

MEMORANDUM

TO: Dining Services Advisory Committee

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

DATE: September 2011

SUBJECT: Committee Membership

I am writing to congratulate the following persons on their appointment or election to the Dining Services 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:

Terms

Director – University Services (non-voting)	Mr. Richard Alvarez	Permanent
Chartwells Dining Services Representative	Mr. Ben Southard	Permanent
Dining Services Representative	Mr. Bill Bremer	Permanent
Faculty	Dr. Steve Childers	2010-2012
Support Staff	Ms. Christi Wayne	2010-2012
Administrative & Professional Faculty	Ms. Amanda Mollet	2010-2012
Student	Mr. Lee Hicks	2011-2012
Student	Mr. Justin Blankenship	2011-2012
Student	Ms. Emily Redd	2011-2012
Student	Mr. Zack McCoy	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 Dining Services and all campus constituencies. Proposed actions require comment by the SGA 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