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.

<table>
<thead>
<tr>
<th>Freshman Quest 2017</th>
<th>Transfer Quest 2017</th>
<th>Express Quest 2017</th>
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<tr>
<td>Monday – Tuesday, June 12-13</td>
<td>Thursday, June 8</td>
<td>Monday, June 19</td>
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<td>Thursday – Friday, June 15-16</td>
<td>Friday, June 9</td>
<td>Tuesday, June 20</td>
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<td>Monday – Tuesday, June 26-27</td>
<td>Thursday, June 22</td>
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<td>Thursday – Friday, June 29-30</td>
<td>Friday, June 23</td>
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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)
     - Senate Staff Picnic – May 12, 2017 on Heth Lawn from 12 – 3 p.m.
     - 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.
<table>
<thead>
<tr>
<th>Senator</th>
<th>Area Represented</th>
<th>Term</th>
<th>e-mail</th>
<th>Phone</th>
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<tbody>
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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 24th and Friday, August 25th, 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 or (540) 831-6297.

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