

**RADFORD UNIVERSITY BOARD OF VISITORS  
Radford, Virginia**

**February 13, 2004**

**MINUTES**

**Members present:**

Mr. Jay S. Poole, Rector  
Ms. Nancy H. Agee  
Mrs. Elizabeth B. Davis  
Mr. Joseph E. Freeman, III  
Mrs. Mary Ann Hovis  
Mr. Randal J. Kirk  
Mr. R. Scott LaRose  
Dr. Cora S. Salzberg  
Mrs. Barbara D. Turk  
Mr. Matt Crisp (non-voting, advisory student representative)  
Dr. Doug Woolley (non-voting, advisory faculty representative)

**Members absent:**

Mr. Stephan Q. Cassaday, Vice Rector  
Mr. Anthony Moore

**CALL TO ORDER**

Mr. Jay S. Poole, Rector of the Board, called the meeting to order at 9:00 a.m., Friday, February 13, 2004 in the Martin Hall Board Room.

**APPROVAL OF AGENDA**

Mrs. Turk made the motion that the agenda be approved. Seconded by Dr. Salzberg, the motion carried.

**APPROVAL OF MINUTES**

Mrs. Davis made the motion that the minutes for the November 11, 2003 meeting of the Board of Visitors be approved as distributed. Seconded by Mr. LaRose, the motion carried.

## **EXECUTIVE SESSION**

Mrs. Hovis made a motion, pursuant to Sections 2.2-3711-1 and 2.2-3711-3 of the Freedom of Information Act, that the Board go into “Executive Session” for the purpose of “Discussion of Personnel Matters” and “Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property.” Seconded by Mr. Kirk, the motion carried.

### **Open Session**

Motion: Mrs. Hovis  
Second: Mr. LaRose

Resolution No. 1  
Meeting Date: 2/13/04

### **Certification of Executive Meeting**

WHEREAS, the Radford University Board of Visitors has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such executive meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Radford University Board of Visitors hereby certifies that, to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirements by this chapter, and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Radford University Board of Visitors.

VOTE:	yes - Mr. Jay S. Poole	yes - Ms. Nancy H. Agee
	yes – Mrs. Elizabeth Davis	yes – Mr. Joseph Freeman
	yes - Mrs. Mary Ann Hovis	yes - Mr. Randal J. Kirk
	yes - Mr. R. Scott LaRose	yes - Dr. Cora S. Salzberg
	yes - Mrs. Barbara D. Turk	

## **PRESIDENT’S QUARTERLY REPORT**

Dr. Covington presented the President’s Quarterly Report for November 2003 – February 2004.

## **RETIREMENT ANNOUNCEMENT**

Dr. Covington announced his decision to retire from the positions of President of Radford University and Professor of Psychology and Special Education, effective June 1, 2005. A copy of his letter is attached to these minutes as Appendix A.

## EXECUTIVE RECOMMENDATIONS

1. Mr. Kirk made the motion that the Board concur with the following Executive Recommendation #1. Seconded by Mrs. Agee, the motion carried.

*Under the direction of the President, the Vice Presidents will develop and implement a methodology that will result in a determination of the extent to which all administrative and professional faculty below the level of Vice President have salaries that demonstrate an inequity. To analyze appropriateness of salaries, variables including rank, duties, responsibilities, performance records, and length of service, will be compared on the basis of both internal Radford University salary data and national salary data from College and University Personnel Association (CUPA), the same national salary data source used in the salary equity study for teaching and research faculty members. Internal comparative data can identify inequities that are results of salary compression and inversion. National comparative data can identify inequities that are results of market conditions.*

*The President will have the authority to approve the methodology that will be developed for this study.*

*The University will not have the capacity to adjust fully any salary inequities that are determined. Only 20% of the identified recommended adjustments for each person will be recommended to the Board of Visitors at the May 2004 meeting. That is the same level of adjustment being recommended for the initial step in making equity adjustments for teaching and research faculty members. For the University to address fully the salary equity issues among administrative and professional faculty members, it will be necessary to run such a study and make incremental adjustments over a number of years.*

2. Mrs. Turk made the motion that the Board of Visitors endorse the Radford University Foundation's action to approve a non-state annual salary supplement the Vice President for University Advancement, retroactive to January 10, 2004. Seconded by Mrs. Hovis, the motion carried.

## ACADEMIC AFFAIRS COMMITTEE

Mr. LaRose made the motion that Academic Affairs Recommendations #1-8 as detailed on pages 7-27 of the Report to the Board of Visitors be approved. Seconded by Dr. Salzberg, the motion carried.

1.
  - A. That the New Tenure Track Faculty Appointments be approved.
  - B. That the Professional Faculty Appointment be approved.
  - C. That the Grant Funded Professional Faculty Appointments be approved.
  - D. That the Special Purpose Faculty Appointments be approved.

2. That the Overload Teaching Assignments be approved.
3. That the Corrected Faculty Salaries from November 2003 be approved.
4. That the Promotion Recommendation for Completion of the Doctorate Degree be approved.
5. That the Second Year Faculty Reappointments be approved.
6. That the Acting Department Chairperson Appointments be approved.
7. That the Faculty Professional Development Leave Requests be approved.
8. That the Faculty Salary Equity Adjustments be approved.

