

# **RADFORD** UNIVERSITY

Board of Visitors

## **BUSINESS AFFAIRS AND AUDIT COMMITTEE MEETING**

**1:30 P.M.**

**MAY 3, 2018**

**MARY ANN JENNINGS HOVIS MEMORIAL BOARD ROOM**

**THIRD FLOOR, MARTIN HALL, RADFORD, VA**

**DRAFT**

**MINUTES**

### **COMMITTEE MEMBERS PRESENT**

Mr. Robert A. Archer, Chair  
Dr. Jay A. Brown, Vice Chair  
Mr. Gregory A. Burton  
Dr. Debra K. McMahan

### **COMMITTEE MEMBER ABSENT**

Dr. Javaid Siddiqi

### **BOARD MEMBERS PRESENT**

Mr. Mark S. Lawrence, Rector  
Mr. Randy J. Marcus, Vice Rector  
Ms. Krisha Chachra  
Dr. Rachel D. Fowlkes  
Dr. Susan Whealler Johnston  
Mr. James R. Kibler, Jr.  
Ms. Karyn Moran  
Mr. Steve Robinson  
Ms. Georgia Anne Snyder-Falkinham  
Ms. Lisa Throckmorton  
Dr. Jake Fox, Faculty Representative (Non-voting Advisory Member)  
Ms. Jessica Wollmann, Student Representative (Non-voting Advisory Member)

### **OTHERS PRESENT**

President Brian O. Hemphill  
Mr. Richard S. Alvarez, Vice President for Finance and Administration and Chief Financial Officer  
Mr. Mike Biscotte, Director Facilities Planning and Construction  
Mr. Joe Carpenter, Vice President for University Relations and Chief Communications Officer  
Ms. Karen Castele, Secretary to the Board of Visitors and Special Assistant to the President  
Mr. Jorge Coartney, Executive Director Facilities Management  
Dr. Kenna Colley, Interim Provost and Vice President for Academic Affairs

Mr. Grady DeVilbiss, Director of Emergency Management  
Mr. Michael Gawrys, Budget Coordinator of Forecasting & Operations  
Ms. Stephanie Jennelle, Associate Vice President for Finance and University Controller  
Mr. Danny M. Kemp, Vice President for Information Technology and Chief Information Officer  
Dr. Ann Marie Klotz, Vice President for Student Affairs  
Dr. Eric Lovik, Director of Institutional Research  
Ms. Margaret McManus, University Auditor  
Mr. James Perkins, Director of University Services  
Ms. Laura Quesenberry, Assistant Budget Director  
Mr. Chad Reed, Associate Vice President for Budget and Financial Planning  
Mr. Mike Reinholtz, Auditor of Public Accounts  
Ms. Ashley Schumaker, Chief of Staff, Office of the President  
Ms. Susan Trageser, Associate Vice President for Student Affairs and Dean of Students  
Mr. David Underwood, Interim Chief of Police Radford University  
Mr. Allen Wilson, Senior Assistant Attorney General, Commonwealth of Virginia

Radford University faculty and staff

### **CALL TO ORDER**

Mr. Robert Archer, Chair, called the meeting to order at 1:31 p.m. in the Mary Ann Jennings Hovis Memorial Board Room on Third Floor, Martin Hall at Radford University, Radford, Virginia. Mr. Archer welcomed everyone to the Business Affairs and Audit Committee meeting, and he thanked Mr. Richard Alvarez and his team for all they do and stated that it has been a pleasure working with him over the past few years, especially this year as the Committee Chair.

### **APPROVAL OF AGENDA**

Mr. Archer asked for a motion to approve the May 3, 2018 meeting agenda, as published. Mr. Gregory Burton so moved, Dr. Jay Brown seconded the motion and the agenda was unanimously approved, as published.

### **APPROVAL OF MINUTES**

Mr. Archer asked for a motion to approve the minutes of the February 15, 2018 meeting of the Business Affairs and Audit Committee, as published. Mr. Burton so moved, Dr. Brown seconded the motion and the minutes were unanimously approved, as published.

### **REPORTS AND RECOMMENDATIONS**

#### **Report from the Auditor of Public Accounts**

Mr. Mike Reinholtz, Project Manager with the Auditor of Public Accounts (APA), provided a summary of the APA's audit of the University's Fiscal Year (FY) 2017 financial statements, noting that the University received an unmodified opinion with no material weaknesses. The report will be provided directly to members of the Board of Visitors. A copy of the report is attached hereto as *Attachment A* and is made a part of hereof. Mr. Reinholtz also presented information regarding the upcoming audit timeline of the University's FY 2018 financial statements, which will include a student financial aid audit.

### **Report from the University Auditor**

Ms. Margaret McManus, University Auditor, presented an oral report on the University Discretionary Fund review for the quarter ended March 31, 2018. One hundred percent of University Discretionary Fund expenditures were reviewed, and all were found in compliance with the Board of Visitors' guidelines. She provided an update on the department's recent external Quality Assurance Review. Ms. McManus also presented a follow-up audit status report, and a copy is attached hereto as ***Attachment B*** and is made a part hereof.

### **Capital Projects Update**

Mr. Richard Alvarez, Vice President for Finance and Administration and Chief Financial Officer, presented an update of current capital projects. The Reed and Curie Halls renovation project was approved in the spring 2016 state bond package, and the renovation started in late summer 2017 with completion in December 2019 and classes beginning in January 2020. Phase 2 of the residence halls' umbrella renovation project achieved substantial completion in August 2017 and assimilation of the final close out items continues. Mr. Alvarez also presented an update on the space utilization and realignment projects occurring throughout campus. A copy of the report is attached hereto as ***Attachment C*** and is made a part hereof.

### **ACTION ITEMS**

#### **Resolution to Approve Tuition and Fees for 2018-2019**

Mr. Alvarez and Mr. Chad Reed, Associate Vice President of Budget and Financial Planning, discussed the financial outlook for the 2018-2019 operating budget and presented the committee with the proposed 2018-2019 tuition and fee recommendations. Mr. Reed said that the proposed tuition and fee recommendations take into account current economic factors and represent a conservative, sufficient and prudent funding approach for the University in 2018-2019. There was substantive discussion on the proposed tuition rates, including a review of fees in comparison with other institutions. Giving full consideration to the legislative, economic and enrollment-related factors for the 2018-2019 academic year, tuition, fees and room and board charges are proposed to increase \$861 (or 4.34 percent) for full-time, in-state undergraduates living on campus and \$861 (or 2.70 percent) for full-time, out-of-state undergraduates.

Mr. Archer asked for a motion to recommend to the Board of Visitors the resolution for tuition and fees for the 2018-2019 academic year as reflected in the Summary of Proposed 2018-2019 Tuition and Fees beginning with the fall 2018 semester and thereafter until otherwise adjusted by the Board of Visitors. Mr. Burton so moved, Dr. Brown seconded the motion and the motion passed unanimously. A copy of the documentation, together with the proposed resolution, is attached hereto as ***Attachment D*** and is made a part hereof.

### **ADJOURNMENT**

With no further business to come before the committee, Mr. Archer asked for a motion to adjourn the meeting. Mr. Burton made the motion, Dr. Brown seconded the motion and the motion carried unanimously. The meeting adjourned at 2:24 p.m.

Respectfully submitted,

Pamela Fitchett  
Administrative Assistant to the Vice President for Finance and Administration  
and Chief Financial Officer



## RADFORD UNIVERSITY

### INTERCOLLEGIATE ATHLETICS PROGRAMS

### FOR THE YEAR ENDED

JUNE 30, 2017

Auditor of Public Accounts

Martha S. Mavredes, CPA

[www.apa.virginia.gov](http://www.apa.virginia.gov)

(804) 225-3350



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Martha S. Mavredes, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

January 10, 2018

The Honorable Ralph S. Northam  
Governor of Virginia

The Honorable Robert D. Orrock, Sr.  
Chairman, Joint Legislative Audit  
And Review Commission

Brian O. Hemphill  
President, Radford University

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

We have performed the procedures enumerated below, which were agreed to by the President of **Radford University**, solely to assist the University in evaluating whether the accompanying Schedule of Revenues and Expenses of Intercollegiate Athletics Programs of the University is in compliance with National Collegiate Athletic Association (NCAA) Constitution 3.2.4.15.1, for the year ended June 30, 2017. University management is responsible for the Schedule of Revenues and Expenses of Intercollegiate Athletics Programs (Schedule) and the Schedule's compliance with NCAA requirements. The sufficiency of the procedures is solely the responsibility of the University. Consequently, we make no representation regarding sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### Agreed-Upon Procedures Related to the Schedule of Revenues and Expenses of Intercollegiate Athletics Programs

Procedures described below were limited to material items. For the purpose of this report, and as defined in the agreed-upon procedures, items are considered material if they exceed four percent of total revenues or total expenses, as applicable. The procedures that we performed and our findings are as follows:

## **Internal Controls**

1. We reviewed the relationship of internal control over Intercollegiate Athletics Programs to internal control reviewed in connection with our audit of the University's financial statements. In addition, we identified and reviewed those controls unique to Intercollegiate Athletics Programs, which were not reviewed in connection with our audit of the University's financial statements.
2. Intercollegiate Athletics Department management provided a current organizational chart. We also made certain inquiries of management regarding control consciousness, the use of internal audit in the department, competence of personnel, protection of records and equipment, and controls regarding information systems with the information technology department.
3. Intercollegiate Athletics Department management provided us with their process for gathering information on the nature and extent of affiliated and outside organizational activity for or on behalf of the University's Intercollegiate Athletics Programs. We tested these procedures as noted below.

