

Administrative and Professional Faculty Senate Business Meeting Minutes

May 10, 2023 at 3:00 p.m.

McConnell Library Conference Room 170/RUC Room 302

Present: Sandra Bond, Ashlee Claud, Melanie Fox, Susan Hudson, Kay Johnson, Mark Lambert, Eric Lovik, Jen Norton, Mary Catherine Santoro, Deana Sentman, Scott Shull, Tom Snediker, Malinda Tasler, Susan Trageser (Cabinet Liaison)

Not Present: Vanessa Conner, Charley Cosmato, Sarah Cox, Emily Fitzgerald, Heather Hollandsworth, Stephanie Hovsepian, Chad Hyatt, Debra Johnson, Allison McCoy, Melissa Neal, Andrea Sharpe-Robinson

Guests: Staci Allen, Tonia Andrews, Amanda Baldwin Estep, Rhonda Bryant, Trisha Calhoun, Crystal Cregger, David Halpin, Margaret McManus, Abbey Reynolds, Leah Taylor, Juan Urista

1. **Call to Order:** The meeting was called to order at 3:00 pm by President Sandra Bond.
2. **Approval of Minutes:** The minutes from April 12, 2023 were approved.
3. **Intro – Leah Taylor**, AVP of Human Resources (Started January 3). Taylor popped in briefly. She is available to answer questions and will come back to AP Senate in the future to answer questions. Her email is Lataylor3@radford.edu, and phone x6278.
4. **Guest Speakers: Abbey Reynolds (Quest), and Crystal Cregger (University Services – Parking).**
(Please see Reynolds' slides at the bottom of these meeting minutes.)

Abbey Reynolds is Director for Orientation and First-Year Experience. With budget and staffing changes, Quest is now a single-day orientation. Housing is offered overnight with limited space the day before. Quest is held on June 8 through July 15, with session attendance capped at 300. Currently, over 1,000 students are registered. Awesome! Family participation has increased, which is a big support for the students. Families will have time in sessions, and more autonomy this year. Quest website: <https://www.radford.edu/content/quest/home.html>.

Q. Are sessions fixed, like breakfast, or can others join in?

A. The sessions are not so much sessions, but tabling. The students are busy doing business.

Crystal Cregger is Director of University Services.

Parking information is on the website: <https://www.radford.edu/content/parking-transportation/home.html>. University Services is always looking to make parking improvements. As an auxiliary enterprise, parking is required to be self-funded and self-supported. The Police Department enforces parking from 7:00 am to 6:00 pm Monday-Friday with two enforcers. On the main campus, parking costs \$154 for employees with no move at present to change this cost. The cost is prorated for employees starting in January or the summer. The Parking Committee is working on a contractor rate. Contractors, such as HVAC repair, are charged to park. Permit sales are online.

Lot Z is not an overnight lot anymore because we don't want to contact students at 3:00 am for floods. Many groups reserve lots. Put parking reservations in sooner rather than later. "Reservation" is

different from “Reservation with Enforcement,” which has a charge for the police to block people. The police must have available staff to monitor the lot. Metered spaces are not included in parking passes. The fine for illegally parking in a handicapped spot is \$100. Handicapped parking violations are enforced continually, including on weekends. If you drive a different vehicle and forget your tag, call Parking Services, and let them know so they won’t ticket you. Parking Services is looking at different ways of issuing visitor passes, or having systems that no longer require hang tags, but scan license plates. RUC has its own parking situation. RUC visitors must have a parking pass to visit Main campus. If they are attending a governance meeting, they are allowed to park. Everyone pays the same \$154 rate regardless of whether they are part-timers or not. The Leadership Team pays a lot more for their reserved spots. The Pulaski River Turtles will be here this summer. They’re paying to park. We won’t charge people to park for an alumni event.

In the interest of disclosure, Sandra Bond serves on the Parking Committee and hears every appeal.

Q. Whenever we reserve spots at Martin, people park there. Do we call the police?

A. Call the parking office, and we will contact the police.

Q. What is the process through payroll?

A. We have an annual enrollment for payroll deduction. Enroll once, and it gets sent over to payroll where it is manually entered. I would like to expand that. Retirees and 30-year employees don’t have to buy a permit.

Q. What is the deal with Unity Christian Church?

A. Radford employees can park there 7:00 am to 5:00 pm Monday through Friday with caveats, such as if the church needs the lot for a funeral.

Q. It might be useful to have someone from parking services talk to university 100 classes.

A. Call us. We would be happy to talk with them. There are times during the semester that we are called about parking as part of research projects.

