

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

November 12, 2004

MINUTES

Members present:

Mrs. Mary Ann Hovis, Rector
Mrs. Elizabeth B. Davis, Vice Rector
Ms. Nancy H. Agee
Mr. Thomas E. Fraim, Jr.
Mr. Randal J. Kirk
Mr. Anthony Moore
Mr. Stephen A. Musselwhite
Mr. Mark R. Pace
Dr. Doug Woolley (non-voting, advisory faculty representative)
Ms. Kenda DeLeon (non-voting, advisory student representative)

Members absent:

Mr. Joseph E. Freeman, III
Mr. R. Scott LaRose
Dr. Cora S. Salzberg

CALL TO ORDER

Mrs. Mary Ann Hovis, Rector of the Board, called the meeting to order at 1:00 p.m., Friday, November 12, 2004 in the Martin Hall Board Room.

APPROVAL OF AGENDA

Mrs. Davis made the motion that the agenda be approved. Seconded by Mr. Pace, the motion carried.

APPROVAL OF MINUTES

Mr. Kirk made the motion that the minutes for the August 27, 2004 meeting of the Board of Visitors be approved as distributed. Seconded by Mr. Pace, the motion carried.

EXECUTIVE RECOMMENDATIONS

1. Appointment of Acting Vice President for Academic Affairs

Mr. Kirk made the motion that the appointment of Dr. Wilbur Stanton as Acting Vice President for Academic Affairs be approved effective January 10, 2005. Seconded by Ms. Davis, the motion carried.

2. 2004-2005 Annual Goals

Dr. Covington withdrew his recommendation that the 2004-2005 Annuals Goals be approved by the Board. He requested that this item be changed to an information item for the Board of Visitors to review and provide feedback. He stated that the Goals will then be revised accordingly.

3. Resolution in Memoriam for Kenneth Kessler Bondurant

Mrs. Agee made the motion that the Resolution in Memoriam for Kenneth Kessler Bondurant be approved. Seconded by Mrs. Davis, the motion carried.

Resolution in Memoriam

Whereas, Radford University wishes to honor the memory of Kenneth Kessler ("Ken") Bondurant for his long-standing and dedicated patronage of the arts and art education; and

Whereas, Mr. Bondurant served diligently and selflessly as an advocate for the Radford University College of Visual and Performing Arts and was the founding chair and member of the Arts Society Campaign Committee from its inception in 1990 until his passing in 2004; and

Whereas, the Arts Society's successful fundraising initiatives under his leadership have resulted in gifts totaling \$5.74 million for scholarships in the arts; and

Whereas, in 1997 Mr. Bondurant, his wife Carolee, his parents, and other family members generously donated a valuable facility, in downtown Radford, providing much needed art and educational space for the University and making available a multi-purpose community center for cultural, civic and social events; and

Whereas, Mr. Bondurant and his family have created an endowed scholarship fund for artistically accomplished students in the College of Visual and Performing Arts; and

Whereas, he generously contributed to the establishment and enhancement of many other educational programs, such as the Arts Society, the Highlander Club, the Flossie Martin Gallery, and the Theatre Guild, all of which are sponsored by the Radford University Foundation; and

Whereas, Mr. Bondurant also served with distinction as an active member of the Board of Directors of the Radford University Foundation, Inc. from September 1982 through June 2004; now be it therefore

Resolved, that Radford University's main auditorium, a one thousand and five-hundred seat facility which is used extensively for University and community sponsored programs, especially in the performing arts, be named in memory of Kenneth Kessler Bondurant for his invaluable, lasting contributions to Radford University through the enhancement of its College of Visual and Performing Arts; and be it further

Resolved, that the Radford University Board of Visitors adopt this Resolution in Memoriam and maintain a copy of the Resolution as a part of its permanent official record, and that a copy of the Resolution also be presented to the devoted family of Kenneth Kessler Bondurant on behalf of the Board and the University.

4. Proposed Administrative Salaries

Mr. Kirk made the motion that the administrative salaries detailed on page 6 of the Report to the Board of Visitors be approved, effective November 25, 2004. Seconded by Mrs. Davis, the motion carried.

PRESIDENT'S QUARTERLY REPORT

Dr. Covington presented the President's Quarterly Report for August-November 2004.

ACADEMIC AFFAIRS COMMITTEE

Mr. Kirk made the motion that Academic Affairs Recommendations #1-5 as detailed on pages 10-20 of the Report to the Board of Visitors, and Recommendation #6, as detailed on pages 20-35 and as amended, be approved. Seconded by Mrs. Agee, the motion carried.

