

MEMORANDUM

TO: University Executive Council

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

DATE: October 2011

SUBJECT: Council Membership

I am writing to congratulate the following persons on their appointment or election to the University Executive Council 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

President – Faculty Senate	Dr. Rick Roth	Permanent
President – A/P Senate	Ms. Deneen Evans	Permanent
President - Staff Senate	Ms. Pam Caldwell	Permanent
Student Affairs Representative	Dr. Mark Shanley	2011-2013
Academic Affairs Representative	Dr. Bill Kennan	2011-2013
Finance and Administration Representative	Mr. Jim Quesenberry	2011-2013
University Advancement Representative	Mr. Travis Byrd	2011-2013

Council Function:

Reviews, for effectiveness, the existing internal governance structure and proposals to change that structure. Approves changes to the internal governance system and university committees/councils that are designed to strengthen the effectiveness of the system and grants recognition to newly formed special interest groups and organizations, excluding student clubs and organizations and groups that report to senates subject to the approval of the President's Cabinet. Advises the President of the University and members of the President's Cabinet on any matters brought before it, especially issues on which varying recommendations may be sent forward by one or more of the senates and by one or more of the University committees.

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:

President