

MEMORANDUM

TO: Student Health 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 Student Health 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

Student Affairs Rep	Dr. Mark Shanley	2010-2012
Teaching Faculty – (Health & Human Services)	Ms. Erin Cruise	2011-2013
Director of Student Health Center (non-voting)	Ms. Abby Eckhart	Permanent
Student	Ms. Emily Burnette	2011-2012
Student	Ms. Holly Saul	2011-2012
Student	Ms. Kaitlin Haddock	2011-2012

Committee Function:

Serves in an advisory capacity to the Director of the Student Health Center on non-medical policy related to the operation of the Center. Hours of operation, program suggestions and feedback on the administration of the Center are all areas of discussion to the committee. Proposed actions require comment from the SGA prior to submission to the Director of the Student Health Center.

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 Student Affairs