

# Executive Committee

December 2020

**RADFORD UNIVERSITY**

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Board of Visitors

**EXECUTIVE COMMITTEE MEETING**  
**8:00 A.M. \*\***  
**DECEMBER 4, 2020**  
**DAVIS COLLEGE OF BUSINESS AND ECONOMICS, ROOM 320**

**DRAFT**  
**AGENDA**

- **CALL TO ORDER** Mr. Robert A. Archer, *Chair*
- **APPROVAL OF AGENDA** Mr. Robert A. Archer, *Chair*
- **APPROVAL OF MINUTES** Mr. Robert A. Archer, *Chair*
  - September 11, 2020
- **PRESIDENT’S REMARKS** Dr. Brian O. Hemphill, *President*
- **UPDATES FROM COMMITTEE CHAIRS** Mr. Robert A. Archer, *Chair*
- **CLOSED SESSION** Mr. Robert A. Archer, *Chair*
  - Virginia Freedom of Information Act
  - §2.2-3711 (A) (1), (3), and (7)
- **OTHER BUSINESS** Mr. Robert A. Archer, *Chair*
  - Performance Plan Update
- **ADJOURNMENT** Mr. Robert A. Archer, *Chair*

**\*\*All start times for committees are approximate only. Meetings may begin either before or after the listed approximate start time as committee members are ready to proceed.**

**COMMITTEE MEMBERS**

Mr. Robert A. Archer, Rector  
Mr. James R. Kibler, Vice Rector  
Dr. Thomas Brewster (AERC)  
Dr. Jay A. Brown (GAAC)  
Mr. Gregory Burton (BAAC)  
Mr. Mark Lawrence, Ex-officio Member  
Dr. Debra McMahon (SSC)  
Ms. Lisa Throckmorton (AUREM)

# Minutes

**RADFORD UNIVERSITY**

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Board of Visitors



**EXECUTIVE COMMITTEE  
SEPTEMBER 11, 2020  
MARY ANN JENNINGS HOVIS MEMORIAL BOARD ROOM  
AND ELECTRONIC COMMUNICATION  
THIRD FLOOR, MARTIN HALL, RADFORD, VA**

**DRAFT  
MINUTES**

**COMMITTEE MEMBERS PARTICIPATING IN BOARD ROOM**

Mr. Robert A. Archer, Rector  
Dr. Thomas Brewster  
Mr. Mark S. Lawrence, Ex officio

**COMMITTEE MEMBERS PARTICIPATING BY ELECTRONIC COMMUNICATION**

Dr. Jay A. Brown  
Mr. Gregory Burton  
Mr. James R. Kibler, Jr., Vice Rector  
Dr. Debra McMahan  
Ms. Lisa Throckmorton

**OTHERS PRESENT**

Dr. Brian O. Hemphill, President  
Ms. Karen Castele, Secretary to the Board of Visitors and Special Assistant to the President  
Ms. Ashley Schumaker, Chief of Staff and Vice President for Strategic Operations  
Mr. Allen T. Wilson, Assistant Attorney General, Commonwealth of Virginia

**CALL TO ORDER**

[Recording](#)

Mr. Robert A. Archer, Rector, called the meeting to order at 10:02 a.m. in the Mary Ann Jennings Hovis Memorial Board Room on the Third Floor in Martin Hall.

**APPROVAL OF AGENDA**

Rector Archer asked for a motion to approve the agenda. Ms. Lisa Throckmorton so moved, Dr. Tom Brewster seconded, and the motion carried by roll call vote. (Ayes: Archer, Brewster, Brown, Burton, Kibler, Lawrence, McMahan, and Throckmorton; Nays: None)

**APPROVAL OF MINUTES**

Rector Archer asked for a motion to approve the February 14, 2020 and August 4, 2020 minutes of the Executive Committee meetings in a block. Mr. James R. Kibler so moved, Dr. Jay Brown seconded, and the motion carried by roll call vote. (Ayes: Archer, Brewster, Brown, Burton, Kibler, Lawrence, McMahan, and Throckmorton; Nays: None)

## **RECTOR'S COMMENTS**

Rector Archer began by commending President Brian O. Hemphill, Ph.D. and his team for a successful school opening and acknowledged that the hard work and holding people accountable, while this could not have been easy, but paid off. Rector Archer extended his appreciation to faculty and staff for their support in implementing the plan and thanked everyone who brought the University to where we are today. Rector Archer expressed his regret that committee meetings could not be held and appreciates the understanding among the Board members. Mr. Mark Lawrence thanked President Hemphill for the appropriate action early and the manner in which decisions were handled.

