

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

August 27, 2004

MINUTES

Members present:

Mrs. Elizabeth B. Davis
Ms. Nancy H. Agee
Mr. Thomas E. Fraim, Jr.
Mr. Joseph E. Freeman, III
Mrs. Mary Ann Hovis
Mr. Randal J. Kirk
Mr. R. Scott LaRose
Mr. Stephen A. Musselwhite
Mr. Mark R. Pace
Dr. Cora S. Salzberg
Dr. Doug Woolley (non-voting, advisory faculty representative)
Ms. Kenda DeLeon (non-voting, advisory student representative)

Member absent:

Mr. Anthony Moore

CALL TO ORDER

Mrs. Hovis called the meeting to order at 9:00 a.m., Friday, August 27, 2004 in the Martin Hall Board Room.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Fraim made the motion that the minutes for the August 26, 2004 meeting of the Board of Visitors be approved as distributed. Seconded by Dr. Salzberg, the motion carried.

RATIFICATION OF ELECTION

Dr. Salzberg made a motion that the election of the following officers be ratified:

Mrs. Mary Ann Hovis – Rector
Mrs. Elizabeth B. Davis – Vice Rector

Seconded by Mr. LaRose, the motion carried.

PRESIDENT’S ANNUAL REPORT

Dr. Covington presented the President’s Annual Report for 2003-2004.

EXECUTIVE SESSION

Mr. LaRose made a motion, pursuant to Sections 2.2-3711-1 of the Freedom of Information Act, that the Board go into “Executive Session” for the purpose of “Discussion of Personnel Matters.”
Seconded by Mr. Fraim, the motion carried.

Open Session

Motion: Mr. LaRose
Second: Mr. Fraim

Resolution No. 1
Meeting Date: 8/27/04

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 – Ms. Nancy H. Agee yes – Ms. Elizabeth B. Davis
 yes – Mr. Thomas E. Fraim, Jr. yes – Mr. Joseph E. Freeman, III
 yes – Mrs. Mary Ann Hovis yes – Mr. R. Scott LaRose
 yes – Mr. Stephen A. Musselwhite yes – Mr. Mark R. Pace
 yes – Dr. Cora S. Salzberg

Absent during vote: Mr. R. J. Kirk

EXECUTIVE SESSION

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

Open Session

Motion: Dr. Salzberg
Second: Mrs. Agee

Resolution No. 2
Meeting Date: 8/27/04

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 – Ms. Nancy H. Agee yes – Ms. Elizabeth B. Davis
 yes – Mr. Thomas E. Fraim, Jr. yes – Mr. Joseph E. Freeman, III
 yes – Mrs. Mary Ann Hovis yes – Mr. R. Scott LaRose
 yes – Mr. Stephen A. Musselwhite yes – Mr. Mark R. Pace
 yes – Dr. Cora S. Salzberg

Absent during vote: Mr. R. J. Kirk

REPORT ON INTERCOLLEGIATE ATHLETICS CONFERENCE AFFILIATION

Dr. Covington introduced Dr. Norleen Pomerantz, Vice President for Student Affairs; Mr. Greig Denny, Athletic Director; Mr. David Burdette, Vice President for Business Affairs; Coach Byron Samuels; Coach Jerri Porter; Mr. Bill Bibb, Commissioner of the Atlantic Sun Conference; and Mr. Ted Gumbart, Senior Associate Commissioner of the Atlantic Sun Conference. Each reported on the rationale for Radford University moving to the Atlantic Sun Conference, and they all spoke in favor of such a move.

Dr. Covington recommended that RU proceed with all due diligence to apply for membership in the Atlantic Sun Conference, and that the University be authorized to join that Conference if invited to do so.

After a question and answer session, the Board of Visitors agreed to discuss this issue further at the November 11th Board of Visitors Retreat. Board members were encouraged to submit any issues that need to be addressed to Rector Hovis prior to the Retreat.

EXECUTIVE RECOMMENDATIONS

1. Vice President for Academic Affairs

Dr. Covington recommended that the Board of Visitors approve the retirement date of June 1, 2005 for Dr. Warren Self, Vice President for Academic Affairs, and that he be granted an administrative leave with pay during the second semester of academic year 2004-2005. During the administrative leave, Dr. Self would agree to remain available to be engaged in consultative and collaborative work. He will return to participate in the Spring 2005 Board meeting and Commencement exercises.