## **BUSINESS AFFAIRS COMMITTEE**

Mrs. Davis made the motion that the following Business Affairs Recommendations #1-3 as detailed on pages 29-30 of the Report to the Board of Visitors be approved. Seconded by Mr. LaRose, the motion carried.

1. That the write-off of past due accounts receivable be approved:
2. Personnel Actions
  - A. Retirements
    - a. James W. Graham, Director of Information Systems and Computer Services, effective December 31, 2003.
    - b. Rosemary Gray, Assistant Director of Human Resources and Social Equity Officer, effective January 8, 2004.
  - B. Reassignment/Salary Adjustment
    - a. Karen Castele as Director of Governmental Affairs effective January 10, 2004.
    - b. Jefferson Armistead as Director of Selu Conservancy effective January 10, 2004.
  - C. Promotion

Appointment of Randa McDonald, as Associate Director of Information Technology Resources effective January 10, 2004, at an annual salary of \$65,000.
3. That the University Discretionary Fund expenditures for the quarter ending December 31, 2003, be approved.

## **STUDENT AFFAIRS COMMITTEE**

Mrs. Hovis made the motion that the following Student Affairs Recommendations #1-5 as detailed on pages 32-33 of the Report to the Board of Visitors be approved. Seconded by Mr. Kirk, the motion carried.

1. That the Student Affairs Appointments be approved.
2. That the Student Affairs Separations be approved.
3. That the Student Affairs Salary Adjustments be approved.
4. That the Reassignment be approved.
5. That the corrected employee salaries be approved.

Mrs. Hovis extended thanks and congratulations to RU's NCAA Certification Steering Committee.

## **UNIVERSITY ADVANCEMENT COMMITTEE**

Mrs. Turk made the motion that University Advancement Recommendation #1, as detailed on page 35 of the Report to the Board of Visitors be approved. Seconded by Mrs. Davis, the motion carried.

1. Promotion of Deborah L. Brown to Associate Vice President for Communications effective January 10, 2004.

Mrs. Turk offered commendations to the University Advancement fundraising team for their excellent efforts. She noted that May 1 is the official kick-off date for the Capital Campaign.

## **PLANNING AND RESEARCH COMMITTEE**

Mr. Freeman noted the following Planning and Research area separations:

- A. Bethany Bodo resigned as Associate Director of Assessment effective November 24, 2003.
- B. Rual Fuller resigned as Assistant Director of Institutional Research effective January 9, 2004.

## **OTHER BUSINESS**

Dr. Covington announced that Mr. Jay Poole would be the Spring 2004 Commencement speaker.

## **BOARD MEETING CALENDAR**

Friday, May 7, 2004 - *Spring Meeting*

Saturday, May 8, 2004 – *Spring Commencement*

Thursday & Friday, August 26 & 27, 2004 – *Annual Meeting*

## **ADJOURNMENT**

The meeting adjourned at 12:00 noon.

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Doris M. Bratton, Secretary  
Radford University Board of Visitors

## *APPENDIX A*

February 13, 2004

Dear Colleagues and Friends:

The purpose of this letter is to inform you, my colleagues and friends, of my decision to retire from the positions of President of Radford University and Professor of Psychology and Special Education, effective June 1, 2005. As many of you may know, my multi-year employment agreement with the University will have expired on that date. Some of you may also recall that, upon entering the five-year agreement on June 1, 2000, I suggested that it should be considered a terminal contract. Accordingly, the official date of my separation from the University remains consistent with that earlier expression of my intentions and, hopefully, meets with the approval of the Board of Visitors. It is also my hope that today's public announcement of my effective retirement date will afford the Board ample time to conduct an extensive, thorough search for the institution's sixth president. To that end, I have assured its members of my every good wish and my complete confidence in their continuing commitment to act in the best interests of Radford University.

In announcing this important career decision, I wish to express my deep appreciation to all of you for your invaluable support of my endeavors to lead the University in a positive direction, and for your significant contributions toward its advancement. Through the constructive, concerted efforts of faculty, staff, students, alumni and friends, our University has excelled. I have found that an organization's core values are reflected in the character of its people. They are the foundation upon which its reputation is built and its future depends. Based on the various standards that define institutional effectiveness, Radford University is now ranked among the best comprehensive universities in the South. Such progress would have been impossible were it not for its people's shared commitment to excellence and spirit of mutual helpfulness, which permeate the campus and extend out to the broader community.

During my tenure as President of Radford University, my wife, Beatrice (Bea), and I have enjoyed the privilege of associating with individuals from all walks of life, and we acquired many wonderful friends among them. We owe a special debt of gratitude to the citizens of the New River Valley for being such good neighbors to us. Residing among them and partnering with governmental officials and civic leaders to make the University a more vital, integral part of our local community and entire region have been distinct pleasures. I am sure that we could all point to a number of mutually beneficial projects and public services that have grown out of our harmonious working relationship, and many others will be forthcoming through our continuing, combined efforts.

At its Winter Meeting in 1995, when the Board of Visitors invited Bea and me to become a part of the University family, our enthusiastic acceptance was followed with a solemn pledge to give Radford University the very best of our efforts. Together, we have worked tirelessly to keep our promise and, indeed, it has always been a labor of love. Now, as I anticipate the culmination of my term in office, I pray that God will continue to bless our University and that, up through the ages, it will be led by none but those who are wise, courageous and compassionate.

Sincerely,

Douglas Covington  
President