## **Affiliated and Outside Organizations**

4. Intercollegiate Athletics Department management identified all intercollegiate athletics-related affiliated and outside organizations and provided us with copies of audited financial statements for each such organization for the reporting period.
5. Intercollegiate Athletics Department management prepared and provided to us a summary of revenues and expenses for or on behalf of the intercollegiate athletics programs by affiliated and outside organizations included in the Schedule.
6. Intercollegiate Athletics Department management provided to us any additional reports regarding internal control matters identified during the audits of affiliated and outside organizations performed by independent public accountants. We were not made aware of any internal control findings.

## **Schedule of Revenues and Expenses of Intercollegiate Athletics Programs**

7. Intercollegiate Athletics Department management provided to us the Schedule of Revenues and Expenses of Intercollegiate Athletics Programs for the year ended June 30, 2017, as prepared by the University and shown in this report. We recalculated the addition of the amounts in the Schedule, traced the amounts on the Schedule to management's trial balance worksheets, and agreed the amounts in management's trial balance worksheets to the Intercollegiate Athletics Department's accounts in the accounting records. We noted no differences between the amounts in the Intercollegiate Athletics Department's accounting records and the amounts on the trial balance. We discussed the nature of



adjusting journal entries with management and are satisfied that the adjustments are appropriate.

8. We compared each major revenue and expense account over ten percent of total revenues or total expenses, respectively, to prior period amounts and budget estimates. No variances exceeded ten percent of prior period amounts or budget estimates.

## **Revenues**

9. We obtained the amount of ticket sales revenue recorded in the Schedule. Revenue related to ticket sales was deemed to be immaterial for detailed testing.
10. We obtained an understanding of the institution's methodology for allocating student fees to intercollegiate athletics programs. We compared student fees reported in the Schedule to amounts reported in the accounting records and an expected amount based on fee rates and enrollment. We found these amounts to be substantially in agreement with minor differences attributed to the methodology used for projecting student fee revenue.
11. Intercollegiate Athletics Department management provided us with a listing of settlement reports and game guarantee agreements for away games during the reporting period. Game guarantee revenue for away games was deemed immaterial for detailed testing.
12. Intercollegiate Athletics Department management provided us with a listing of all contributions of moneys, goods or services received directly by the Intercollegiate Athletics Programs from any affiliated or outside organization, agency or group of individuals that constitutes ten percent or more of all contributions received during the reporting period. Except for contributions received from the Radford University Foundation, Inc., an affiliated organization, we noted no individual contribution that constituted more than ten percent of total contributions received for Intercollegiate Athletics Programs. We reviewed contributions from the Radford University Foundation, Inc., which exceeded ten percent of all contributions and agreed them to supporting documentation.
13. Intercollegiate Athletics Department management provided a list of in-kind contributions during the reporting period. This amount was deemed to be immaterial for detailed testing.
14. We obtained the amount of revenue from tournaments, conference distributions, and NCAA distributions recorded in the Schedule. This amount was deemed to be immaterial for detailed testing.
15. We obtained the amount of revenue related to royalties, licensing, advertisements, and sponsorships recorded in the Schedule. This amount was deemed to be immaterial for detailed testing.

16. We obtained the amount of revenue related to other revenue recorded in the Schedule. This amount was deemed to be immaterial for detailed testing.

### **Expenses**

17. Intercollegiate Athletics Department management provided us a listing of institutional student aid recipients during the reporting period. Since the University used the NCAA Compliance Assistant software to prepare athletic aid detail, we selected 10 percent of individual student-athletes across all sports and obtained the students' account detail from the institution's student information system. We agreed each student's information to the information reported in the NCAA Membership Financial Reporting System. We also ensured that the total aid amount for each sport agreed to amounts reported as Financial Aid in the student accounting system.
18. Intercollegiate Athletics Department management provided us with a listing of settlement reports and game guarantee agreements for home games during the reporting period. Game guarantee expenses for home games was deemed to be immaterial for detailed testing.
19. Intercollegiate Athletics Department management provided us with a listing of coaches, support staff, and administrative personnel employed and paid by the University during the reporting period. We selected and tested individuals, including men's and women's basketball coaches, and compared amounts paid during the fiscal year from the payroll accounting system to their contract or other employment agreement document. We found that recorded expenses equaled amounts paid as salary and bonuses and were in agreement with approved contracts or other documentation.
20. We obtained the amount of disbursements related to severance payments recorded in the Schedule. This amount was deemed to be immaterial for detailed testing.
21. We discussed the Intercollegiate Athletics Department's recruiting expense and team travel policies with Intercollegiate Athletics Department management and documented an understanding of those policies. We compared these policies to existing University and NCAA policies and noted substantial agreement of those policies.
22. We selected a sample of disbursements for team travel; sports equipment, uniforms and supplies; direct overhead and administrative expenses; and indirect cost paid to the institution by athletics. As exceptions were noted in the prior year, an additional sample of disbursements for sports equipment, uniforms and supplies was selected. We compared and agreed the selected operating expenses to adequate supporting documentation. We found all reviewed amounts to be properly approved, reasonable to intercollegiate athletics, and properly recorded in the accounting records.

23. We obtained the amount of disbursements related to debt service payments, lease payments, and rental fees for athletics facilities for the reporting year recorded in the Schedule. This amount was deemed immaterial for detailed testing.
24. We obtained an understanding of the University's methodology for charging indirect cost to the athletic department. We evaluated indirect cost charges for reasonableness and noted proper reporting of these charges in the Schedule.

### **Other Reporting Items**

25. We obtained the amount for all outstanding intercollegiate athletics debt during the reporting period. This amount was deemed immaterial for detailed testwork.
26. We agreed total outstanding institutional debt to supporting debt schedules and the University's unaudited financial statements, as the audited financial statements were not yet available.
27. We agreed the fair value of athletics dedicated endowments to supporting documentation provided by the University's Foundation.
28. We agreed the fair value of institutional endowments to supporting documentation, including the audited financial statements of the University's Foundation.
29. We obtained a schedule of athletics related capital expenditures made during the period. We determined that the amount of capital expenditures was immaterial for detailed testing.

### **Additional Procedures**

30. We compared the sports sponsored, as reported in the NCAA Membership Financial Reporting System, to the squad lists of the institution. We noted agreement of the sports reported.
31. We obtained the institution's Sports Sponsorship and Demographics Forms Report for the reporting year. We validated that the countable sports identified by the institution met the minimum requirements for number of contests and minimum number of participants as defined in NCAA Bylaw 20.9.6.3. We ensured that countable sports have been properly identified in the NCAA Membership Financial Reporting System for the purpose of revenue distribution calculations.
32. We obtained a listing of student-athletes receiving Pell Grant awards from the institution's student information system and agreed the total value of these Pell Grants to the amount reported in the NCAA Membership Financial Reporting System. We noted agreement of the amounts reported.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the Schedule of Revenues and Expenses of Intercollegiate Athletics Programs or any of the accounts or items referred to above. Accordingly, we do not express such an opinion. Had we performed additional procedures or had we conducted an audit of any financial statements of the Intercollegiate Athletics Department of Radford University in accordance with generally accepted auditing standards, other matters might have come to our attention that would have been reported to the University. This report relates only to the accounts and items specified above and does not extend to the financial statements of Radford University or its Intercollegiate Athletics Department taken as a whole.

