

**DRAFT Administrative and Professional Faculty Senate**  
**Business Meeting Agenda – July 12, 2023 at 3 p.m.**  
**IN PERSON – McConnell Library Conference Room 170/RUC Room 302**

1. Welcome
2. Approve Minutes
3. Reminder AP Engagement Guidelines - in person meetings using campus zoom rooms
  - Mute meeting rooms until the start of the meeting
  - Reduce background noise and competing sounds as much as possible during the meeting.
  - Raise hand and be called on to speak so there is one voice at a time. Introduce yourself if not personally recognized, so that both rooms can learn names/faces/voices.
4. Introduction of Senators (Name/Title/Office)
5. Officer Duties and Election of Officers for 2023 - 2024 – Descriptions below
6. Updates/Additional Topics
  - AP Morale Survey Update
  - Set 2023/2024 meeting dates
  - Select volunteers for the Nominations & Elections Committee – ~3 members with new terms (not up for re-election in 2023).
7. Campus Events/Announcements
  - 1 Day Quest Orientation Sessions throughout the summer:
    - Roanoke dates: July 15, August 16
  - Aug 11 – Radford Night at Nationals Park, Ticket link:  
<https://www.mlb.com/nationals/tickets/specials/college-day-series/radford-university>
  - Aug 15-16 – Student move in for Main Campus and Roanoke site
  - Aug 17-19 – Extended orientation/Welcome back
  - 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. Registration is open at [www.radford.edu/homecoming](http://www.radford.edu/homecoming))
8. Adjournment

Next Meetings:

- August 2023 – TBD
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## **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.

## **Administrative/Professional Faculty Senate 2023-2024**

<b>Senator</b>	<b>Area Represented</b>	<b>Term</b>	<b>Email</b>	<b>Phone</b>
Charley Cosmato	Academic Affairs	2022-2024	<a href="mailto:ccosmato@radford.edu">ccosmato@radford.edu</a>	540-831-6597
Heather Hollandsworth	Academic Affairs	2022-2024	<a href="mailto:hhollings@radford.edu">hhollings@radford.edu</a>	540-831-6498
Juan Urista	Academic Affairs	2023-2025	<a href="mailto:jurista@radford.edu">jurista@radford.edu</a>	540-831-5476
Meghan Viet	Academic Affairs	2023-2025	<a href="mailto:mrworrell@radford.edu">mrworrell@radford.edu</a>	540-831-6285
Tom Bennett II	Central Administration	2023-2025	<a href="mailto:tbennett24@radford.edu">tbennett24@radford.edu</a>	540-831-7179
Chad Hyatt	Central Administration	2022-2024	<a href="mailto:mhyatt2@radford.edu">mhyatt2@radford.edu</a>	540-831-5877
Malinda Tasler	Central Administration	2022-2024	<a href="mailto:mtasler@radford.edu">mtasler@radford.edu</a>	540-831-5455
Frank West	Central Administration	2023-2025	<a href="mailto:fwest3@radford.edu">fwest3@radford.edu</a>	540-831-7667
Staci Allen	Enrollment Management	2023-2025	<a href="mailto:sallen10@radford.edu">sallen10@radford.edu</a>	540-831-5610
Debra Johnson	Enrollment Management	2023-2025	<a href="mailto:djohnson@radford.edu">djohnson@radford.edu</a>	540-831-1489
Ashlee Claud	Finance and Administration	2023-2025	<a href="mailto:aclaud@radford.edu">aclaud@radford.edu</a>	540-831-5017
Eric Lovik	Finance and Administration	2023-2025	<a href="mailto:elovik@radford.edu">elovik@radford.edu</a>	540-831-5099
Deana Sentman	Finance and Administration	2022-2024	<a href="mailto:dsentman@radford.edu">dsentman@radford.edu</a>	540-831-5821
Scott Shull	Finance and Administration	2022-2024	<a href="mailto:sshull@radford.edu">sshull@radford.edu</a>	540-831-7513
Kay Johnson	Library	2022-2024	<a href="mailto:kjohnson497@radford.edu">kjohnson497@radford.edu</a>	540-831-5703
Mary Catherine Santoro	Radford University Carilion	2022-2024	<a href="mailto:msantoro@radford.edu">msantoro@radford.edu</a>	540-831-1823
Emily Fitzgerald	Student Affairs	2022-2024	<a href="mailto:emclaughl7@radford.edu">emclaughl7@radford.edu</a>	540-831-6178
Mary Francis	Student Affairs	2023-2025	<a href="mailto:mfrancis1@radford.edu">mfrancis1@radford.edu</a>	540-831-1787
Stephanie Hovsepian	Student Affairs	2022-2024	<a href="mailto:shovsepian@radford.edu">shovsepian@radford.edu</a>	540-831-6888
Jesse Rothe	Student Affairs	2023-2025	<a href="mailto:jrothe1@radford.edu">jrothe1@radford.edu</a>	540-831-7772
Sandra Bond	University Advancement	2023-2025	<a href="mailto:smbond@radford.edu">smbond@radford.edu</a>	540-831-6757
Vanessa Conner	University Advancement	2022-2024	<a href="mailto:vconner@radford.edu">vconner@radford.edu</a>	540-831-7757
Mark Lambert	University Advancement	2022-2024	<a href="mailto:mlambert11@radford.edu">mlambert11@radford.edu</a>	540-831-2389
Susan Trageser	Cabinet Liaison	2022-2024	<a href="mailto:strageser@radford.edu">strageser@radford.edu</a>	540-831-5433