1. Faculty Appointments
2. Overload Teaching Assignments

3. Administrative and Professional Faculty Appointments

That Mr. Blair Brainard, Associate Professor and Acting Head of Reference/Instruction in McConnell Library be appointed as Head of Reference/ Instruction effective November 25, 2004.

That Dr. Joe Chase, Associate Professor of Computer Science and Technology and Chairperson of the Information Technology Department, be appointed effective January 10, 2005 as Acting Dean of the College of Information Science and Technology.

That Dr. Bob Phillips, Associate Professor of Information Science and Systems, be appointed as Acting Chairperson of the Information Technology Department effective January 10, 2005. The appropriate chair's stipend will be added to Dr. Phillips academic-year salary during the time he serves as the Acting Chair.

That Dr. Raymond Linville, currently Associate Dean of the Waldron College of Health and Human Services and Chair of the Department of Communication Sciences and Disorders, be appointed, effective January 10, 2005, as the full-time Associate Dean of the Waldron College of Health and Human Services.

That the teaching and research faculty position held by Dr. Janet McDaniel be converted to an administrative and professional faculty position and that her working title of "Coordinator of Interdisciplinary Clinical Services for the Waldron College" be changed to "RU Clinics Director." It is further recommended that to Dr. McDaniel's academic-year salary a \$20,000 annual stipend be added for the assumption of duties as RU Clinics Director in an administrative and professional faculty position that is a twelve-month contract. Should Dr. McDaniel vacate the position of RU Clinics Director and return to a teaching and research faculty position, the \$20,000 annual stipend will be removed from her salary, and upon resumption of a nine-month teaching and research faculty position, she will earn her then academic-year salary.

4. Resignations

Ms. Robyn Anderson has resigned her position as CRAFFT Area Coordinator-Western in the Department of Social Work effective August 9, 2004.

Mr. Matthew Craig Herndon has resigned his position as Assistant Director in New Student Programs effective August 16, 2004.

Ms. Jennifer Wagstaff has resigned her position as Assistant Director in New Student Programs effective October 15, 2004.

5. Proposed Changes to the Teaching and Research Faculty Handbook

It is recommended that sections 1.8.4, Composition of Faculty Appeals Committee, and 1.95, Composition of Faculty Grievance Committee, of the Teaching and Research Faculty Handbook be amended as follows:

1.8.4, Composition of Faculty Appeals Committee

Amended text:

The Faculty Appeals Committee shall consist of ~~nine~~ *ten* elected tenured faculty members. Representation is as follows: four representatives elected from the College of Arts and Sciences, one from the College of Business and Economics, one from the College of Education and Human Development, one from the College of Visual and Performing Arts, *one from the College of Information Science and Technology*, and one from the Waldron College of Health and Human Services. One faculty member will be elected at-large by the University faculty.

1.95, Composition of Faculty Grievance Committee

Amended text:

The Faculty Grievance Committee shall consist of ~~nine~~ *ten* elected tenured faculty members. Representation is as follows: four representatives elected from the College of Arts and Sciences, one from the College of Business and Economics, one from the College of Education and Human Development, one from the College of Visual and Performing Arts, *one from the College of Information Science and Technology*, and one from the Waldron College of Health and Human Services. One faculty member will be elected at-large by the University faculty.

6. Faculty Adjusted Salaries effective November 25, 2004.

BUSINESS AFFAIRS COMMITTEE

Mrs. Agee made the motion that the Business Affairs Recommendations #1-5 as detailed on pages 37-41 of the Report to the Board of Visitors and Recommendation #6 as approved in the Business Affairs Committee meeting, be approved. Seconded by Mr. Kirk, the motion carried.

1. Write-Off of Past Due Accounts Receivable

Consistent with the university's write-off policy, the following accounts are recommended for write-off:

Student accounts	\$6,367.13
Residential Life-damages	286.00
Short-term loans	54.03
Bankruptcy	970.00
Federal Perkins loans	<u>260.81</u>
Total	\$7,937.97

All accounts have been referred to the Department of Taxation in accordance with state debt set-off provisions. Those accounts greater than \$75 have been submitted to the university's private collection agency or to the Attorney General's Office.

2. Discretionary Account Review

Approval of Discretionary Fund expenditures for the quarter ending September 30, 2004.
Margaret McManus,

3. Proposed Administrative Staff Salaries

That the Board of Visitors approve the Administrative Staff Salaries as listed on pages 37 and 38 of the Report to the Board of Visitors be approve effective November 25, 2004.