Q. Do you have any plans to make the parking lots discoverable by GPS?

A. Facilities and IT are looking into it. (Scott Shull said he would look into it.)

Q. When will the meal plan be available for purchase?

A. The offer to purchase meals will go out around when the parking payroll goes out. It is usually active around August 18. The cost for meals is going up this year to be more equivalent with retail costs.

5. 2023-2025 Senator Elections: The elections are completed with new Senator terms beginning July 1, 2023. See the upcoming roster below.

6. Old Business:

- AP Bylaws Change. Sandra clarified the wording further from the version sent out in April. See below; the changed parts are highlighted in yellow. The following motion was raised by Mary Catherine Santoro and seconded by Kay Johnson: Approve the Bylaws change as proposed. The motion passed with unanimous vote.

7. **Alternate Work Schedule Policy:** Share questions with Sandra at smbond@radford.edu and they will be forwarded to HR for a response, or directly email Leah Taylor at her email above.

8. **Campus Events/Announcements** – <https://calendar.radford.edu/all>

- May 12 – Staff/AP Senate Picnic in Muse Dining Hall from 11 a.m. – 1:30 p.m.
- June 17 – Radford Night with Salem Red Sox, Ticket link: <https://bit.ly/3NwdenM>
- Aug 11 – Radford Night at Nationals Park, Ticket link: <https://www.mlb.com/nationals/tickets/specials/college-day-series/radford-university>
- Aug 31 – Radford Night at Park in Elmwood Park Concert in Roanoke, VA, free entry with Radford apparel.
- Sept 15-17 – Family Weekend
- Oct 14 – Highlanders Festival
- Oct 19-21 – Homecoming (All Alumni, Faculty/Staff, Students & Friends are invited)

9. **Adjournment:** The meeting adjourned at: 4:02 p.m.

Future Meetings/Speakers:

- June 14, 2023 – Lauren Snelson, Angela Joyner
- July 12, 2023 – Officer Elections

AP Bylaw Proposed Changes:

PROPOSED NEW COPY #1:

Article IV – Membership

Definitions

University Division Numerical Code: Radford University’s Administrative and Professional Faculty are assigned to a university division with a numerical code. Each university division numerical code will have representation on the senate.

As of May 2023, the university divisions with Senate representation are as follows (*University Division - Numerical Code*):

Academic Affairs - 10

Central Administration - 40 (Example: Presidential/Athletics/Others within the 40 numerical code)

Enrollment Management - 80

Finance & Administration - 20

Student Affairs - 50

University Advancement - 70

A Radford University organizational chart is available

at: <https://www.radford.edu/content/president-office/home/organization-structure.html>.

PROPOSED NEW COPY #2:

Article IV – Membership

Definitions

University Division: Radford University's Administrative and Professional Faculty are assigned to a university division using an organization code from the Banner Finance Chart of Accounts. Each university division's organization code with Administrative and Professional Faculty will have representation on the senate.

As of May 2023, the university divisions with senate representation are as follows:

Academic Affairs - 10

Central Administration - 40 (Example: Presidential/Athletics/Others within the organization code)

Enrollment Management - 80

Finance & Administration - 20

Student Affairs - 50

University Advancement - 70

Administrative and Professional Faculty can find their university division organization code in PeopleAdmin Select Suite Position Description.

A Radford University organizational chart is available

at: <https://www.radford.edu/content/president-office/home/organization-structure.html>.

CURRENT COPY:

Article IV – Membership

Definitions

University Division: Units headed by the President or a Vice President/Provost as defined by the current University organizational chart available on the President's web site: <https://www.radford.edu/content/president-office/home/organization-structure.html>.

As of November 2020, the areas with Senate representation are as follows:

Academic Affairs

Central Administration (Presidential/Athletics/Center for Career and Talent Development/Institutional Equity)

Enrollment Management

Finance & Administration

Student Affairs

University Advancement

For up-to-date information, please see the University organizational chart.

