

M E M O R A N D U M

TO: Bookstore Advisory Committee

FROM: Sam Minner, Provost and Vice President for Academic Affairs

DATE: October 2011

SUBJECT: Committee Membership

I am writing to congratulate the following persons on their appointment or election to the Bookstore Advisory Committee for the 2011-2012 academic year in accordance with Radford University's Internal Governance Document. Your interest in and commitment to Radford University by serving on this committee is very much appreciated.

Membership:

		<u>Term</u>
Director of University Services (non-voting)	Mr. Richard Alvarez	Permanent
Bookstore Manager	Mr. Charles Saunders	Permanent
Bookstore Employee	Ms. Linda Kenley	Permanent
Faculty	Dr. Drew Dodson	2010-2012
Faculty	Dr. Steve Arbury	2011-2014
Support Staff	Ms. Karen Montgomery	2010-2012
Administrative & Professional Faculty	Ms. Ashlee Claud	2010-2012
Student	TBD	2011-2012
Student	TBD	2011-2012

Committee Function:

Seeks to help provide the best possible service to students, faculty and staff and provide a forum for open communication between the Bookstore and all campus constituencies. Proposed actions require the opportunity for comment by the SGA and Faculty Senate prior to submission to the Director of University Services.

The Responsible Administrator listed below or his/her designee shall call the first meeting of the committee at which the committee will elect a chair. It is the responsibility of the chair to insure that minutes are recorded for each committee meeting. Those minutes and supporting documents shall be forwarded to the Responsible Administrator and copied to Dr. Rhett Herman for posting on the Faculty Senate website as soon as possible after each meeting.

Designated Administrator:

Director of University Services