## **PRESIDENT'S COMMENTS**

President Brian O. Hemphill, Ph.D. updated the committee on the revised engagement of the campus community in which every facet has changed. President Hemphill recognized Vice President of Finance and Administration Chad A. Reed and Assistant Vice President of Facilities Management Jorge Coartney and their teams who reconfigured every space on campus. He also extended his appreciation to all faculty and staff who prepared the campus for bringing students back and continue to work to make them safe, and their education successful either on campus or virtually. President Hemphill continued by discussing other areas of change, including virtual Family Weekend and engagement with high schools by Admissions staff.

## **COMMITTEE DISCUSSIONS**

Rector Archer introduced a two-part discussion regarding committee descriptions and functions. The first part of the discussion requires a Bylaws amendment to reflect current Board of Visitors practice and recent administrative changes. Rector Archer called upon Chief of Staff and Vice President of Strategic Operations Ashley Schumaker to further describe the proposed changes. Chief of Staff Schumaker stated that the changes are a result of Information Technology integrating with the Division of Finance and Administration, and would no longer be reporting to the Governance, Administration and Athletics Committee. Additionally, consistent with the Strategic Plan, the position of Special Advisor to the President for Partnerships and Chief Innovation Officer, held by Angela M. Joyner, Ph.D., will provide reports and updates with the Governance, Administration and Athletics Committee on the areas of economic development, innovation and partnerships. The change to the University Advancement, University Relations and Enrollment Management Committee reflects the integration of University Relations into Advancement and name change of the division. The final change is moving the responsibility of evaluating the President to the Executive Committee. Following discussion, the Rector asked for a motion to recommend the Bylaws amendment, as noted, to the full Board for approval. Dr. Brewster so moved, Ms. Throckmorton seconded, and the motion carried by roll call vote. (Ayes: Archer, Brewster, Brown, Burton, Kibler, Lawrence, McMahan, and Throckmorton; Nays: None) A copy of the Bylaws amendment is attached hereto as ***Attachment A*** and is made a part hereof.

Rector Archer continued the discussion with the committee chairs sharing possible ways to improve the effectiveness and experiences of committee meetings. From the Board perspective, Rector Archer discussed the possibility of committees focusing on a particular area of interest consistent with the Strategic Plan and in collaboration with the Administration. Chief of Staff Schumaker added that, from the University perspective, administrators are evaluating how to make changes and enhance the way information is provided and presented to Board members. A copy of the handout is attached hereto as ***Attachment B*** and is made a part hereof.

### **CLOSED SESSION**

Rector Archer requested a motion to move into closed session. Dr. Brewster made the motion that the Executive Committee of the Radford University Board of Visitors convene a closed session pursuant to Section 2.2-3711 (A) Item 1, 3 and 7 under the Virginia Freedom of Information Act for the discussion of personnel matters; discussion or consideration of the acquisition of real property for a public purpose; and consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. Dr. Deb McMahon seconded the motion. The Executive Committee went into closed session at 10:30 a.m.

### **RECONVENED SESSION**

[Recording](#)

Following closed session, public access to the meeting was reconnected. Rector Archer called the meeting to order at 10:50 a.m. On motion made by Dr. Brewster and seconded by Ms. Throckmorton, the following resolution of certification was presented.

#### **Resolution of Certification**

**BE IT RESOLVED**, that the Radford University Board of Visitors certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under this chapter were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered by the Board. The resolution of certification was adopted by roll call vote. (Ayes: Archer, Brewster, Brown, Kibler, Lawrence, McMahon, and Throckmorton; Nays: None) Note: Mr. Burton left the meeting.

### **ADJOURNMENT**

With no further business to come before the Executive Committee, Rector Archer adjourned the meeting at 10:50 a.m.

Respectfully submitted,

Ms. Karen Castele  
Secretary to the Board of Visitors and Special Assistant to the President

**RADFORD UNIVERSITY  
BOARD OF VISITORS BYLAWS**

**PREAMBLE**

The Board of Visitors of Radford University (“the Board”) adopts these Bylaws to provide for the orderly, consistent and efficient conduct of its business as the governing body of Radford University (“the University”).

