

MEMORANDUM

TO: Buildings and Grounds 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 Buildings and Grounds 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>Terms</u>
Director of Facilities Planning & Construction	Mr. Roy Saville	Permanent
Registrar (non-voting)	Mr. Jay Flynn (designee)	Permanent
Faculty	Dr. Bill Hrezo	2010-2012
Student	Mr. Daniel Testerman	2011-2012
Academic Affairs Representative	Dr. Bernd Kuennecke	2010-2012
Student Affairs Representative	Mr. Jeff Orzolek	2011-2013
University Advancement Representative	Ms. Meredith Fox	2011-2013

Committee Function:

Recommends guiding principles for planning related to campus buildings and grounds, including a determination of the types and scope of projects that are to be brought before the committee for review. Reviews priorities for capital projects. Recommends buildings and grounds to support priorities from the planning process. Recommends, according to established university guidelines, the relocation of offices, departments, and teaching spaces in order to make a more efficient and effective use of the campus. Major actions (i.e., capital project priorities, master plan) proposed by this committee require the opportunity for comment by each of the senates.

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:

Vice President for Finance and Administration