4. Budget, 2005-06 Operating and Capital Requests

2005-06 Decision Packages – Operating

Priority	2005-06 Dollars	2005-06 FTE
#1- Increase Educational & General Nongeneral Fund Appropriation	\$4,389,200	
#2 - Increase Educational & General Approved Position Level (APL)		55.00
#3 - Increase Sponsored Programs Approved Position Level (APL)		10.00
Total Operating Requests	\$4,389,200	65.00

Priority #1 – Increase Educational & General Nongeneral Fund Appropriation: The requested nongeneral fund appropriation increase will adjust the 2005-06 appropriation authorization to reflect projected revenue collections to be generated from the tuition increases approved by the Radford University (RU) Board of Visitors at its May, 2004 meeting. Because of timing, projected revenues from the BOV approved tuition increases could not be included in the 2004-06 state budget process.

Priority #2 – Increase Educational & General Approved Position Level: The requested increase in RU's 2005-06 APL for Educational & General will allow the University to

provide additional full-time faculty and support positions to meet campus staffing demands.

Priority #3 – Increase Sponsored Programs Approved Position Level: The requested increase in RU’s 2005-06 APL for Sponsored Programs will allow the University to provide additional full-time positions as required to meet grants and contracts commitments.

2005-06 Decision Package – Capital

Priority #4	2005-06 Dollars
Increase Funding for Porterfield Hall Renovation Capital Project	\$ 162,000
Increase Funding for Russell Hall Renovation Capital Project	\$ 715,500
Increase Funding for Fine Arts Center Capital Project	\$2,138,325
Total Capital Requests	\$3,015,825

Priority #4 – Increase Funding for Capital Projects: Due to unforeseen cost increases, three of RU’s currently approved capital projects will have insufficient funding. The requested funding increase for these three capital projects will allow the University to meet stated goals and objectives in providing adequate space for academic programs.

Summary

	2005-06 Dollars	2005-06 FTE
Operating Requests	\$4,389,200	65.00
Capital Requests	\$3,015,825	.00
Total	\$7,405,025	65.00

5. Budget, 2004-05 Internal

Radford University’s internal budget allocation for fiscal year 2004-05 is as follows:

Educational and General (E&G): Revenues generated from tuition and the state general fund support the costs of the educational and general (E & G) program. The E&G program includes instruction, academic support, libraries, student services, institutional support, and operation/maintenance of the physical plant. The 2004-05 E&G revenue and expenditure allocations follow:

<u>Projected revenue:</u>	<u>2004-05</u> <u>Allocation</u>
General fund	\$36,540,490
Tuition	33,010,000

Other	<u>950,000</u>	
Total projected revenue		<u>\$70,500,490</u>
<u>Projected expenditures:</u>		
Academic Affairs	\$44,755,483	
Business Affairs	8,837,827	
Planning & Research	755,712	
President	607,662	
Student Affairs	3,159,033	
University Advancement	4,346,306	
Information Technology	4,614,452	
Student wages	858,700	
Revenue sharing/public service	1,986,015	
Other (capital bond fee, financial aid)	<u>579,300</u>	
Total projected expenditures		<u>\$70,500,490</u>

The projected revenue and projected expenditure budgets include additional tuition dollars generated by the tuition increase approved by the Board of Visitors at its May, 2004 meeting. The revenues generated by these tuition increases will exceed the university's authorized appropriation. A request has been submitted to the State Council of Higher Education and the Department of Planning and Budget to increase RU's appropriation to match RU's revenue projections.

Student Financial Assistance: State general funds are appropriated to RU for scholarships and fellowships to undergraduate and graduate students. The authorized appropriation for fiscal year 2004-05 is \$4,707,401, representing a state increase in funding for this program of \$656,557. Additionally, \$500,000 will be directed to the Student Financial Assistance program from new tuition dollars.

Financial Assistance for Educational and General Services (Sponsored Programs): RU receives external funding for grants and contracts from a variety of state, federal, private, and local sources. The 2004-05 fiscal year authorized appropriation for Sponsored Program activities is \$6,143,901.