This report is intended solely for the information and use of the President and the University and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

AUDITOR OF PUBLIC ACCOUNTS

JRQ/alh

**RADFORD UNIVERSITY**  
**SCHEDULE OF REVENUES AND EXPENSES OF**  
**INTERCOLLEGIATE ATHLETICS PROGRAMS**  
**For the year ended June 30, 2017**

	<b>Men's Basketball</b>	<b>Women's Basketball</b>	<b>Other Sports</b>	<b>Non-Program Specific</b>	<b>Total</b>
<b>Operating revenues:</b>					
Ticket sales	\$ 42,645	\$ 12,212	\$ 892	\$ -	\$ 55,749
Student fees	-	-	-	10,863,276	10,863,276
Guarantees	385,000	55,000	10,000	-	450,000
Contributions	22,427	8,108	374,799	164,828	570,162
In-Kind	5,000	-	50,508	18,857	74,365
NCAA distributions	-	-	26,475	339,398	365,873
Conference distributions (non-media or bowl)	-	-	1,750	63,953	65,703
Royalties, licensing, advertisement and sponsorships	10,000	1,365	29,454	438,849	479,668
Other operating revenue	-	500	1,064	28,407	29,971
<b>Total operating revenues</b>	<b>465,072</b>	<b>77,185</b>	<b>494,942</b>	<b>11,917,568</b>	<b>12,954,767</b>
<b>Operating expenses:</b>					
Athletic student aid	497,871	459,594	2,272,061	-	3,229,526
Guarantees	6,000	2,500	-	-	8,500
Coaching salaries, benefits, and bonuses paid by the University and related entities	572,971	331,137	1,637,363	-	2,541,471
Support staff/administrative compensation, benefits, and bonuses paid by the University and related entities	56,862	44,381	-	2,379,866	2,481,109
Severance payments	9,828	-	-	1,744	11,572
Recruiting	46,687	37,612	80,818	-	165,117
Team travel	130,828	111,316	484,552	-	726,696
Sports equipment, uniforms, and supplies	52,162	35,973	355,214	92,555	535,904
Game expenses	46,410	24,800	81,793	27,819	180,822
Fundraising, marketing and promotion	5,660	500	13,114	103,342	122,616
Spirit groups	45,356	45,356	-	-	90,712
Athletic facility debt service	-	-	58,846	14,891	73,737
Direct overhead and administrative expenses	1,950	1,168	105,253	839,368	947,739
Indirect cost paid to the institution by athletics	-	-	-	1,042,033	1,042,033
Medical expenses and insurance	-	-	734	388,371	389,105
Memberships and dues	105	800	5,855	41,398	48,158
Student-Athlete Meals (non-travel)	14,412	13,099	43,393	-	70,904
Other operating expenses	55,029	22,413	83,899	83,324	244,665
<b>Total operating expenses</b>	<b>1,542,131</b>	<b>1,130,649</b>	<b>5,222,895</b>	<b>5,014,711</b>	<b>12,910,386</b>
<b>Excess (deficiency) of revenues over (under) expenses</b>	<b><u>\$(1,077,059)</u></b>	<b><u>\$(1,053,464)</u></b>	<b><u>\$(4,727,953)</u></b>	<b><u>\$6,902,857</u></b>	<b><u>\$ 44,381</u></b>

**Other Reporting Items:**

Total athletics-related debt	\$ 25,527
Total institutional debt	\$ 54,812,137
Value of athletics-dedicated endowments	\$ 3,131,675
Value of institutional endowments	\$ 50,346,509
Total athletics-related capital expenditures	\$ 195,489

*The accompanying Notes to the Schedule of Revenues and Expenses of Intercollegiate Athletics Programs are an integral part of this Schedule.*

**RADFORD UNIVERSTIY**  
**NOTES TO SCHEDULE OF REVENUES AND EXPENSES OF**  
**INTERCOLLEGIATE ATHLETICS PROGRAMS**  
**FOR THE YEAR ENDED JUNE 30, 2017**

1. BASIS OF PRESENTATION

The accompanying Schedule of Revenues and Expenses of Intercollegiate Athletic Programs has been prepared on the accrual basis of accounting. The purpose of the Schedule is to present a summary of current revenues and expenses related to the University’s Intercollegiate Athletic Programs for the year ended June 30, 2017. The Schedule includes those intercollegiate athletics revenues and expenses made on behalf of the University’s athletic programs by outside organizations not under the accounting control of the University. Because the Schedule presents only a selected portion of the University’s activities, it is not intended to and does not present the financial position, changes in financial position or changes in cash flow for the year then ended. Revenues and expenses directly identifiable with each category of sport presented are reported accordingly. Revenues and expenses not directly identifiable to a specific sport are reported under the category “Non-Program Specific.”

2. AFFILIATED ORGANIZATIONS

The schedule includes transactions of the Radford University Foundation, Inc. made on behalf of the athletics program. The Intercollegiate Athletic Program received \$570,162 from the Radford University Foundation, Inc., which are included in revenue as “contributions” in the accompanying schedule.

3. LONG-TERM DEBT

**Installment Purchase Obligations**

The Intercollegiate Athletic Program has future obligations under installment purchase agreement initiated in January 2009. The book value of the asset purchased under the installment purchase agreement is \$114,460 and the repayment term is ten years at an interest rate of 2.087 percent. A summary of the future obligations under these agreements as of June 30, 2017, is as follows:

<u>Fiscal Year Ending</u>	<u>Principal</u>	<u>Interest</u>
June 30, 2018	\$12,308	\$ 455
June 30, 2019	<u>12,567</u>	<u>197</u>
Total	<u>\$24,875</u>	<u>\$ 652</u>

4. UNIVERSITY ADMINISTRATIVE FEE

The Commonwealth's Appropriation Act requires that educational and general programs in institutions of higher education recover the full indirect cost of auxiliary enterprise programs. Therefore, the University assesses each auxiliary unit an "administrative fee" to recover institutional educational and general administrative costs. In fiscal year 2017, this charge to the athletics' departments amounted to \$1,042,033 and is included in the "Indirect cost paid to institution by athletics" expense line as Non-Program Specific.

5. CAPITAL ASSETS

Capital assets consisting of buildings and equipment are stated at the estimated historical cost or actual cost where determinable. Capital assets are generally defined by the University as assets with an initial cost of \$5,000 or greater and an estimated useful life of greater than one year. Donated capital assets are recorded at the estimated fair market value at the date of donation. Construction in progress expenses are capitalized at actual cost as the major capital assets and improvements are constructed. The costs of normal maintenance and repairs that do not add to an asset's value or materially extend its useful life are not capitalized. Depreciation is computed using the straight-line method over the estimated useful life of the asset with no residual value. The useful life is 40 years for buildings, 20 years for site improvements, and two to 25 years for equipment.

A summary of capital asset balances for the year ending June 30, 2017, follows:

Depreciable capital assets:	
Buildings	\$31,595,010
Equipment	1,370,275
Site Improvements	<u>5,661,405</u>
Total depreciable capital assets	<u>38,626,690</u>
Less accumulated depreciation for:	
Buildings	(14,378,456)
Equipment	(747,031)
Site Improvements	<u>(3,174,078)</u>
Total accumulated depreciation	<u>(18,299,565)</u>
Total capital assets for intercollegiate athletics, net of accumulated depreciation	<u>\$20,327,125</u>

# **RADFORD UNIVERSITY**

As of June 30, 2017

## **BOARD OF VISITORS**

Christopher Wade, Rector

Javaid Siddiqi, Vice Rector

Mary Weeks, Secretary

Robert A. Archer	Susan Whealler Johnston
Jay A. Brown	Mark S. Lawrence
Krishna Chachra	Randolph J. Marcus
Callie M. Dalton	Debra K. McMahon
Rachel D. Fowlkes	Alethea Robinson
Mary Ann Hovis	Steve A. Robinson
Georgia Anne Snyder-Falkinham	

## **UNIVERSITY OFFICIALS**

As of January 10, 2018

Brian O. Hemphill, President

Richard S. Alvarez, Vice President for Finance and Administration

Robert G. Lineburg, Director of Intercollegiate Athletics Programs





# RADFORD UNIVERSITY

## REPORT ON AUDIT FOR THE YEAR ENDED

JUNE 30, 2017

Auditor of Public Accounts  
Martha S. Mavredes, CPA

[www.apa.virginia.gov](http://www.apa.virginia.gov)

(804) 225-3350



## AUDIT SUMMARY

We have audited the basic financial statements of Radford University as of and for the year ended June 30, 2017, and issued our report thereon, dated April 24, 2018. Our report, included in Radford University's Annual Report, is available at the Auditor of Public Accounts' website at [www.apa.virginia.gov](http://www.apa.virginia.gov) and at Radford University's website at [www.radford.edu](http://www.radford.edu). Our audit found:

- the financial statements are presented fairly, in all material respects;
- no internal control findings requiring management's attention; and
- no instances of noncompliance or other matters required to be reported under Government Auditing Standards.

