

# DRAFT Administrative and Professional Faculty Senate

## Business Meeting Agenda

3 p.m. – July 20, 2022

**IN PERSON – McConnell Library Conference Room 170/RUC Zoom Room 1021**

1. Welcome
2. Approve Minutes
3. Officer Duties and Election of Officers for 2022 - 2023 – Descriptions below
4. AP Senator List for 2022-2024 with terms starting July 1, 2022. See attached list.
5. Updates/Additional Topics
  - Set 2022/2023 meeting dates and format
  - Select volunteers for the Nominations & Elections Committee – ~3 members with new terms (not up for re-election in 2023).
6. Campus Events/Announcements
  - Please complete the AP Morale Survey
  - Sept. 24 – Family Weekend
  - Sept. 29 - Oct. 1 – 2022 Homecoming
7. Adjournment

### Next Meetings:

- August 2022 – TBD

### **AP Duties of Officers in the Bylaws**

*Section 1* - It shall be the duty of the President to preside at all meetings of the Senate; to consider all motions regularly made; and to call special meetings. The President shall also appoint the chairs of any standing committees and all committees not otherwise provided for in the By-Laws, taking into consideration a diverse representation of membership. The President shall be a non-voting ex-officio member of all committees. The President or his/her designee shall also be the representative of this Senate on appropriate university committees, task forces, and boards.

*Section 2* - In the absence of the President, the Vice-President shall perform the duties of the President. The Vice-President shall become familiar with the work of the Senate and shall serve as a non-voting ex-officio member of all committees.

*Section 3*- The Secretary shall record all official proceedings of the meetings of this Senate and transmit the proceedings to the President and the Executive Committee. The Secretary will maintain the website and/or social media for the Senate.

*Section 4* - The Parliamentarian shall be familiarized with Robert's Rules of Orders and monitor all Senate meetings to ensure the rules of order are followed.

*Section 5* - When a president of the AP Faculty Senate leaves the position, that person will serve as the Past President. This position is a non-elected, non-voting member of the Executive Committee and AP Faculty Senate; however, they can cast a tie-breaking vote on issues facing the Executive Committee. The Past President is not required to be an elected senator to serve in this position. If the person serving as Past President is elected to the AP Faculty Senate, then they can vote in that capacity.

<b>Administrative/Professional Faculty Senate 2022-2023 FY</b>				
<b>Senator</b>	<b>Area Represented</b>	<b>Term</b>	<b>Email</b>	<b>Phone</b>
Melanie Fox	Academic Affairs	2021-2023	<a href="mailto:mfox5@radford.edu">mfox5@radford.edu</a>	831-5654
Sarah Cox	Academic Affairs	2021-2023	<a href="mailto:scox1@radford.edu">scox1@radford.edu</a>	985-8449
Kristina Contreras	Academic Affairs	2022-2024	<a href="mailto:kcontreras@radford.edu">kcontreras@radford.edu</a>	831-6495
Tom Snediker	Academic Affairs	2021-2023	<a href="mailto:tsnediker@radford.edu">tsnediker@radford.edu</a>	831-5974
Sandra Bond	Advancement & University Relations	2021-2023	<a href="mailto:smbond@radford.edu">smbond@radford.edu</a>	831-6757
Vanessa Conner	Advancement & University Relations	2022-2024	<a href="mailto:vconner@radford.edu">vconner@radford.edu</a>	831-7757
Mark Lambert	Advancement & University Relations	2022-2024	<a href="mailto:mlambert11@radford.edu">mlambert11@radford.edu</a>	985-9031
Alix Guynn	Central Administration	2022-2024	<a href="mailto:mguynn2@radford.edu">mguynn2@radford.edu</a>	831-6717
Allison McCoy	Central Administration	2021-2023	<a href="mailto:aotis@radford.edu">aotis@radford.edu</a>	831-5363
Malinda Tasler	Central Administration	2022-2024	<a href="mailto:mtasler@radford.edu">mtasler@radford.edu</a>	831-5455
Jen Norton	Central Administration	2021-2023	<a href="mailto:jnorton12@radford.edu">jnorton12@radford.edu</a>	831-5863
Heather Hollandsworth	Enrollment Management	2022-2024	<a href="mailto:hhollings@radford.edu">hhollings@radford.edu</a>	831-6498
Debra Johnson	Enrollment Management	2021-2023	<a href="mailto:djohnson@radford.edu">djohnson@radford.edu</a>	985-8492
Melissa Neal	Enrollment Management	2021-2023	<a href="mailto:mneal1@radford.edu">mneal1@radford.edu</a>	831-5469
Stephen Harrison	Finance and Administration	2022-2024	<a href="mailto:sharriso@radford.edu">sharriso@radford.edu</a>	831-7804
Eric Lovik	Finance and Administration	2021-2023	<a href="mailto:elovik@radford.edu">elovik@radford.edu</a>	831-5099
Ashlee Claud	Finance and Administration	2021-2023	<a href="mailto:aclaud@radford.edu">aclaud@radford.edu</a>	831-5017
Scott Shull	Finance and Administration	2022-2024	<a href="mailto:sshull@radford.edu">sshull@radford.edu</a>	831-7513
Kay Johnson	Library	2022-2024	<a href="mailto:kjohnson497@radford.edu">kjohnson497@radford.edu</a>	831-5703
Mary Catherine Santoro	Radford University Carilion	2022-2024	<a href="mailto:msantoro@radford.edu">msantoro@radford.edu</a>	985-8485
Emily Fitzgerald	Student Affairs	2022-2024	<a href="mailto:emclaughl7@radford.edu">emclaughl7@radford.edu</a>	831-6178
Susan Hudson	Student Affairs	2021-2023	<a href="mailto:smhill@radford.edu">smhill@radford.edu</a>	831-6735
Andrea Sharpe-Robinson	Student Affairs	2021-2023	<a href="mailto:asharpe4@radford.edu">asharpe4@radford.edu</a>	831-6350
Stephanie Hovsepian	Student Affairs	2022-2024	<a href="mailto:shovsepian@radford.edu">shovsepian@radford.edu</a>	831-6888
<b>Cabinet Liaison</b>				
Susan Trageser	Cabinet	2022-2024	<a href="mailto:strageser@radford.edu">strageser@radford.edu</a>	831-5433