As public trustees the Board has the responsibility and authority, subject to constitutional and statutory limitations, for the continuing operation, development of evolving policies, and financial oversight of the University. Much of this authority necessarily is delegated to the President, who serves as the agent of the Board and as Chief Executive Officer of the University.

It is acknowledged and understood that the University and the Board are at all times subject to the control and legislative enactments of the General Assembly of the Commonwealth of Virginia.

**Article I – The Board of Visitors**

**Section 1 – Legal Status, Composition, and General Operation**

**A. Legal Status and Composition.** The Board of Visitors of Radford University is created by Va. Code §23.1-2100. Membership of the Board, method and terms of appointment, and the method of filling vacancies are provided by statute (Va. Code §23.1-1300).

**B. General Operations.** The Board is required by law to, and does:

1. Strive to be transparent in its operations, and operate entirely openly to the extent required by law.
2. Comply with the Commonwealth of Virginia’s Freedom of Information Act (Code of Va. §2.2-3700, et seq.), including but not limited to the following:
  - a. Record minutes of each open meeting and post the minutes on the Board’s website in accordance with subsection 1 of §2.2-3707 and §2.2-3707.1;
  - b. Conduct all discussions and actions on any topic not specifically exempted by §2.2-3711 in open meeting;
  - c. Give public notice of all meetings in accordance with subsection C of §2.2-3707; and
  - d. Approve in open meeting any action taken in closed meeting before it can have any force and effect in accordance with subsection B of §2.2-3711.
3. Notify and invite the Attorney General’s appointee or representative (the legal counsel of the institution) to all meetings of the Board, Executive Committee, and other Board committees.

**C. Annual Executive Summary.** The Board is required by statute to submit to the General Assembly and the Governor an annual executive summary of its interim activity and work no later than the first day of each regular session of the General Assembly. This report shall be submitted in accordance with procedures stipulated by law.

**D. Removal of Board Members.** If any member of the Board fails to attend (i) the meetings of the Board for one year without sufficient cause, as determined by a majority vote of the Board, or (ii) the educational programs for governing boards presented by the State Council of Higher Education for Virginia, and required by Virginia Code §23.1-1304 in the member's first two years of membership without sufficient cause, as determined by a majority vote of the board, the remaining members of the Board shall record such failure in the minutes at the Board's next meeting and notify the Governor, and the office of such member shall be vacated. However, no member serving as of January 1, 2015 shall be removed for failing to attend the educational programs required by Virginia Code § 23-9.14:1 in the members first two years of membership if the member attends such training by January 1, 2016.

In accordance with Virginia Code §23.1-1300(C), the Governor has the authority to remove from office for malfeasance, misfeasance, incompetence, or gross neglect of duty any member of the Board and fill the vacancy resulting from the removal. Each appointment to fill a vacancy will be subject to confirmation by the General Assembly. The Governor will set forth, in a written public statement, the Governor's reasons for removing any member pursuant to this statute at the time the removal occurs. The Governor will be the sole judge of the sufficiency of the cause for removal as set forth in this statute.

**E. Resignation.** Any Board member may resign at any time by providing notice of the date of resignation to the Governor. Notice also shall be provided to the Rector so that the Board can take measures to accommodate said resignation. Such resignation shall take effect at the time specified in such notice and, unless otherwise specified therein, the acceptance of the resignation shall not be necessary for it to take effect.

## **Section 2 – Powers and Responsibilities**

Responsibilities of the Board include, but are not limited to, the following:

1. Control and expend funds of the University;
2. Establish fees, tuition, and other charges imposed on students;
3. Approve the University's budgets;
4. Appoint the President of the University;
5. Approve the strategic plans of the University;
6. Confer degrees;
7. Promote the purpose and mission of the University;
8. Adopt rules and regulations for governing employment and employees, and approve promotions, tenure, salaries of employees;
9. Name buildings and other major facilities;
10. Approve certain real property transactions; and
11. Adopt rules and regulations governing student conduct.

### **Section 3 – Meetings**

**A. Regular Meetings.** The Board meets in regular session four times each fiscal year, on dates established by the Board. The last regular meeting of each fiscal year is designated as the “annual meeting” of the Board.

**B. Special Meetings.** Special meetings may be called by the Rector or upon the request of any five voting members of the Board. Requests for a special meeting must be submitted to the Secretary to the Board (“Secretary”), who has the ministerial responsibility for making arrangements for the special meeting.