Auxiliary Enterprises: Auxiliary Enterprises encompasses student services activities. Funding for this program is generated from the fees assessed to students and other users. The 2004-05 fiscal year projected revenue and expenditure budget for Auxiliary Enterprises follows:

<u>Projected revenue:</u>	<u>2004-05 Allocation</u>
Dining services	\$11,339,000
Residential facilities/life	8,920,900
Athletics/student activities	6,279,000
Student health	1,535,800
Student center/recreation	3,574,900

Parking/shuttle services	915,000
Telephone services	858,000
Vending	300,000
Auxiliary interest	650,000
Bookstore	650,000
Conference services	260,600
Matriculation fee	500,000
Highlander choice fee	140,000
Other auxiliary support	<u>3,261,516</u>
Total projected revenue	<u>\$39,184,716</u>

Projected operating expenditures:

Dining services	\$11,339,000
Residential facilities/life	7,274,931
Athletics/student activities	6,279,000
Student health	1,114,492
Student center/recreation	2,935,415
Parking/shuttle services	679,737
Telephone services	858,000
Vending	165,350
Conference services	236,695
Matriculation fee	500,000
Highlander choice fee	88,376
Major improvements	4,832,097
Other auxiliary support	<u>2,881,623</u>
Total projected expenditures	<u>\$39,184,716</u>

6. President's Evaluation and Salary Adjustment

Mrs. Agee reported that at the November 11, 2004 Board Retreat, Dr. Douglas Covington was evaluated. The Business Affairs Committee recommended that the Board approve a new salary of \$218,232 for Dr. Covington effective November 25, 2004.

7. President's Home

Mrs. Agee made the motion that Radford University personnel explore options available for the potential development of a new Presidential residence. Seconded by Mr. Fraim, the motion carried by majority vote with one opposing vote cast.

STUDENT AFFAIRS COMMITTEE

Mr. Pace made the motion that the following Student Affairs Recommendations #1-3 as detailed on pages 43-44 of the Report to the Board of Visitors be approved. Seconded by Mrs. Agee, the motion carried.

1. Appointments

1. Melissa W. Chase, Interim Director in Student Support Services, effective August 10, 2004.
2. Simone I. Souza, Assistant Athletic Trainer in Intercollegiate Athletics, effective August 10, 2004.

2. Salary Adjustment

Veronica T. Lewis, Assistant Director of Student Support Services, effective September 1, 2004.

3. Proposed Administrative Staff Salaries

That the Board of Visitors approve the Administrative Staff salaries as listed on pages 43-44, effective November 25, 2004.

UNIVERSITY ADVANCEMENT COMMITTEE

Mr. Fraim made the motion that the following University Advancement Recommendations #1-2 as detailed on page 45 of the Report to the Board of Visitors be approved. Seconded by Mrs. Davis, the motion carried.

1. Proposed Administrative Staff Salaries

That the Board of Visitors approve the Administrative Staff Salaries as listed on page 45 of the Report to the Board of Visitors, effective November 25, 2004.

2. Separations

Juanita S. Fairchild as Coordinator, Minority Programs in Business Assistance Center effective August 30, 2004.

Mr. Fraim directed the Board members to page 73 in the Report to the Board of Visitors. He noted that the *Building a Legacy* Campaign has reached over 80% of the overall campaign goal of \$40 million. He noted that a significant donations had been received in honor of rugby coach, Mick Turk, and the Dedmon Center playing field had been named "Mick Turk Rugby Grounds

and Fallen Brothers Field” in his honor. Also, another major gift was received in honor of John “Chip” Perkins ’86, who was memorialized by his Sigma Phi Epsilon fraternity brothers and friends with a naming gift. The University water fountain in the center of campus will bear a plaque in his honor.

PLANNING AND RESEARCH COMMITTEE

Mr. Moore made the motion that Planning and Research Committee Recommendations #1-2 as detailed on page 46 of the Report to the Board of Visitors be approved. Seconded by Mr. Fraim, the motion carried.

1. Appointment

Debra R. Templeton, Director, Institutional Research & Analysis in Institutional Research Planning & Assessment, effective October 10, 2004.

2. Salary Adjustments

It is recommended that the Board of Visitors approve the salary adjustments for Administrative and Professional faculty as detailed on page 46 of the Report to the Board of Visitors.

OTHER BUSINESS

1. Presidential Search

Mrs. Davis provided an update on the Presidential Search process. She confirmed that, Korn Ferry consultant John Kuhnle will meet with the Search Committee on December 17 at 2:00 p.m. at Radford University. The purpose of the meeting will be to review candidates and select those to be interviewed.

Mr. Pace asked that all Search Committee members make sure they have signed the confidentiality agreement and return it to Mrs. Davis.

Mrs. Hovis appointed Mrs. Agee to perform a compensation study.

2. Athletic Conference Affiliation

Mr. Fraim made the motion that the University proceed with submitting an RFP to hire a consultant to study the athletic conference affiliation issue. Seconded by Mr. Pace, the motion carried.

BOARD MEETING CALENDAR

Friday, December 17, 2004 – 2:00 pm – *Search Committee 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

The meeting adjourned at 1:50 pm.