Administrative/Professional Faculty Senate 2023-2024

Senator	Area Represented	Term	Email	Phone
Charley Cosmato	Academic Affairs	2022-2024	ccosmato@radford.edu	540-831-5974
Heather Hollandsworth	Academic Affairs	2022-2024	hhollings@radford.edu	540-831-6498
Juan Urista	Academic Affairs	2023-2025	jurista@radford.edu	540-831-5476
Meghan Viet	Academic Affairs	2023-2025	mrworrell@radford.edu	540-831-6285
Tom Bennett II	Central Administration	2023-2025	tbennett24@radford.edu	540-831-7179
Chad Hyatt	Central Administration	2022-2024	mhyatt2@radford.edu	540-831-5877
Malinda Tasler	Central Administration	2022-2024	mtasler@radford.edu	540-831-5455
Frank West	Central Administration	2023-2025	fwest3@radford.edu	540-831-7667
Staci Allen	Enrollment Management	2023-2025	sallen10@radford.edu	540-831-5610
Debra Johnson	Enrollment Management	2023-2025	djohnson@radford.edu	540-831-1489
Ashlee Claud	Finance and Administration	2023-2025	aclaud@radford.edu	540-831-5017
Eric Lovik	Finance and Administration	2023-2025	elovik@radford.edu	540-831-5099
Deana Sentman	Finance and Administration	2022-2024	dsentman@radford.edu	540-831-5821
Scott Shull	Finance and Administration	2022-2024	sshull@radford.edu	540-831-7513
Kay Johnson	Library	2022-2024	kjohnson497@radford.edu	540-831-5703
Mary Catherine Santoro	Radford University Carilion	2022-2024	msantoro@radford.edu	540-831-1823
Emily Fitzgerald	Student Affairs	2022-2024	emclaughl7@radford.edu	540-831-6178
Mary Francis	Student Affairs	2023-2025	mfrancis1@radford.edu	540-831-1787
Stephanie Hovsepian	Student Affairs	2022-2024	shovsepian@radford.edu	540-831-6888
Jess Rothe	Student Affairs	2023-2025	jrothe1@radford.edu	540-831-7772
Sandra Bond	University Advancement	2023-2025	smbond@radford.edu	540-831-6757
Vanessa Conner	University Advancement	2022-2024	vconner@radford.edu	540-831-7757
Mark Lambert	University Advancement	2022-2024	mlambert11@radford.edu	540-831-2389

Cabinet Liaison

Susan Trageser	Cabinet	2022-2024	strageser@radford.edu	
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(5/4/2023)

Radford University

AP Senate – Quest 2023

Abbey Reynolds
Assistant Director for Orientation and First-
Year Experience





Agenda

- Changes to Quest for 2023
- Quest Dates
- Current Numbers for Quest 2023
- Overview of Schedule – Radford
- Overview of Schedule – RUC
- Questions



Changes to Quest 2023

- 2-day event -> 1-day Event
- Overnight housing changes
- Completed entirely in June
- Inclusion of 3-day Extended orientation
 - Not being discussed today

Quest 2023 Dates



Radford Quest Dates:

- Thursday, June 8 – Transfer
- Saturday, June 10 – new 1st Year
- Monday, June 12 - new 1st Year
- Saturday, June 17 – new 1st Year
- Thursday, June 22 – Transfer
- Saturday, June 24 – new 1st Year
- ***Friday, June 30 – new 1st Year

*** Held/pending enrollment. Quest Sessions capped at 300.

RUC Quest Dates:

- June 26 (In-person)
- July 15 (in person)
- August 16 (in person)
- July 15 Virtual opening

Quest Registrations



Session	Students	Family
Fall Quest - New Freshman, Transfer, International, and Exchange Students	6	0
Freshman Quest Session #1	225	349
Freshman Quest Session #2	167	244
Freshman Quest Session #3	164	275
Freshman Quest Session #4	217	352
RUC Freshman and Transfer August In-Person Quest	18	17
RUC Freshman and Transfer July In-Person Quest	37	39
RUC Freshman and Transfer June In-Person Quest	9	10
RUC Freshman and Transfer Virtual Quest	19	5
Transfer Quest Session #1	131	148
Transfer Quest Session #2	38	46
Grand Total	1031	1485

Radford Quest Schedule



8:00 – 9:45am: Check- In, Breakfast, and Doing University Business Fair (Student Recreation and Wellness Center)

After students and families check in, they will have time to visit tables to take care of university business they made need to complete. The following offices will be available: Financial Aid, IT, Dining, Center for Accessibility Services, Registrar, Housing, Parking, Military Resource Center, Admissions. ONE card. Students and Families will also be offered breakfast

Radford Quest Schedule



10:00 – 10:20am: **Opening Session in Preston Hall**

This session will be to welcome the students and families to Radford. Speakers will include Abbey Reynolds (Assistant Director), Quest Assistants, and a video curated for Quest. Quest Assistants will introduce themselves. Students and families will then be dismissed by QA Group to attend the Faculty Experiences and College Engagement and Exploration time together.

Radford Quest Schedule



10:30 – 11:15am: **Faculty Experiences**

(In colleges)

Students and families will attend the faculty experiences together. Quest Assistants will direct students and families to the specific rooms/faculty experiences that correspond to their intended major. Students and Families will have the opportunity to connect with and learn from faculty members in their college or academic program.

11:25am – 11:55am: **College Engagement & Exploration**

(McConnell Library)

During this time, students and families will explore a possible double major or a minor(s) by chatting with different faculty at their designated tables. We also will have some experiential learning tables available for students and families to explore.