**C. Notice.** Notice of meetings must be published and provided to the Board and the public by the Secretary in accordance with these Bylaws and state law.

**D. Quorum and Votes.** A simple majority of the Board constitutes a quorum. Unless otherwise required by statute, actions of the Board are taken by simple majority of those present and voting.

#### **E. Member(s) Participation via Electronic Communications.**

1. A member can participate via electronic communication means from a remote location that is open to the public in accordance with the Code of Virginia §2.2-3708 and provided that:
  - a. A quorum of the Board is physically assembled at one primary location.
  - b. Notice of the meeting has been given at least three working days in advance of the date scheduled for the meeting in accordance with Virginia Code §2.2-3708(C).
  - c. The remote location from which the member is participating is open to the public. All agenda packets and, unless exempt, all materials that will be distributed to Board members shall also be made available to the public at the remote location.
  - d. Interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access is restored.
2. A member may also participate via electronic communication means from a remote location that is not opened to the public in the event of an emergency, personal matter, or medical condition that prevents the member from attending in person, in accordance with the Code of Virginia §2.2-3708.1 and provided that:
  - a. If, on or before the day of the meeting, the member notifies the Rector that such member is unable to attend the meeting due to an emergency, personal matter, or medical condition that prevents the member’s physical presence, and the member identifies with specificity the nature of the emergency or personal matter.
  - b. The Board shall record the reason for the member to participate from a remote location together with the remote location from which the member participates in the minutes of the meeting.
  - c. There must be a quorum of the Board physically assemble at the primary location of the meeting.

- d. The Board shall make arrangements for the voice of the remote participant to be heard by all persons at the primary location.
- e. If any request for participation via electronic communication from a remote location is denied, the decision and rationale will be reflected in the minutes.

**F. Agenda.** The draft agenda for each meeting is to be prepared by the President or the President's designee, and approved by the Rector. Matters that any member requests to be placed on the agenda should be brought to the attention of the President as far in advance of the meeting as possible. The President may assign a matter to the chair of the appropriate committee of the Board for review prior to placement on the Board agenda. The agenda and other meeting materials are to be made public as required by law, and delivered to each member of the Board as far in advance of the meeting as feasible.

Matters which arise after publication of the agenda may be placed on the agenda at the President's discretion, after consultation with the Rector, or by the Board's amendment of the agenda. The first order of business at every meeting is approval of the agenda. Proposed amendments to the agenda may be considered at that time.

**G. Tuition Notice and Public Comment.** In accordance with Code of Virginia, §23.1-307(D) and (E), Radford University will provide public notice at least 30 days prior to considering an increase undergraduate tuition or mandatory fees. The Radford University Board of Visitors will announce a public comment forum prior to the vote. The procedures for the Public Comment Session are approved by the Board of Visitors and maintained on the Board of Visitors website.

#### **Section 4 – Officers**

**A. Officers.** The officers of the Board are Rector and Vice Rector.

**B. Election and Terms.** The officers are elected by the Board at the annual meeting of the Board and shall serve a term of one year.

1. **Nominating Committee.** The Governance, Administration and Athletics Committee acts as the Nominating Committee for officers of the Board. The Committee is to call for nominations from members of the Board annually, following the last regular meeting of the Board. Nominations from members are to be submitted in writing to the Chair no later than ten days after that call. The Committee will meet prior to the annual meeting to determine which nominations will be presented to the Board. The Committee may offer more than one nominee for an office.
2. **Nominations from the Floor.** Nominations from the floor will be taken.
3. **Term.** Newly elected officers assume office on July 1 following their election. Each officer holds office for a term of one year ending the following June 30 or until the successor is elected, whichever is later. Officers may serve up to two consecutive terms; however, there is no limitation on the number of non-consecutive terms an officer may serve. In the event the Vice Rector assumes the office of Rector for a period of 180 days or more, that period will count as a full term.

**C. Rector.** The Rector is charged with promoting a level of interest, involvement and activity among the members of the Board as will best contribute to (1) the establishment of proper policies, (2) wise planning, (3) intelligent and considerate observance of the rights of the faculty, administration, staff, and student body, and (4) the maintenance of the independence of the Board, all of which will enhance the future welfare of the University.