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AUDIT SUMMARY

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Martha S. Mavredes, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

April 24, 2018

The Honorable Ralph S. Northam  
Governor of Virginia

The Honorable Robert D. Orrock, Sr.  
Chairman, Joint Legislative Audit  
and Review Commission

Board of Visitors  
Radford University

## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of the business-type activities and discretely presented component unit of **Radford University** (University) as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the University's basic financial statements and have issued our report thereon dated April 24, 2018. Our report includes a reference to another auditor. We did not consider internal controls over financial reporting or test compliance with certain provisions of laws, regulations, contracts, and grant agreements for the financial statements of the component unit of the University, which was audited by another auditor in accordance with auditing standards generally accepted in the United States of America, but not in accordance with Government Auditing Standards.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the University's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the University's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the University's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

### **Status of Prior Findings**

The University has taken adequate corrective action with respect to the audit finding reported in the prior year.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Audit Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. We discussed this report with management at an exit conference held on April 24, 2018.

AUDITOR OF PUBLIC ACCOUNTS

JMR/clj

## **RADFORD UNIVERSITY**

As of June 30, 2017

### **BOARD OF VISITORS**

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Secretary to the Board of Visitors

### **UNIVERSITY OFFICERS**

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President

Richard S. Alvarez  
Vice President for Finance and Administration

**RADFORD UNIVERSITY**  
**OFFICE OF AUDIT AND ADVISORY SERVICES**  
**FOLLOW-UP AUDIT STATUS REPORT**  
**BUSINESS AFFAIRS AND AUDIT COMMITTEE**  
**MAY 2018**

Audit: IT – Micros				
Business Issue	Planned Action	Action Date	Status	
6.0	<p>During our review of ID card access to data centers, we noted that there is a lack of a formal policy and procedure to govern the process and to guide those granting access to buildings.</p> <p>The lack of a formal policy and procedure results in inconsistency in approving and granting access.</p>	<p>The Division of Finance and Administration will establish a formal University Door Access policy, to address access via ID card and via key.</p>	<p>June 15, 2016  Revised to January 31, 2017  Revised to June 30, 2017  Revised to January 31, 2018  Revised to August 1, 2018</p>	In process
Audit: IT – PeopleAdmin				
Business Issue	Planned Action	Action Date	Status	
2.2	<p>Improvements are needed in the management of PeopleAdmin user accounts. Specifically,</p> <p>2) The Standard requires that the System Owner and the Data Owner must review all user accounts annually for the user’s continued need to access sensitive IT systems. However, a review of PeopleAdmin user accounts has not occurred because procedures have not been established for such a review.</p>	<p>Human Resources will identify, document, and implement an annual process of recertifying user accounts, followed by a review by the System Owner and Data Owner.</p>	<p>September 30, 2017  Revised to February 16, 2018  Revised to July 1, 2018</p>	In Process

Audit: Student Health and Counseling Services Contract Audit				
Business Issue		Planned Action	Action Date	Status
1.2	<p>The contract states that the Contractor shall ensure "that 95 percent of all entering students" have submitted a health record form with immunization history.</p> <p>b) It appears that the University was not monitoring compliance with this requirement prior to our audit. Upon our inquiry, the University obtained the data from the Contractor.</p>	<p>The University will ensure that the Contractor identifies all currently enrolled students who have not complied with the requirement, gives them appropriate notice, and then blocks class registration as needed.</p> <p>The University will monitor compliance with the requirement at least semi-annually.</p>	<p>April 1, 2017 Revised to July 1, 2017 Revised to March 15, 2018 Revised to October 31, 2018</p>	In process
3.0	<p>The language in the contract indicates that student health records will be controlled by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). However, this does not conform to joint guidance issued by the U.S. Department of Education and the U.S. Department of Health and Human Services, which indicates those records would be controlled by the Family Educational Rights and Privacy Act (FERPA).</p>	<p>The University will obtain legal guidance on this issue and update the contract language accordingly.</p> <p><u>Updated Action Plan:</u> The University obtained legal guidance from the Attorney General's Office. The guidance was that the contract should continue to state that student medical records would be controlled by HIPAA. Therefore, no contract modification was made for this issue.</p>	<p>July 1, 2017 Revised to March 15, 2018</p>	Complete
6.1	<p>The Contractor provides a toll free nurse advice line for after hours and weekends. Improvements are needed in the administration of the nurse advice line. Specifically,</p> <p>a) The contract states that the Contractor reviews the nurse advice line daily and follows up, as needed. However, the Contractor does not follow up with students who have never been seen in the Student Health Center.</p>	<p>The University will obtain legal guidance on this issue and update the contract language accordingly.</p>	<p>July 1, 2017 Revised to March 15, 2018 Revised to July 30, 2018</p>	In process
6.2	<p>The Contractor provides a toll free nurse advice line for after hours and weekends. Improvements are needed in the administration of the nurse advice line. Specifically,</p>	<p>The University will modify the contract to require the Contractor to review the nurse advice line call report each morning, follow up as</p>	<p>July 1, 2017 Revised to March 15, 2018 Revised to</p>	In process



	b) In our sample of eleven calls, two of them (18%) had no documentation that the calls were reviewed for potential follow-up.	needed, document the action taken, and maintain documentation of the review.	July 30, 2018	
9.0	The University provides utilities and other services to the Contractor. There are three references in the contract addressing these services along with the costs for which the Contractor is responsible. There are inconsistencies between the three references as well as inconsistencies between the references and the University's billing practices.	The University will determine what services are to be provided to the Contractor and for which ones the Contractor will bear the cost. The University will modify the contract language accordingly and ensure that the billing practices are consistent with that language.	July 1, 2017 Revised to March 15, 2018 Revised to July 30, 2018	In process

**RADFORD UNIVERSITY BOARD OF VISITORS**  
**Business Affairs and Audit Committee**  
**May 3, 2018**

**Information Item**  
**Capital Projects Update**

**Item:** Facilities Planning and Construction update on capital projects.

**Background:** Currently, the University has two active capital projects in progress. Following is an update and project summary:

**1. Reed-Curie Renovation**

Project Budget ----- \$33,262,000

Architect/Engineer Firm----- Cannon Design

Construction Manager----- Branch and Associates

The Reed-Curie renovation project was approved in the spring 2016 state bond package, as described in the RU six-year capital plan submission to the state. The project will completely renovate the existing Reed Hall and Curie Hall science buildings to complement the recent addition of the Center for the Sciences, ultimately providing an overall state-of-the-art facility for nearly all of RU's Artis College of Science and Technology departments.

Occupants in the renovated building will include the Departments of Physics, Geology, Geospatial Sciences, and the Office of the Dean. The Cyber Security Center will also be housed in the renovated building, along with support spaces for the Chemistry and Biology Departments. The greenhouse will also be renovated and remain located adjacent to the renovated Reed Hall.

The state initially approved funding for detailed planning for the project, and the Architect-Engineer completed initial field work and programming meetings with the occupants. The Schematic Design package was submitted to BCOM in late February 2017 and to the state's Art and Architectural Review Board in late March, and the Preliminary Design was submitted to BCOM in May. With approval of all of these submissions, the state approved final funding for the remainder of design and the construction on June 30, 2017. The Working Drawings were submitted to the state in December 2017, and the Final Permit documents including incorporation of BCOM review comments were submitted for approval April 6, 2018.

Construction Management-at-Risk (CM) construction delivery method approval was obtained from BCOM, and the CM preconstruction contract was awarded to Branch and Associates in March 2017. During the summer of 2017, RU completed the relocation of staff and equipment to various swing spaces on campus to render the building unoccupied. Building Permit documents and an Interim Guaranteed Maximum Price (GMP) for an Early Release Demolition Package were submitted to BCOM and the Attorney General, and were approved with a Notice-to-Proceed executed on January 5, 2018. RU also completed several tasks during winter break of 2017 to facilitate demolition/construction startup, including removal and surplus of remaining furnishings, hazardous materials abatement, and establishment of construction entrance and laydown area and fencing. The GMP amount for the full project has been received and agreed to by the University, such that the associated CM construction contract is anticipated to be awarded in late April 2018. The final completion of project construction is scheduled for December 2019 to allow classes in January 2020.

**2. Renovate Residence Halls Umbrella Project**

Project Budget ----- \$36,000,000

Architect/Engineer Firm (Phase 2)----- Waller, Todd, Sadler

Contractor (Phase 2)----- G&H Contracting

**Phase 2** of the residence hall renovations project included the upgrade of life safety systems for Muse Hall. This project addressed the most critical life safety infrastructure needs of Muse Hall, including a new fire alarm system, new lightning protection system, replacement or upgrades to all seven elevators, and upgrades to exit stairway and exterior ramps. The project also included renovations to a number of support spaces on the first floor including a new lounge and refurbished lobby along with a new fire command center.

