

Minutes of the Radford University Administrative and Professional Faculty Senate

Tuesday, September 13, 2016

Senators in attendance: Sandra Bond, John Leonard, Nakia Shelton, Geoff White, Niels Christensen, Michele Jenkins, Sarah Strout, Alix Guynn, Scott Bennett, Michael Chamberlain, Laura Quesenberry, Phil Crigger, Victor Gibson, Jackie DeLong

Guests: Angela Joyner, Julianne Cogley, Josh Nease, Angela DeVore-Greene, Barry Miller, Eric Lovik, James Pennix, Ed Oakes

Senators unable to attend: Ashlee Claud, Richard Alvarez

1. Meeting called to order at 10:31 a.m.
2. Minutes from August 9, 2016 meeting reviewed and approved with edit below:
 - “Send names of AP faculty members who would like to serve on budget and future planning committees to Sandra Bond (sembond@radford.edu).”
3. Updates/Additional Topics:
 - a. AP Handbook
 - i. It has been requested that all persons in Administrative and Professional Faculty positions send areas of concern from the current AP Handbook (include page number, section, concern) by email to sembond@radford.edu by 9/30/16 to have it to the Board of Visitors by their May meeting.
 - b. AP Senate feedback on Parking Citation Appeals
 - i. Reviewed the Parking Citation Appeals memo from Loretta Estes. The group gave feedback on each item as to whether they agreed or disagreed with the right to appeal. All feedback will be submitted back to the Parking and Transportation committee.
 - c. 2017 Summer AP Faculty/Classified Staff Picnic
 - i. Planning volunteers are Phil Crigger and Angela Joyner
 - d. Budget Summit Recap and Upcoming Strategic Planning
 - i. Fabulous day of team building and meeting people from all different departments. Participants presented ideas on innovation, economics, efficiency and revenue generation. Participants worked in groups and compiled working documents full of ideas to send to the President’s office and their cabinets to start crafting plans.
 - ii. All of the information compiled will be shared on a website TBD
 - iii. There are future strategic planning meetings anticipated to be had
 - e. Discussion of keywords for Inauguration Greeting from AP
4. Guest Presentation: James Pennix, Admissions
 - Discussed recruitment efforts in Admissions and what they do on and off campus.
 - Goal is to get as many applications from potential students in the pool as possible and get them to visit the University.
 - Off campus, Admissions counselors are:

- Visiting high schools; talking to the guidance counselors
 - Attending college fairs
 - Sharing the Radford Story with as many people as possible
 - Hosting receptions for prospective students
 - Notable on-campus Admissions events:
 - Fall Open House for prospective students on Oct. 15 & 29.
 - Highlander Days in April for admitted students.
 - Scholarship Day in February for special populations (top students).
 - Financial Aid Days usually scheduled around a basketball game where they provide students with a basketball ticket and food at the game.
 - Everyone can help Admissions with recruitment efforts by selling Radford University when families and students are on campus by making them feel welcomed. You are also encouraged to talk positively about Radford University to others and let people know what a great institution we have.
5. Other items:
- DRO has software called Kurzweil to help with accessibility needs; this is offered for students and visitors but this is also available to Faculty and Staff. Call the DRO office for details 540-831-6350.
 - Career PREP Conference is Saturday, September 24 from Noon – 4 p.m. Email Angela Joyner for details (ajoyner9@radford.edu)
 - Living Library is Monday, September 19th between 11 a.m. – 4 p.m. on the lawn outside of McConnell Library
6. Next Meeting: October 11, 2016 – Guest Speaker: President Brian O. Hemphill
7. Meeting adjourned at 11:22 a.m.