Specific responsibilities include presiding at Board meetings; appointing all committees, unless otherwise provided in the Bylaws or directed by the Board; acting as the Board's primary spokesperson or representative; and performing such other duties as are generally expected of the presiding officer or are imposed by statute, Bylaws, or action of the Board.

**D. Vice Rector.** If the Rector is temporarily absent or unavailable, the Vice Rector presides over meetings and assumes all powers, duties and functions of the Rector. In the event of the death, permanent disability or resignation of the Rector, or should the Rector become otherwise permanently unable to perform the duties and functions of the office, the Vice Rector will become Rector for the remainder of the term, and a new Vice Rector will be elected.

## **Section 5 -- Advisory Representatives**

**A. Appointments.** The Board is to appoint one faculty member and one student as non-voting, advisory representatives to the Board. Representatives are appointed at the annual meeting which is the last meeting of the fiscal year, and serve one-year terms commencing July 1 following their appointment and ending June 30.

The faculty representative shall be the President of the Radford University Faculty Senate (Faculty Senate President), provided that said individual shall serve no more than two consecutive terms as faculty representative to the Board of Visitors. If the same individual shall serve more than two consecutive terms as Faculty Senate President, the faculty representative to the Board shall be appointed from a list of three faculty members submitted by the Faculty Senate. Should the faculty representative resign as faculty senate president during his/her term on the Board of Visitors, the new faculty senate president shall fill the remaining term on the Board of Visitors of the individual who resigned; in the event an individual assumes the role as faculty representative for a period of 180 days or more, that period will count as one full term.

The student representatives are appointed from a list of three students submitted by the President after consultation with appropriate members of the administration and such other individuals as the President deems necessary. The three nominees for student representative shall make a brief presentation to the Board of Visitors at the annual meeting at which the student representative will be appointed.

**B. Responsibilities.** Advisory representatives have the responsibility to support the best interests of the University and to work with members of the Board for the continuing operation and development of the institution as a comprehensive state university. They are expected to participate in all regular meetings of the Board. Each advisory representative will be appointed as a non-voting member of at least one standing committee, but may not chair a committee. Advisory representatives may submit agenda items for discussion and information to be considered by the Board by presenting them to the President in advance of meetings, but may not make motions or introduce new items at meetings. Advisory representatives may not attend closed meetings except by invitation of the Board.

## **Section 6 – Committees**

**A. Executive Committee.** The Executive Committee is comprised of the Rector, the Vice Rector, and the chairs of the standing committees. The immediate past Rector serves as an ex-officio member. The Rector serves as Chair of the Committee.

1. The Executive Committee is authorized and required to:
  - a. Develop and recommend to the Board a statement of governance setting forth the Board's role;

- b. Periodically review the Board's Bylaws and recommend amendments;
  - c. Provide advice to the Board on committee structure, appointments, and meetings;
  - d. Develop an orientation and continuing education process for Board members that includes training on the Virginia Freedom of Information Act;
  - e. Create, monitor, oversee, and review compliance by Board members with the University's Code of Ethics, adopted August 23, 2007, which Code is equally applicable to Board members as well as other members of the University community;
  - f. Develop a set of qualifications and competencies for membership on the Board for approval by the Board and recommendation to the Governor.
  - g. Conduct an annual evaluation of the President as required by these Bylaws in a closed meeting and present its findings and recommendations to the Board.
2. Additionally, the Executive Committee is authorized to convene and exercise the full power and authority of the Board between meetings of the Board whenever circumstances require immediate action to address matters of an urgent nature, or as the Board may otherwise direct.

A simple majority constitutes a quorum. In the event that a quorum is not present, other members of the Board may be appointed by the Rector to serve in the place of absent members on an *ad hoc* and temporary basis in order that a quorum may be attained.

The Secretary to the Board is to inform promptly all members of the Board of any action taken by the Executive Committee. The Rector is to report actions taken by the Executive Committee at the next full meeting of the Board.

**B. Standing Committees.** Each standing committee is comprised of the Rector and Vice Rector plus not fewer than three additional Board members appointed by the Rector during or after the annual meeting. The Rector designates the chair and vice-chair of each committee and, on recommendation of the President, appoints an administrative assistant to staff each committee.

A simple majority of the members of a committee constitutes a quorum. In the event that quorum is not present, other members of the Board may be appointed by the Rector to serve in the place of absent members on an *ad hoc* and temporary basis in order that a quorum may be attained.