Phase 2 achieved substantial completion August 2017 and assimilation of final close out items continues.

This spring an additional phase for the purchase of select student dorm room furniture to furnish rooms on the first floor was added to the project. Furniture is anticipated to be delivered and installed in time for August 2018 move-in.

**3. Non-Capital Item – Update on Space Utilization and Realignment Projects**

Several large-scale capital projects were recently completed including: new construction of buildings for the College of Humanities and Behavioral Sciences, Center for Science and Technology, as well as the renovation of Whitt Hall totaling 255,000 new square feet and 28,692

square feet of renovated space. The completion of these capital projects provided a unique opportunity to take deliberate action to reallocate and renovate recently vacated space on campus. The Space Utilization and Realignment projects were developed in conjunction with the University's academic and administrative groups to identify adjacencies, synergies, and improvements in efficiency.

After extensive planning and construction, the Facilities Management team has completed projects in Russell Hall, Martin Hall, Fairfax Corridor, Heth Hall, Waldron Hall and is on schedule to complete work in Cook Hall in time for fall opening. These projects have provided additional space to meet a variety of University programmatic needs. The project work has improved departmental efficiency by improving adjacencies and amplifying collaboration between departments.

To date the initiative has directly affected 125,000 square feet of space and has resulted in the successful movement of 33 departments. Through this process, a total of 31,000 square feet of off-campus leased space was returned to the University's main campus footprint. The Space Utilization and Realignment projects are:

#### **Russell Hall Renovation:**

Russell Hall was vacated following the completion of the new College of Human and Behavioral Sciences building. During the planning phase, the vacation of Russell Hall presented an opportunity for the University to establish a "Front Door" for University visitors. The project impacted 45,000 square feet of the building. Space on the first floor was renovated to create a "Welcome Center" for the University's Admissions and Advancement teams. Inviting spaces for greeting and interfacing with perspective students, their families, and supporters were created. New amenities include private interview rooms, a presentation room, and lounge areas. First and second floor renovations for Advancement enabled divisional cohesiveness by bringing units housed "off campus" back to campus. The new space provides synergy between the offices of Advancement, Admissions, and Center for Career and Talent Development by providing a professional environment that can be shared by each unit for their respective needs. Additionally, the Telephone Outreach Program was relocated to the second floor.

On the third floor, space was created for the Center for Accessibility Services with adjacency to Admissions to eliminate the need for perspective students to be directed to another building for support during campus visits. A test center was also constructed within the Center's space.

The ROTC academic program was returned to main campus with the renovation of Russell Hall lower level. Moving the program back to campus provides for a more cohesive environment with the campus community with updated professional finishes in a welcoming environment.

**Cook Hall:**

Similar to Russell Hall, with the completion of the College of Human and Behavioral Sciences building, several spaces within Cook were vacated. The vacated space has been renovated to provide space to bring Appalachian Studies back to campus from non-traditional off-campus leased space. The department of Recreation, Parks, and Tourism was moved from Waldron Hall enabling the department to be located in a single area. The departure from the 4,000 square foot Nursing Simulation Center, currently located at RU Corporate Park, represents an exciting opportunity for the University's Nursing program. Once the new Simulation Center renovation is completed, the department will have 4,280 additional square feet which effectively doubles the size of the University's Simulation Center. The relocation of the Nursing Simulation Center to Cook Hall will provide efficiency and synergies that will benefit the entire Waldron College of Health and Human Services.

**Waldron Hall:**

Additional space was captured within Waldron Hall with the relocation of Recreation, Parks, and Tourism. The 4,000 square foot renovation of these spaces provided necessary clinical space for the departments of Communication Sciences and Disorders and Occupational Therapy to meet accreditation requirements. Many occupants were relocated allowing for departmental faculty to work closely together while being near clinic and research spaces.

**Martin Hall:**

With the relocation of Admissions and Advancement to Russell Hall, vacated spaces in Martin Hall were repurposed to house the Division of University Relations, which was previously scattered in multiple locations including the basement of the library. The entire University Relations division is now located within Martin Hall.

Vice Presidential suites were created on the second floor to support Enrollment Management and Student Affairs. Space on the second floor was also renovated for the Assistant Provost for Assessment to be relocated back to campus with other academic units. The creation of an Executive Conference room on the second floor of Martin Hall provided a professional meeting space for Vice Presidents and BOV subcommittee meetings.

**Fairfax Corridor Improvements:**

The additional academic space from capital construction allowed for the demolition of 702, 704, and 706 Fairfax and 307 Adams Street. This demolition allowed for the creation of a University bus stop for Transit Services as well as improved access for deliveries to Dalton and Hurlburt Halls. Additional improvements on the Fairfax corridor allowed for the construction of parking lot JJ (41 new spaces) as well as a pedestrian green space on the east side of Dalton Hall.

# 2018-19 Higher Education Environmental Factors

**RADFORD**  
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# Environmental Factors

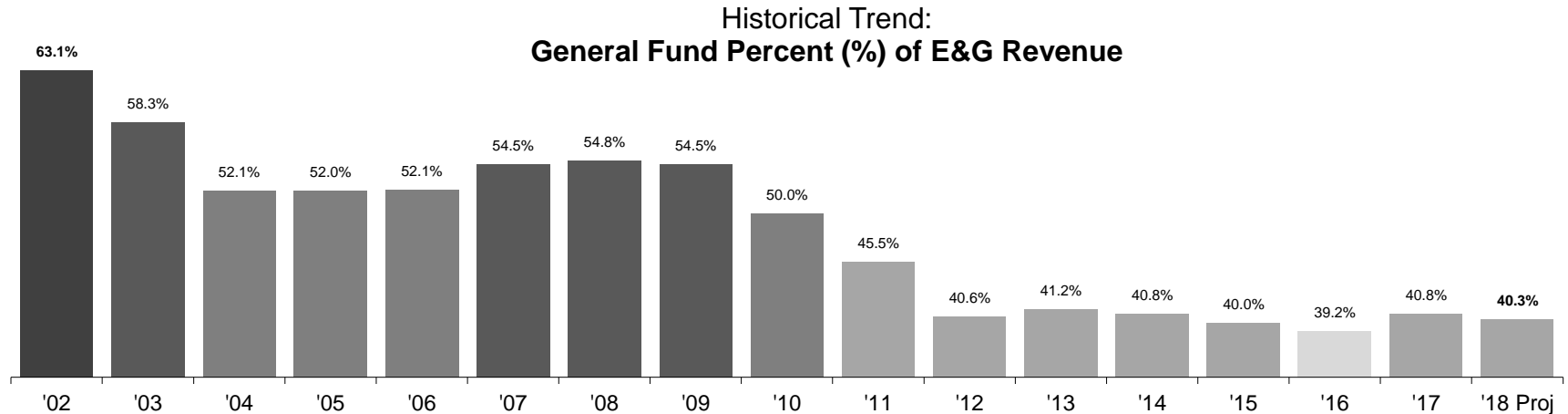
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- 1) **General Fund Stability** - the university is tasked with further leveraging internal funding sources to drive institutional priorities.  
*\* The impending 2018-20 biennial budget is without concurrence on a final fiscal plan.*
- 2) **Projected Enrollment Trends** - competition for in-state undergraduate students has become increasingly more competitive in recent years.
- 3) **Mandatory Cost Increases** - in addition to state mandated items, the University must also address mandatory cost pressures including contractual commitments, operation and maintenance of facilities, escalators, etc.
- 4) **Implementation of Strategic Plan** - budget development sought to align divisional priorities with the efforts identified in the 2018-2023 strategic plan.