Mrs. Agee made the motion that the recommendation be approved. Seconded by Mr. Musselwhite, the motion carried.

2. Workforce Transition Option

A. Dr. Covington recommended that the Board of Visitors approve an administration of the RU-WTO in Academic Affairs. This administration of the RU-WTO will follow all the guidelines and procedures that were developed for the 2002 administration. The administrative and professional and teaching and research faculty members within Academic Affairs who elect to participate and who are approved to participate will have one of two separation dates: January 1, 2006, or January 1, 2007.

Mr. Kirk made the motion that the recommendation be approved. Seconded by Mr. LaRose, the motion carried.

- B. Dr. Covington recommended that the Board of Visitors approve an ongoing application of the RU-WTO in Academic Affairs as well as in other divisions of the University, effective September 1, 2005, where there are tenured administrative and professional faculty members serving in administrative positions.

Mr. Musselwhite made the motion that the recommendation be approved. Seconded by Mrs. Agee, the motion carried.

REPORT ON DEVELOPMENT OF ST. ALBANS CAMPUS

Mrs. Agee made the motion that the Board of Visitors adopt the written St. Albans report and defer discussion. Seconded by Mr. Kirk, the motion carried.

SPEAKERS ANNOUNCED

Dr. Covington announced that Mr. Jim Stutts will be the Founder's Day speaker on October 8 and Mr. Steve Cassaday will be the guest speaker at Winter Commencement on December 18.

ACADEMIC AFFAIRS COMMITTEE

Dr. Salzberg made the motion that Academic Affairs Recommendations #1-10, as detailed on pages 8-24 of the Report to the Board of Visitors, be approved. Seconded by Mrs. Agee, the motion carried.

1.
 - A. That the New Tenure Track Appointments be approved.
 - B. That the New Administrative and Professional Faculty Appointments be approved.
 - C. That the New Temporary Faculty Appointments be approved.
 - D. That the New Special Purpose Faculty Appointments be approved.
 - E. That the Grant Funded Appointments and Reappointments be approved.
 - F. That the Grant Funded Salary Adjustments be approved.
 - G. That the New Research Faculty Appointments be approved.
2. That the Teaching Faculty Overload Assignments be approved.
3. That the Teaching and Professional Faculty Resignations be accepted.
4. That the appointment of Dr. Duncan Herrington as Associate Dean and Director of the MBA and Academic Outreach Programs be approved.

5. That the Salary Adjustments for Faculty Promotions be approved.
6. That the Salary Adjustments for Library Faculty Promotions be approved.
7. That the Department Chairperson Appointment be approved.
8. That the Appointment of Dr. Cathryne Schmitz as Director of the School of Social Work be approved.
9. That the Faculty Stipends for Summer School 2004 be approved.
10. That the Grant Funded Faculty Stipends for Summer School 2004 be approved.
11. Dr. Salzberg made the motion that within Recommendation #11, the proposed change to **§1.2.5 Distinguished Professor** of the *Teaching and Research Faculty Handbook* be approved. Seconded by Mr. Pace, the motion carried.
12. Dr. Salzberg made the motion that within Recommendation #12, the proposed change to to **§1.7.3 Tenure of Persons in Administrative Positions** of the *Teaching and Research Faculty Handbook* **not** be approved. Seconded by Mr. Musselwhite, the motion carried.

BUSINESS AFFAIRS COMMITTEE

Mrs. Agee made the motion that the following Business Affairs Recommendations #1-2, as detailed on pages 31 of the Report to the Board of Visitors, be approved. Seconded by Pace, the motion carried.

1. That the write-off of past due accounts receivable be approved.
2. That an eight percent aggregate salary pool based on performance, for teaching and research faculty and administration and professional faculty be approved as amended. The amended text:

The Commonwealth of Virginia appropriated 3% of the aggregate salaries of teaching and research faculty and administrative and professional faculty to be used for salary increases. The Appropriation Act provides funds for colleges and universities to grant a minimum increase of 3% to their faculties. Colleges and universities may implement a uniform 3% increase for faculty members or provide them with an average 3% increase in accordance with their faculty salary plans. Radford University has allocated an additional 5% of the aggregate salaries of teaching and research and administrative and professional faculty also to be used for salary increases. Through the Business Affairs Committee, President Covington seeks the approval of the Board of Visitors for the University to use the available 8%

aggregate salary adjustment pool for salary increases based on performance evaluations. Immediate supervisors and others directly involved in the determination of salary increases will have information based on ~~a~~ current ~~salary equity study~~ salaries and will have the capacity to incorporate that information as they allocate salary increase funds to departments and other units and as they make appropriate salary increase recommendations that are performance based. The University will follow the procedures in the *Teaching and Research Faculty Handbook* and in the *Administrative and Professional Faculty Handbook* to determine salary increases based on performance evaluations. In this process, recommended salary increases can range from 0% to a percentage considerably higher than 8%. The total of all salary increases will not exceed the number of dollars included in the 8% aggregate pool that the University has established.

This authority includes the capacity of the immediate supervisors, intermediate supervisors, and Vice Presidents to review current salary information, identify egregious examples of salary compression and inversion, and make appropriate adjustments that are performance based to remedy those misalignments.

STUDENT AFFAIRS COMMITTEE

Mr. LaRose made the motion that the following Student Affairs Recommendations #1-3, as detailed on pages 33-35 of the Report to the Board of Visitors, be approved. Seconded by Dr. Salzberg, 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.

Student Affairs reported that the Public Auditors had identified two recurring findings for fiscal years 2002 and 2003, related to Intercollegiate Athletics. They were late deposits of gate receipts and late payments to vendors. When the auditors reported the first findings for the fiscal year 2002, office procedures were adjusted to correct the problems. In 2003, there were improvements, but there were still incidents of lay deposits and late payments, resulting in a second finding. At this point, it was clear that excessive workload for existing staff contributed to continued problems. This summer, an additional staff person was hired and job descriptions of the existing three staff were revised. The findings have been corrected, and these areas will be monitored closely to assure that no further problems occur.

UNIVERSITY ADVANCEMENT COMMITTEE

Mr. Freeman made the motion that University Advancement Recommendation #1, as detailed on page 37 of the Report to the Board of Visitors, be approved. Seconded by Mr. Musselwhite, the motion carried.

1. Tracy D. Garland as Environmental Programs Coordinator in the Business Assistance Center effective June 1, 2004.

Mr. Freeman noted that the University Advancement Committee had met jointly with the Capital Campaign Committee on August 26. He announced that \$31 million in gifts have already been received.

PLANNING AND RESEARCH COMMITTEE

Mrs. Agee made the motion that Planning and Research Recommendations #1-2, as detailed on page 38 of the Report to the Board of Visitors, be approved. Seconded by Mr. Pace, the motion carried.

1. Reassignment of Deborah S. De, Assistant Director for Pre-Award and Database Management in the Department of Sponsored Programs and Grants Management to Administrative and Professional Faculty, effective June 10, 2004.
2. Separation of Janice M. Schaeffler as Executive Director of Institutional Research, Planning and Assessment, effective July 24, 2004.

PRESIDENTIAL SEARCH COMMITTEE

Mrs. Hovis asked the Board to reach a consensus as to how to proceed with the Presidential Search and whether or not to restructure the committee. Mrs. Hovis announced that Jay Poole had resigned from the committee. It was agreed that all current Board members will serve on the Search Committee along with the current faculty and student members, as well as Bittle Porterfield. Mrs. Hovis appointed Mrs. Beth Davis to chair the committee.

BOARD RETREAT

Mrs. Hovis announced that the annual Board Retreat will be held on Thursday, November 11, 2004. The Retreat Committee members are as follow:

Mrs. Beth Davis – Chair
Dr. Cora Salzberg
Mr. Steve Musselwhite

BOARD MEETING CALENDAR

Friday, October 8, 2004 – *Founders Day*

Saturday, October 9, 2004 – *Homecoming*

Thursday & Friday, November 11 & 12, 2004 – *Board Retreat and Fall Meeting*

Saturday, December 18, 2004 – *Winter Commencement*

Thursday & Friday, February 3 & 4, 2005 – *Winter Meeting*

Friday, May 6, 2005 - *Spring Meeting*

Saturday, May 7, 2005 – *Spring Commencement*

Monday & Tuesday, August 29 & 30, 2004 – *Annual Meeting*

ADJOURNMENT

Mr. Musselwhite made the motion that the meeting adjourn. Seconded by Mr. LaRose, the motion carried. The meeting adjourned at 12:30 p.m.