Matters may be referred to standing committees by the President, the President's designee, the Rector, or the full Board. In addition to the specific responsibilities provided by these Bylaws, the standing committees shall have any other duties and responsibilities assigned by the Board or the Rector.

The standing committees are:

1. **Business Affairs and Audit.** This committee is generally responsible for reviewing and recommending action to the Board regarding the financial and business affairs of the University, including but not limited to, capital projects, grants, contracts, and the naming of facilities. **This committee is responsible for reviewing recommendations and offering motions to the Board on matters and policies pertinent to information technology, including implementation of new technologies and systems affecting the University's computer systems, websites and telephone systems.** This committee also oversees the internal audit function of the University; receives the annual financial audit report of the Auditor of Public

Accounts; and performs studies of financial matters as directed by the Board.

2. **Student Success.** This committee is generally responsible for reviewing and recommending action to the Board on matters pertaining to students, including but not limited to, student retention, student support services and activities, student health and safety, student conduct and disciplinary standards, residential life, student organizations and activities, and the general quality of student life.
3. **Academic Excellence and Research.** The committee provides guidance to the Board on matters essential to academic quality. This committee is generally responsible for reviewing and recommending action to the Board on matters regarding the University's academic mission, purpose, plans, and programs, including, but not limited to the creation or elimination of academic programs and of colleges and schools and academic departments within the University; faculty appointments, and the policies and procedures governing the award of tenure; academic standards and policies for student admissions, progression and graduation; and the conferring of meritorious awards and honorary degrees.
4. **Governance, Administration, and Athletics.** This committee is generally responsible for considering and recommending action to the Board on policy matters pertaining to the administrative operations of the University, including personnel matters, and shall advise and consult with the President of the University on matters of human resources policy in regard to classified employees, university staff and other non-instructional faculty members employed by the University.

~~The committee shall also conduct an annual evaluation of the President as required by these Bylaws in a closed meeting and present its findings and recommendations to the Board.~~

~~This committee is responsible for reviewing recommendations and offering motions to the Board on matters and policies pertinent to the Division of Information Technology including implementation of new technologies and systems affecting the University's computer systems, websites and telephone systems.~~

~~This committee is responsible for considering and recommending actions that cultivate and foster strategic partnerships, increase and strengthen the talent pipeline, and inspire and encourage innovative solutions, which ultimately provide greater opportunities for students and position Radford University as a leader of economic development in the region, Commonwealth of Virginia and beyond.~~

This committee is also responsible for reviewing recommendations and offering motions to the Board on matters pertaining to all aspects of University intercollegiate athletics including, but not limited to, recruitment of personnel, development of new athletic programs, and maintenance and/or construction of athletic facilities.

5. **University Advancement, University Relations, and Enrollment Management.** This committee is generally responsible for oversight of programs that promote private donations for, and alumni support of, the University, including related activities undertaken by the University directly and by affiliated foundations on the University's behalf. It also oversees the University's public and community relations programs, which are designed to enhance the University's stature and reputation, and its efforts to publicly disseminate news about the University. This committee is also responsible for reviewing recommendations and offering motions to the Board on matters and policies pertinent to the university's enrollment management strategy.

**C. Special Committees.** Special or *ad hoc* committees are established by the Board or the Rector for an expressed purpose and limited duration. Special committees may have no fewer than four members appointed by the Rector, who may change the membership at any time. The Rector designates the Chair of special committees.

## **Section 7 – Policies and Procedures.**

Subject to state law and these Bylaws, the Board may adopt rules and regulations and may establish specific policies or procedures for the operation of the University and, to the extent not inconsistent with these Bylaws, for the Board's own governance. All such policies and procedures in existence on the date of the adoption of these Bylaws, and all policies and procedures subsequently adopted by the Board must be published and are binding on all affected university constituents. The President shall be responsible for the publication and implementation of all policies and procedures of the Board.

## **Article II – Employees**

### **Section 1 – The President**

The President serves at the pleasure of the Board of Visitors or pursuant to contract with the Board. The President is the Chief Executive Officer of the University and oversees the overall operation of the University. The President is expected to provide leadership to the University community in the development of its mission and programs. The President directs the University's administration, faculty and staff, and oversees the financial affairs of the University and the use and maintenance of its physical facilities. The President supports the fund-raising and advancement efforts of public and private entities on behalf of the University and serves as the University's representative and official spokesperson. The President must act in accord with the policies and direction of the Board. The President must perform the duties and exercise the authority of the office in accordance with all applicable federal and state laws and regulations.