# 1) General Fund Stability

## Public Higher Education utilizes a shared cost model

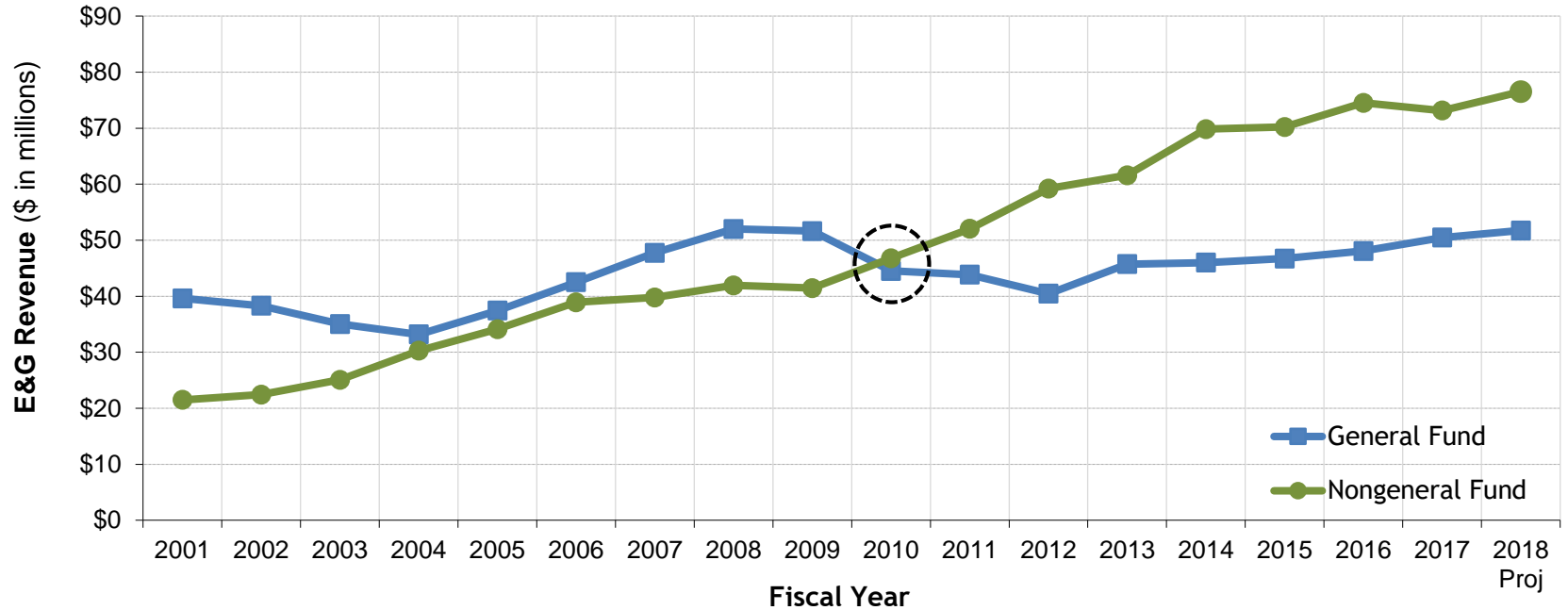
- Higher Education is not a mandated state budget item, but state policy seeks to contribute **67%** share of the cost of education





