Managing Priorities to Maximize Your Day](#) | HR | Password: training
- 10/17/2021, 3pm | [Overview of EO77 and acceptable alternatives to single-use plastics](#) | Sustainability
- 10/20 – 10/21, 9:00-4:00 | [DMV Connect Registration](#) | Human Resources | Heth 016
- 10/20/2021, 1:30pm | [Banner Training](#) | Academic Technologies
- 10/22/2021, 9am | [Intro to eVA Training](#) | Online | Procurement & Contracts
- 10/26/2021, 2pm | [Holidaze: How to Enjoy the Holidays and Minimize Stress](#) | HR | Password: jzH7thATe72
- 10/26/2021, 1:30-4:30pm | [Supervisor Essentials Cohort](#) | Human Resources | TBD
- 10/27/2021, 2pm | [Increasing Student Engagement with D2L Tools](#) | Academic Technologies
- 10/28/2021, 10am | [Diversity, Equity and Inclusion Training](#) | Center for Diversity & Inclusion

## November

- 11/3/2021, Noon | [Parenting Essentials](#) | HR | Password: training
- 11/04/2021, 10am | [Excel -Tips and Tricks To Get You Up to Speed](#) | Academic Technologies
- 11/05/2021 9am | [Intro to eVA Training](#) | Procurement & Contracts
- 11/09/2021, 10am | [Stress Management & Self-Care](#) | With Dr. Alan Forrest | Heth 022
- 11/09/2021, 1:30-4:30pm | [Supervisor Essentials Cohort](#) | Human Resources | TBD

As a part of our continuous growth in developmental opportunities, we are excited for the launch of a wellness series titled **Wellness Wednesdays**. In this series you will find wellness opportunities at least once a month that offer helpful resources, techniques that support and positively impact your wellness and work-life balance.

The attached brochure will help you navigate opportunities for you to grow, seek skills for your career, passions, and develop new expertise along the way.

Look out for continued communication and exciting announcements responding to your professional growth. For more information or to make recommendations, contact the Department of Human Resources at [hr@radford.edu](mailto:hr@radford.edu).