Radford Quest Schedule



11:55am - 12:15pm: **Travel Time & First QA Meeting**

Families will use this time to transition back to Preston Hall while Students will be with their QA to begin the connection process (further introductions, connection activities, etc).

12:30 – 1:15pm: **Students go to lunch with Quest Assistants; Families attend Health and Well-Being Presentation**

Students will eat with their Quest Assistant and fellow peers at this time. Students will be dismissed in their pre-determined small group. While students are at lunch, families will be given a presentation about student wellness support and resources on campus.

Radford Quest Schedule



1:15 – 2:00pm: Families at Lunch; Students in QA Time

While families are at lunch, students will meet with their QAs in a designated room on campus. The QAs will do some acquaintanceship activities and chat with the students about ways to start building relationships with one another.

Radford Quest Schedule



Student Afternoon Schedule

2:00 – 2:30pm: **Health & Wellbeing with Quest Assistant**

2:30 – 2:45pm: Travel time to advising sessions

2:45 – 4:30pm: **Advising sessions**

4:30 – 5:00pm: **Quest Assistant Wrap-Up time (Reflection and Questions)**

Radford Quest Schedule



Family Afternoon Session Times
(Hemphill Hall and Reed/Curie)

2:00 – 2:15pm: Families Travel time to Sessions

2:15 – 2:45pm: Session 1

3:00 – 3:30pm: Session 2

3:45 – 4:15pm: Session 3

4:30 – 5:00pm: Session 4

Outreach and conversation is still occurring with presenters

Sessions *tentatively* include:

Financial Aid, Housing, Commuter Session for Families, REAL Curriculum, First-Year Experience and Seminar, Student Panels, Experiential Learning Opportunities, Accessibility at Radford, Food Insecurity, Military Resource Center, and more.

Radford Quest Schedule



4:30 – 6:30pm

(Student Recreation and Wellness Center)

Student Support and Engagement Event

This tabling event happens at the end of the day to provide students and families an opportunity to talk to professionals about different curricular and co-curricular opportunities students might get involved in.

Bookstore open for shopping

Key offices open

If students and families need additional assistance or need to complete final tasks, offices may be open to further assist them.

RUC Quest Schedule



9:00 am – 10:00 am: **Check- In, Breakfast, and Doing**

University Business Fair

(RUC Lobby & 401)

After students and families check in, they will have time to visit tables to take care of university business they made need to complete. The following offices will be available: IT, HSC, Career & Talent Development, Student Affairs, CAS/Counseling, Financial Aid/Bursar, and Library. Students and Families will also be offered breakfast

RUC Quest Schedule



10:00 – 10:40am: **Welcome & Connection Activities**

(Students – Room 517, Families – Room 617)

This session will be to welcome the students and families to RUC. Students and Families will be welcomed by staff, receive an overview of the schedule, and begin to get connected with each other.

Families and Students will remain in these rooms for other sessions as well.

RUC Quest Schedule



10:40 – 11:10am: **Setting You Up For Success (Students, 517) and Health and Well-Being at RUC (Families, 617)**

Setting You Up For Success provides information about important services and resources related to student success, an introduction to HSC and Library staff, as well as provide Q&A/Panel opportunities to ensure questions and concerns are addressed.

Health and Well-Being at RUC provides a panel based discussion in which important health and well-being campus partners share resources for student support in the areas of health, safety, belonging, and more.

11:30am – 12:15pm: The above presentations swap audiences.

Setting Your Student Up For Success (Families, 617) and Health and Well-Being at RUC (Students, 517)

RUC Quest Schedule



12:15 – 1:15pm: **Lunch**

(Highlander House, 517, 617)

1:15pm-1:45pm: **Financial Aid and Bursar (Students, 517) and Student Panel (Families, 617)**

Financial Aid and Bursar provides information about financial aid, receiving the bill, timelines and important dates, and more.

Student Panel provides a panel based discussion in which current students can share their experiences, provide advice, and answer questions from the audience.

2:00 pm – 2:30pm: The above presentations swap audiences.

Financial Aid and Bursar (Families, 617) and Student Panel (Students, 517)

RUC Quest Schedule



2:30 pm – 2:45pm: **Closing Remarks**

Closing remarks will be made to students and families in their respective rooms and a reminder will be given about tabling and office opportunities for the afternoon.

2:45pm – 4:00pm: **Tabling (401)**

Similarly to Radford Quest, this is an opportunity to further connect with offices and ask final questions. IT, HSC, Career & Talent Development, Student Affair, CAS/Counseling, and the Library will be available.

3:00pm – 5:00pm: **Drop In Advising, Offices open, Academic Tours offered**



Questions?

Abbey Reynolds
areynolds20@radford.edu