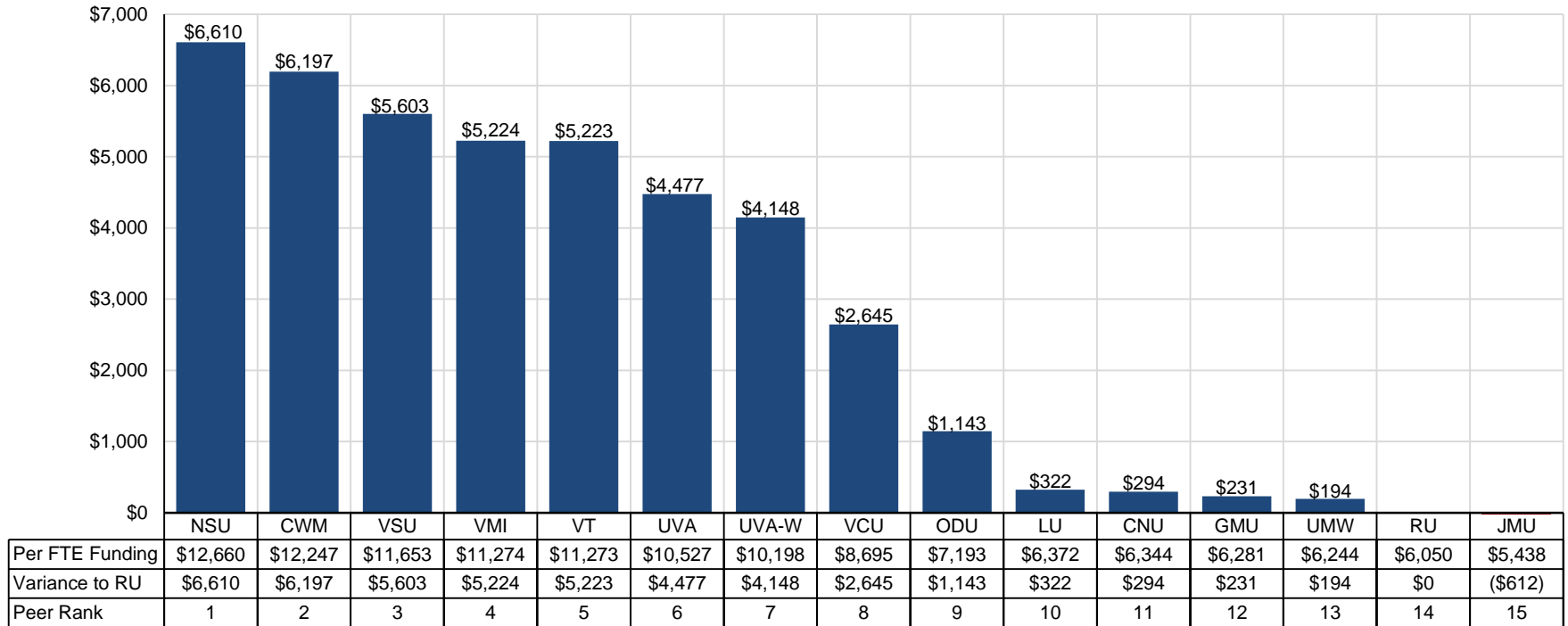
# Shift in Higher Education Funding

## Radford University E&G Funding Trend

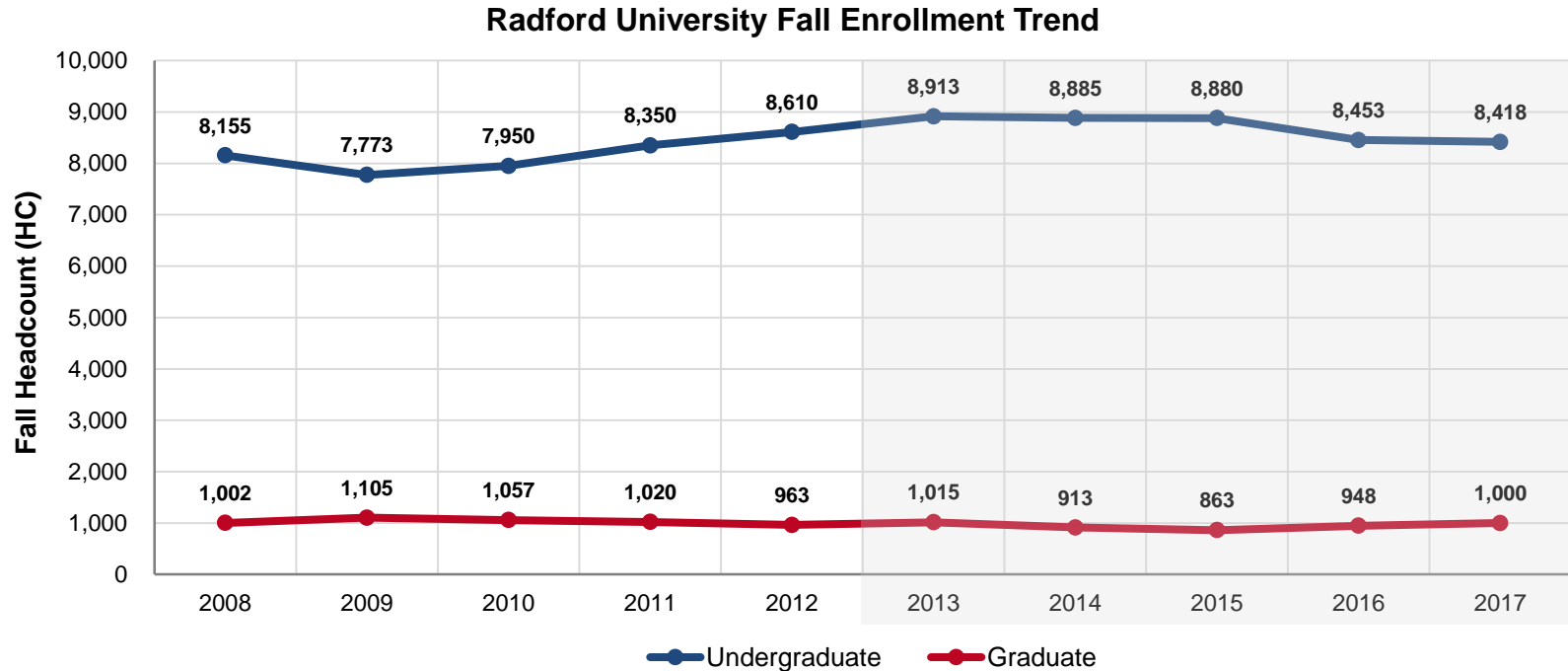


# General Fund per In-State FTE: Variance to RU

Source: IPEDS (2015-16) - Four Year Publics



## 2) Enrollment Trends

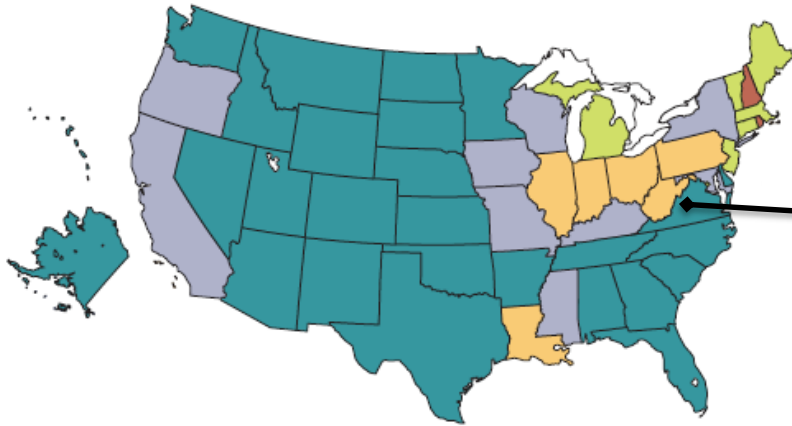


# Total FTE Enrollment

## FY 2017 In-State vs. Out-of-State

	2016-17 Enrollment FTE			Percent of Inst. Total		2016-17 UG Tuition	
	IS FTE	OoS FTE	Total	% IS	% OoS	\$ IS	\$ OoS
UVA - W	1,553	93	1,646	94%	6%	\$5,369	\$22,079
CNU	4,676	310	4,986	94%	6%	\$7,870	\$19,496
LU	4,407	299	4,706	94%	6%	\$7,350	\$21,780
RU	8,552	613	9,165	93%	7%	\$7,045	\$19,126
UMW	3,914	383	4,297	91%	9%	\$7,948	\$22,538
ODU	17,830	2,201	20,031	89%	11%	\$6,348	\$23,328
VCU	23,788	4,709	28,497	83%	17%	\$10,989	\$30,146
NSU	3,977	824	4,801	83%	17%	\$5,318	\$17,680
GMU	23,166	6,211	29,377	79%	21%	\$8,204	\$29,486
JMU	15,375	5,463	20,838	74%	26%	\$5,896	\$21,670
VSU	3,321	1,185	4,506	74%	26%	\$5,386	\$15,916
VT	22,109	11,566	33,675	66%	34%	\$10,941	\$28,064
CWM	5,233	3,377	8,610	61%	39%	\$15,810	\$36,850
VMI	1,180	773	1,953	60%	40%	\$8,461	\$32,770
UVA	14,028	10,301	24,329	58%	42%	\$13,515	\$42,859

# High School Graduation Trends (2014-2024)



Enrollment Demographic	10-Yr. Changes	Percent Increase
Total Virginia	10,375	12.7%
White, Non-Hispanic	(778)	-1.7%
Hispanic	6,820	99.1%
Black, Non-Hispanic	1,653	10.1%
Asian/Pacific Islander	3,821	65.9%

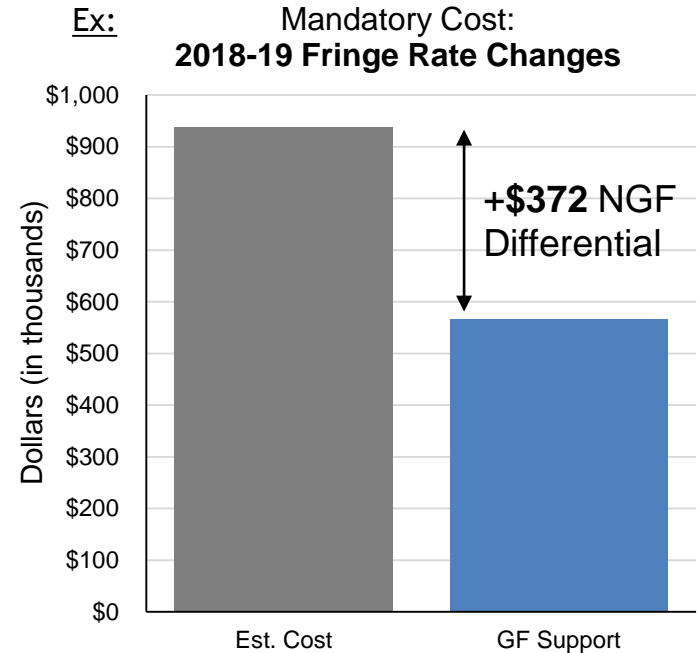
*Source:* Ruffalo Noel Levitz. (2014). *2014-24 projections of high school graduates by state and race/ethnicity, based primarily on data from WICHE.* Coralville, Iowa: Ruffalo Noel Levitz.

- States that will have severe overall declines in high school graduates (decreases greater than or equal to 10 percent)
- States that will have a moderate overall decrease in high school graduates (decreases between 3 and 10 percent)
- States that will have a minimal overall change in high school graduates (less than 3 percent change, up or down)
- States that will have a moderate overall increase in high school graduates (increases between 3 and 10 percent)
- States that will have large overall increases in high school graduates (increases greater than or equal to 10 percent)

### 3) Mandatory Cost Increases

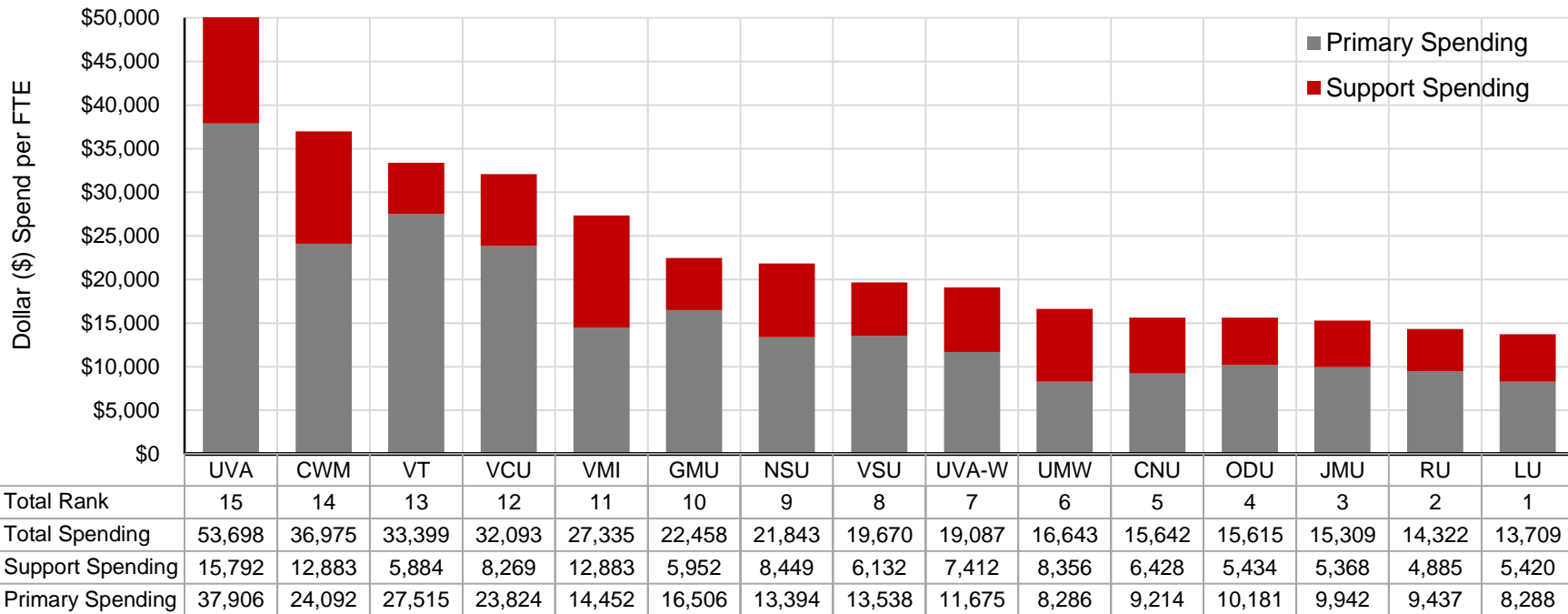
The University must address a number of state mandated items that continue to be a driving force in increasing the cost of education.