The President may delegate specific duties, in whole or in part, to other employees of the University. However, the President remains responsible for the performance of the delegate as to all matters within the President's authority.

The Board shall meet with the President, at least annually, in a closed meeting, and deliver an evaluation of the President's performance. A preliminary evaluation report is to be submitted by the Governance, Administration and Athletics Committee to the Board, which report serves as the initial basis for the Board's review and evaluation. Objectives for the coming year will also be presented to the Board by the President at the time of the evaluation.

Any changes to the President's contract shall be made only by vote of a majority of all members of the Board.

### **Section 2 – Provost, Vice Presidents, Vice Provosts, and Direct Reports to the President**

The Provost, Vice Presidents, Vice Provosts, and all direct reports to the President are selected by the President, subject to approval by the Board, and serve at the pleasure of the President, or upon such other terms as agreed by the employee, the President, and the Board.

### **Section 3 – University Auditor**

The University Auditor is responsible for the University's internal audit function, which provides independent appraisals and reviews of University operations. The University Auditor is administratively

responsible to the President, but is functionally accountable to the Board of Visitors. The University Auditor is appointed by, and reports to, the Board or a Board committee, as directed by the Board. In addition to the general responsibilities of the position, the University Auditor performs such duties incidental to the office as assigned by the Board or the President.

### **Article III – Miscellaneous**

#### **Section 1 – Suspension or Amendment of Bylaws**

These Bylaws may be suspended or amended in whole or in part at any meeting of the Board of Visitors.

#### **Section 2 – Parliamentary Authority**

Unless otherwise specified by these Bylaws, all Board and committee meetings, actions, and rulings will be guided by the most current edition of *Robert's Rules of Order Newly Revised (most recent edition)*.

# Radford University Board of Visitors Resolution

## Amendment to the Bylaws

**Now Therefore Be it Resolved**, the Board of Visitors hereby amends the Radford University Board of Visitors Bylaws **Section 6. Committees**, as follows:

- A. Executive Committee - *add*
  - g. Conduct an annual evaluation of the President as required by these Bylaws in a closed meeting and present its findings and recommendations to the Board.
- B. 1. Business Affairs and Audit Committee – *add*

This committee is responsible for reviewing recommendations and offering motions to the Board on matters and policies pertinent to information technology, including implementation of new technologies and systems affecting the University’s computer systems, websites and telephone systems.
- B.4. Governance, Administration and Athletics Committee - *delete*

~~The committee shall also conduct an annual evaluation of the President as required by these Bylaws in a closed meeting and present its findings and recommendations to the Board.~~

~~This committee is responsible for reviewing recommendations and offering motions to the Board on matters and policies pertinent to the Division of Information Technology including implementation of new technologies and systems affecting the University’s computer systems, websites and telephone systems.~~
- B.4. Governance, Administration and Athletics Committee - *add*

This committee is responsible for considering and recommending actions that cultivate and foster strategic partnerships, increase and strengthen the talent pipeline, and inspire and encourage innovative solutions, which ultimately provide greater opportunities for students and position Radford University as a leader of economic development in the region, Commonwealth of Virginia and beyond.
- B.5. Change name to Advancement, University Relations and Enrollment Management

Adopted: September 11, 2020

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Robert A. Archer  
Rector  
Radford University Board of Visitors

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Karen Castelee  
Secretary to the Board of Visitors  
Radford University

**Radford University Executive Committee**  
September 11, 2020

**Considerations for Committee Meetings**

Board perspective

- At beginning of year, new chair discusses with committee members goals and/or areas of interest or focus, as defined in the Strategic Plan.
  - These discussions may result, on a collaborative basis with the Administration, in an appropriate project for the year.
- Chairs would work with staff to explore ways to enhance committee reporting process.

University perspective

- The University is evaluating how to make changes and enhance the way information is provided and presented to Board members, striving to:
  - Facilitate a more interactive format;
  - Better leverage the expertise of Board members;
  - Provide information that is not redundant;
  - Provide information that is relevant and thought-provoking; and
  - Create atmosphere of intellectual exchange focused on student success; academic excellence; strategic enrollment growth; philanthropic giving and alumni engagement; economic development and community partnerships; University strength; and Highlander pride.

# End of Board of Visitors Materials

