

MEMORANDUM

TO: Outstanding Student Worker Selection 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 Outstanding Student Worker Selection 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 – Financial Aid (Non-voting)	Ms. Barbara Porter	Permanent
Dean – Graduate & Professional Studies	Dr. Dennis Grady	Permanent
Academic Affairs Representative	Ms. Connie Phillips	2011-2013
Finance and Administration Representative	Ms. Kim Wilson	2010-2012
Student Affairs Representative	Ms. Elizabeth Koch	2010-2012
Executive Dir. – University Foundation	Ms. Melissa Vidmar	2010-2012

Committee Function:

Responsible for reviewing and recommending nominations for this annual award funded by the Radford University Foundation based upon specific criteria. One award shall be granted to a graduate student and two awards shall be granted to undergraduate students.

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 Financial Aid