

# Minutes of the Radford University Administrative and Professional Faculty Senate

Tuesday, May 9, 2017

Senators in attendance: Sandra Bond, Nakia Shelton, Ashlee Claud, Niels Christensen, Phil Crigger, Victor Gibson, Michele Hosey Jenkins

Guests: David Wheeler, Elizabeth McCormick (for Jackie DeLong), Crystal Hubbard, Sandra Baker, Gwen Houston, Carrie Silliman, Joel Hanlon, Eric Lovik

Senators unable to attend: John Leonard, Geoff White, Scott Bennett, Michael Chamberlain, Jackie DeLong, Sarah Strout, Richard Alvarez, Alix Guynn, Laura Quesenberry

1. Meeting called to order at 10:32 a.m.
2. Minutes from April 11, 2017 meeting reviewed and approved.
3. Guest Speaker: Joel Hanlon on Quest 2017
  - Discussed goals of Quest:
    - To reinforce message established from Admissions
    - Get students excited about coming to Radford University
    - Provide excellent customer service
  - Campus Briefing on Quest will be Thursday, June 1, exact time TBD
  - How you can help? Be visible, welcoming, provide excellent customer service, and drive students to the website for more the most current information.

<b><u>Freshman Quest 2017</u></b>	<b><u>Transfer Quest 2017</u></b>	<b><u>Express Quest 2017</u></b>
Monday – Tuesday, June 12-13	Thursday, June 8	Monday, June 19
Thursday – Friday, June 15-16	Friday, June 9	Tuesday, June 20
Monday – Tuesday, June 26-27	Thursday, June 22	
Thursday – Friday, June 29-30	Friday, June 23	

4. Updates/Additional Topics:
  - Share 2017-2019 Senate Member List. Included below.
  - AP Handbook Update - First round of revisions were presented by the committee to Mr. Alvarez. The committee will continuing to move the handbook through approval levels.
  - Other Items (Department Updates/FYI)
    - i. Senate Staff Picnic – May 12, 2017 on Heth Lawn from 12 – 3 p.m.
    - ii. Move-In Volunteers Needed – August 24 – 25, 2017. See below for more details.
      - Friday volunteers are encouraged.
5. Next Meetings:
  - June 13, 2017 – Guest Speaker: Angela Joyner
  - July 11, 2017 – Officer Elections
6. Meeting adjourned at 10:54 a.m.

## Administrative/Professional Faculty Senate 2017-2019

Senator	Area Represented	Term	e-mail	Phone
Niels Christensen	Academic Affairs	2016-2018	<a href="mailto:pchristen@radford.edu">pchristen@radford.edu</a>	831-6125
W. David Wheeler	Academic Affairs	2017-2019	<a href="mailto:dwheeler@radford.edu">dwheeler@radford.edu</a>	831-5838
Sandra Baker	Academic Affairs	2017-2019	<a href="mailto:sbaker10@radford.edu">sbaker10@radford.edu</a>	831-5783
Karen Hedge	Enrollment Management	2017-2018	<a href="mailto:krhaga@radford.edu">krhaga@radford.edu</a>	831-5408
James Pennix	Enrollment Management	2017-2019	<a href="mailto:jpennix@radford.edu">jpennix@radford.edu</a>	831-5022
Laura Quesenberry	Finance and Administration	2016-2018	<a href="mailto:lquesenbe4@radford.edu">lquesenbe4@radford.edu</a>	831-5821
Eric Lovik	Finance and Administration	2017-2019	<a href="mailto:elovik@radford.edu">elovik@radford.edu</a>	831-5099
Ashlee Claud	Information Technology	2017-2019	<a href="mailto:aclaud@radford.edu">aclaud@radford.edu</a>	831-5017
Victor Gibson	Information Technology	2016-2018	<a href="mailto:vgibson4@radford.edu">vgibson4@radford.edu</a>	831-5069
Jackie Delong	Library	2016-2018	<a href="mailto:jdelong@radford.edu">jdelong@radford.edu</a>	831-5204
Alix Guynn	Executive-Athletics	2016-2018	<a href="mailto:mguynn2@radford.edu">mguynn2@radford.edu</a>	831-6717
Scott Bennett	Executive-Athletics	2017-2019	<a href="mailto:sbennett6@radford.edu">sbennett6@radford.edu</a>	831-5863
Michael Chamberlain	Executive-Athletics	2016-2018	<a href="mailto:mchamberlain2@radford.edu">mchamberlain2@radford.edu</a>	831-5455
Michele Hosey Jenkins	Student Affairs	2017-2019	<a href="mailto:mhjenkins@radford.edu">mhjenkins@radford.edu</a>	831-2395
Barry Miller	Student Affairs	2017-2019	<a href="mailto:bmiller18@radford.edu">bmiller18@radford.edu</a>	831-7633
John Leonard	Student Affairs	2016-2018	<a href="mailto:jcleonar@radford.edu">jcleonar@radford.edu</a>	831-6379
Sandra Bond	University Advancement	2017-2019	<a href="mailto:smbond@radford.edu">smbond@radford.edu</a>	831-6757
Nakia Shelton	University Relations	2016-2018	<a href="mailto:nshelton@radford.edu">nshelton@radford.edu</a>	831-7745

## **Move-In Volunteers Needed:**

Hello Highlanders!

As a Radford University family, we have a tradition of assisting our new students move into the residence halls. Volunteers participate in community service on both Thursday, August 24<sup>th</sup> and Friday, August 25<sup>th</sup>, 2017, and will receive a free t-shirt and snacks throughout the day.

This year we have the schedule for volunteers broken into four shifts covering 6:30 a.m. – 5:00 p.m. with each volunteer working one shift per day. The shifts are broken down as follows:

6:30 a.m. – 10:00 a.m.

8:30 a.m. – 12:00 p.m.

11:00 a.m. – 2:30 p.m.

1:30 p.m. – 5:00 p.m.

There are several different ways in which you or your organization can help. In the past, some of the duties that volunteers have taken on include:

- Unloading vehicles and carrying/facilitating delivery of belongings to student rooms
- Team Captain for your organization

This is also a good way to introduce yourself and your organization/club/team to the newest members of our community. If you are interested in volunteering, please sign up on RUInvolved using the following link <https://orgsync.com/97078/forms/255761>

If you are volunteering as a part of an organization/club/team/group, each member does need to register individually. This will help us with planning for t-shirts and snacks; as well as being able to let you know our shift assignments and other instructions later in the summer.

If you have questions or would like more information, you may contact Susan Trageser, Interim Vice President for Student Affairs, at [strageser@radford.edu](mailto:strageser@radford.edu) or (540) 831-6297.

Thank you in advance for your help and we look forward to seeing you on August 24<sup>th</sup> and 25<sup>th</sup>!