

**Administrative and Professional Faculty Senate
Business Meeting Minutes
April 9, 2025
Heth 043/ RUC 3rd Floor Board Room**

Present: Staci Allen, Doug Benedict, Tom Bennett, Avraham Boruchowitz, Ashlee Claud, David Halpin, Chad Hyatt, Kay Johnson, Mark Lambert, Eric Lovik, Andrew Price, Jess Rothe, Tom Snediker, Juan Urista, Meghan Viet

Absent: Sandra Bond, Vanessa Conner, Cory Durand, Debra Johnson, Sean Ramsey, Malinda Tasler, Paula Vaughn-Burroughs

Guests: Damien Allen, David Bailey, Aysha Bodenhamer, Carmell Carter, Karen Castelee, Princess Clark-Gaspard, Carolyn Clayton, Connie Cook, John Harvey, Renee Huth, Christina Keller, Jenene Lewis, Janice Linkous, Margaret McManus, Shannon Moore, Connie Phillips, Jennifer Poole, Beth Ratcliffe, Jonathan Renz, Lauren Snelson, Chris Stafford, Lee Svete, Leah Taylor, Sue Teel, Lisa Wade, Bobbie Webster

1. **Call to Order:** The meeting was called to order at 3:00 pm by President Ashlee Claud.
2. **Approval of Minutes:** The minutes from March 5, 2025 (rescheduled February Meeting), March 12, and the Special Meeting on March 19 were approved.
3. **AP Senate Elections Update** – The call for nominations will be out next week. The Elections will start by May (Kay Johnson, reporting for Malinda Tasler).
4. **Handbook Revision Regarding Performance Evaluation Calendar** – The changes have received positive feedback. Leah Taylor led the discussion on the draft timelines (see draft at the bottom of these meeting minutes) and fielded questions.
 - What is the last day of the annual performance cycle? June 30.
 - What is meant by completion date? Completion means the entire approval process is completed. HR will send out deadlines every year.
 - Question about timelines. Due Dates will be stepped back with the FAR & evaluation due earlier than June. No one is being penalized now for rate reviews, and it is not expected that people will be penalized in the future. The AP Handbook Committee is reviewing the entire handbook, including this section.
 - Why are we moving from a specific date to business days for the beginning of the annual performance cycle? Some AP have 9-month appointments that start August 10. If we put a date, it needs to be after August 10. Senators and guests support keeping the business days wording, but the Handbook Committee will discuss this because we are relying on HR to give us the deadline.
 - An extension of the performance cycle during the transition period will not affect AP Faculty raises; they are based on meeting expectations during the last evaluation.
 - Motion 1: The following motion to edit the AP Faculty Handbook was raised by Andrew, seconded by Jess, and passed by unanimous Senator vote:

1.9.3 Timelines for Evaluation and Revised Performance Expectations

- The Performance Cycle follows the Commonwealth of Virginia's Fiscal Year, July 1 to June 30 of each year.
- Performance Expectations shall be developed for new employees within 30 business days from the beginning of employment.
- Annual evaluations for the preceding year shall be completed no later than the last day of the annual performance cycle.

- Revised Performance Expectations for the current year shall be developed no later than 30 business days from the beginning of the annual performance cycle.

- Motion 2: The following procedural motion was raised by Avraham, seconded by Jess, and passed by unanimous Senator vote: Extend the 2024-2025 performance evaluation cycle to the following: October 2024-June 30, 2026, with the midterm evaluation/summary (August 2025).

5. Handbook Committee Update – The committee met and discussed representation to assure someone from each division is on the committee. Committee members are: Tom Bennett, Sandra Bond, Ashlee Claud, Page Dodson, Vanessa Conner, David Halpin, Kay Johnson, Margaret McManus, Andrew Price, Sue Teel, and Leah Taylor. Radford Legal Counsel, Susan Richardson, will be consulted as appropriate. The committee will meet every other week.

6. University Housing Update – Andrew Price discussed student housing for next year and answered questions. See also *Housing and Residential Life FAQs for 2025-2026* in the April 4 issue of Radford University Connected.

With expected housing demand and expected capacity from a really large freshman class this year and expected large freshman class next year, Housing has let any students non-obligated for housing (Juniors, Seniors & Grad Students) know there are limited supplies. They can't guarantee housing yet for these students; only freshmen and sophomores have guaranteed on-campus housing. Students are encouraged to commit to off-campus housing instead of waiting and using on-campus housing as a back-up plan. We will start offering beds to non-obligated students on May 1, which is late. Muse is going offline slowly with a phased closing. Over 500 are in Muse this year, with closer to 300 in Muse next year. Don't create fear – send students with questions to the Housing Office. Radford will host an off-campus housing fair. Norwood will be open, but Tyler is being renovated as suites, which will be nicer, but have fewer beds.

7. Announcement:

- Blue Ridge Outdoors Magazine, Top Adventure College Contest – Radford has made it to the 2nd round! Vote for Radford multiple times.

8. Adjournment: The meeting adjourned at 4:03 pm.

Future Meeting Dates:

- May 14
- June 11
- July 9

Draft for Discussion:

1.9.3 Timelines for Evaluation and Revised Performance Expectations

- The Performance Cycle is ~~October 25 to October 24 of each year.~~ follows the Commonwealth of Virginia's Fiscal Year, July 1 to June 30 of each year.
- Performance Expectations shall be developed for new employees within 30 business days of from the beginning of employment.
- Annual evaluations for the preceding year shall be completed no later than ~~November 1.~~ the last day of the annual performance cycle.
- Revised Performance Expectations for the current year shall be developed no later than ~~November 30.~~ 30 business days from the beginning of the annual performance cycle.