



**RADFORD UNIVERSITY
BOARD OF VISITORS
BUSINESS AFFAIRS & AUDIT COMMITTEE MEETING
CHRISTOPHER NEWPORT ROOMS A & B
THE BERKELEY HOTEL
1200 E. CARY STREET
RICHMOND, VIRGINIA
5:00 P.M.
NOVEMBER 12, 2015**

APPROVED

MINUTES

COMMITTEE MEMBERS PRESENT

Dr. Javaid Siddiqi, Chair
Dr. Susan Whealler Johnston
Mr. Mark Lawrence
Mr. Randolph "Randy" J. Marcus
Mr. Anthony R. Bedell, Rector

COMMITTEE MEMBERS ABSENT

Ms. Krisha Chachra, Vice Chair

BOARD MEMBERS PRESENT

Dr. Kevin R. Dye
Dr. Jerry M. Kopf, faculty representative (non-voting, advisory member)

OTHERS PRESENT

President Penelope W. Kyle
Mr. Richard Alvarez, Vice President for Finance & Administration and Chief Financial Officer
Mr. Joe Carpenter, Vice President for University Relations & Chief Communications Officer
Mr. Danny M. Kemp, Vice President for Information Technology & Chief Information Officer
Dr. Joe Scartelli, Interim Provost & Vice President for Academic Affairs
Ms. Margaret McManus, University Auditor
Radford University faculty and staff

Mr. Allen Wilson, Assistant Attorney General, Commonwealth of Virginia

Michele N. Schumacher, Secretary to the Board of Visitors

CALL TO ORDER

Dr. Javaid Siddiqi, Chair, formally called the meeting to order at 5:25 p.m. in the Christopher Newport Rooms A & B, The Berkeley Hotel, 1200 E. Cary Street, Richmond, Virginia and noted that pursuant to the draft Agenda as published “All start times for committees are approximate only. Committees meetings may begin either before or after the listed approximate start time as committee members are ready to proceed.”

APPROVAL OF AGENDA

Dr. Siddiqi stated that he had one change to the agenda and asked for a motion to amend the November 12, 2015 agenda as published to include a discussion regarding clerical support for colleges. Mr. Randolph “Randy” J. Marcus so moved and Mr. Mark Lawrence seconded, and the agenda as amended was unanimously approved.

APPROVAL OF MINUTES

Dr. Siddiqi asked for a motion to approve the minutes of the September 17, 2015 meeting of the Business Affairs & Audit Committee, as published. Mr. Lawrence so moved and Mr. Marcus seconded, and the motion was unanimously approved. A copy of the approved minutes can be found at <http://www.radford.edu/content/bov/home/meetings/minutes.html>.

REPORTS AND RECOMMENDATIONS

Report from the University Auditor

Ms. Margaret McManus, University Auditor, reported that a review of the University Discretionary Fund for the quarter ended September 30, 2015 was conducted, and that 100% of the expenditures were reviewed and all were in compliance with the Board of Visitors’ guidelines. Ms. McManus also provided a follow-up audit status report. A copy of Ms. McManus’ report is attached hereto as *Attachment A* and is made a part hereof.

Dr. Siddiqi thanked Ms. McManus for her report.

Alternative Tuition Models

Mr. Richard Alvarez, Vice President for Finance & Administration and Chief Financial Officer, also provided an overview of each alternative tuition model as reported at the September 2015 Committee meeting and reviewed the potential impact of executing alternative tuition models at Radford University. Mr. Alvarez noted that assessing the sustainability and impact of those tuition alternatives will be helpful when reviewing the effectiveness of Radford University’s current tuition model, which is the Flat Rate tuition model. In addition, Mr. Alvarez also provided the Committee a copy of the August 12, 2015 report from the State Council of Higher Education for Virginia (SCHEV) entitled “*Fixed-rate Tuition Plans: A Survey in Response to Senate Bill 806*”. A copy of Mr. Alvarez’ report together with the PowerPoint presentation and the SCHEV August 12, 2015 report are attached hereto as *Attachment B*, *Attachment C* and *Attachment D*, respectively, and are made a part hereof.

Teaching & Research Faculty Compensation Status

Mr. Alvarez, also presented an overview of the Teaching & Research Faculty compensation history, including faculty retention rates, details on recent salary actions, peer percentile standing and salary equity. A copy of the presentation is attached hereto as **Attachment E** and is made a part hereof.

Report on Capital Projects

Mr. Alvarez also provided a capital project update report, and referred the Committee to the Capital Projects Update found in their Committee materials. A copy of the Capital Projects Update is attached hereto as **Attachment F** and is made a part hereof.

Year-End Savings Strategies

Mr. Alvarez also provided information related to consideration of year-end savings incentives, with a one percent bonus option as a base line. A copy of this report is attached hereto as **Attachment G** and is made a part hereof.

Clerical Support and Administrative Workload within the Colleges

Mr. Alvarez also provided the Committee with an update on potential budget initiatives that were formulated during the 2016-2017 budget development process through collaboration with the Deans and the University's Administration to address the clerical support and administration workload within the colleges through the 2016-2017 budget development process.

Dr. Siddiqi thanked Mr. Alvarez for his reports.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Michele N. Schumacher
Secretary to the Board of Visitors