- Prior to pursuing any programmatic opportunities, the institution must first account for all unavoidable cost increases for the upcoming fiscal year.
- There is a growing reliance on making institutional strategic investments.



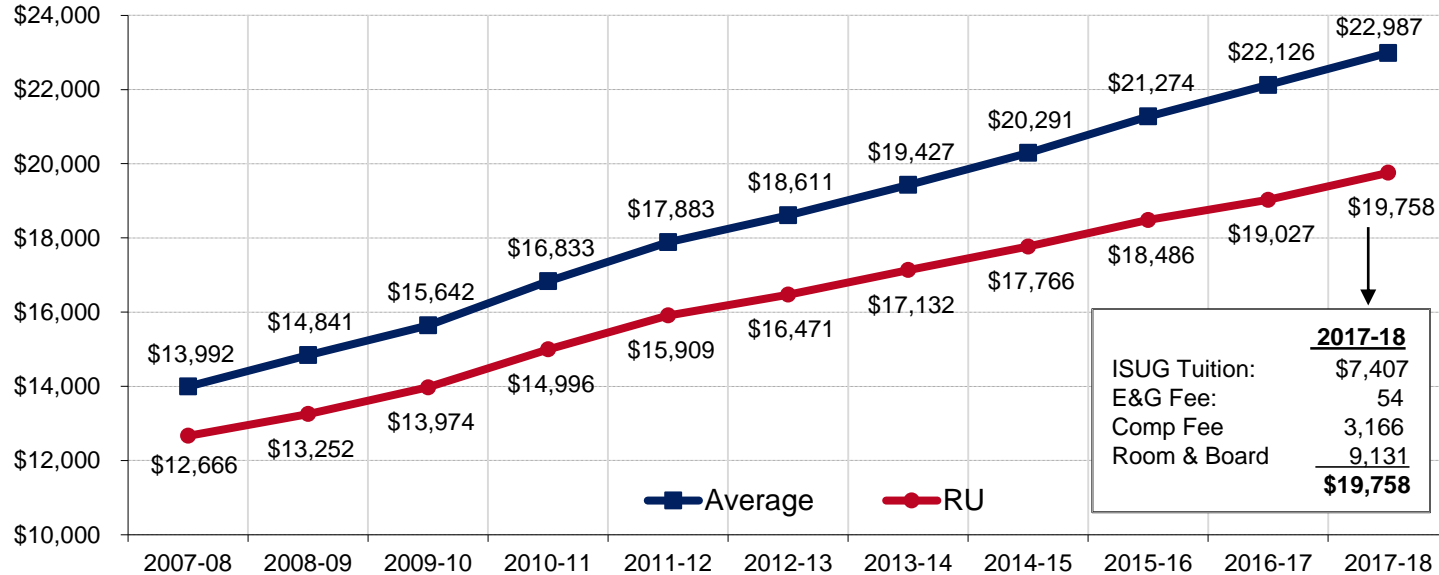
# VA Institutions Functional Spend per FTE:

*Source: IPEDS (2015-16) - Four Year Publics*



# Total Cost: 3<sup>rd</sup> lowest cost provider

**Comparison, In-State Undergraduate**  
RU and Average 4-year VA Public Institutions of Higher Education



Rank	Inst.	2017-18
1	CWM	\$33,843
2	VMI	\$27,450
3	UVA	\$27,060
4	CNU	\$24,878
5	VCU	\$23,811
6	LU	\$23,138
7	GMU	\$23,014
8	UMW	\$22,344
9	VT	\$21,920
10	JMU	\$20,990
11	ODU	\$20,472
12	UVA-W	\$20,139
13	RU	\$19,758
14	VSU	\$19,606
15	NSU	\$18,902

**Average = \$22,987**



## 4) Implement Strategic Plan

*It is imperative the University is focused on the future. Where we want to be as an institution, not where we are, should drive our strategic focus.*

### **2018-2023 Strategic Plan:**

*“Embracing the Tradition and Envisioning the Future”*

- Reflects the involvement of a diverse group of campus representatives, community members, and other University stakeholders.
- The new plan contains a total of 6 areas of focus, 22 goals, and countless strategies for achieving the University’s mission; *past and present.*

### **Focal Areas:**

1. Academic Excellence & Research (4)
2. Brand Identity (2)
3. Economic Development & Community Partnership (2)
4. Philanthropic Giving & Alumni Engagement (3)
5. Strategic Enrollment Growth (8)
6. Student Success (3)

( ) = Denotes the number of goals for each area

# 2018-19 Tuition & Fee Recommendations

**RADFORD**  
UNIVERSITY

# 2018-19 Proposed Resource Allocation - Revenue

	2018-19 Assumptions
<b>REVENUE</b>	
<b>General Fund Changes</b>	
2017-18 Central Fund Alignment	\$118,006
2018-19 Interest Earnings & CC Rebates	180,000
2018-19 Fringe Rate Changes	566,064
2018-19 Central Systems & Other Changes	38,152
<b>Total General Fund Changes</b>	<b>\$902,222</b>
<b>Nongeneral Fund Changes</b>	
Tuition & Fees	\$3,999,840
Sales & Services	(60,000)
Private Support	201,653
VRS Recoveries	344,731
Need Based Scholarships	(472,225)
<b>Total Nongeneral Fund Changes</b>	<b>\$4,013,999</b>
<b>Total Revenue Changes</b>	<b>\$4,916,221</b>

**Limited available resources.** The General Assembly continues to remain focused on strengthening the overall fiscal position of the Commonwealth.

Giving full consideration to legislative actions, economic outlook, and enrollment related factors for the upcoming 2018-19 fiscal year, a **tuition increase** has been proposed for both in-state and out-of-state students.

# 2018-19 Proposed Resource Allocation - Expense

	2018-19 Assumptions
<b>EXPENSES</b>	
<b>Non-Discretionary Cost Increases</b>	
<b>Mandatory Costs</b>	
2018-19 Fringe Rate Changes	\$938,101
<b>Central Cost Commitments</b>	
AA Promotion & Tenure	220,670
Contracts & Compliance	337,421
Contract Payouts	100,000
One-Time Operating Restoration	344,731
Recovery Rate Changes	202,981
<b>Sub-Total Central Commitments</b>	<b>\$2,143,904</b>
<b>Division Recurring Requirements</b>	
Academic Affairs	\$612,775
Finance & Administration	29,778
Information Technology	35,000
Central Administration	8,147
Student Affairs	13,441
University Relations	14,915
University Advancement	435,663
Enrollment Management	178,339
General Strategic Plan Implementation	1,444,260
<b>Sub-Total Division Requirements</b>	<b>\$2,772,317</b>
<b>Total Non-Discretionary Cost Increases</b>	<b>\$4,916,221</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$0</b>

Estimated general fund support for health and other fringe benefit rate changes is **\$566,064**. This will assist in defraying a portion of the cost; however, the University must address the remaining **\$372,037** to fund the state mandate.

Each funded item is required to align with the goals and objectives of the **2018-23 strategic plan**. Resources are to fund the absolute highest priorities across each division.

# 2018-19 Tuition & Fee Rate Proposals

**RADFORD**  
UNIVERSITY

## Proposed In-State Undergraduate Rates

	<u>Approved 2017-18</u>	<u>Proposed 2018-19</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
<b>Undergraduate</b>				
<b><u>In-state Undergraduate (full-time) –</u></b>				
Tuition	\$7,407	\$7,922	\$515	
Mandatory Technology Fee	54	58	4	
Mandatory Comprehensive Fee	3,166	3,230	64	
<b>Total In-state Undergraduate</b>	<b>\$10,627</b>	<b>\$11,210</b>	<b>\$583</b>	
Room - Standard Double	5,127	5,281	154	
Board - 19 Meal Plan	4,105	4,229	124	
<b>Total In-state Undergraduate Living in University Housing</b>	<b>\$19,859</b>	<b>\$20,720</b>	<b>\$861</b>	<b>4.34%</b>

## Proposed Out-of-State Undergraduate Rates

	<u>Approved 2017-18</u>	<u>Proposed 2018-19</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
<b>Undergraduate</b>				
<b><u>Out-of-state Undergraduate (full-time) –</u></b>				
Tuition	\$19,042	\$19,557	\$515	
Mandatory Capital Fee	447	447	0	
Mandatory Technology Fee	54	58	4	
Mandatory Comprehensive Fee	3,166	3,230	64	
<b>Total Out-of-state Undergraduate</b>	<b>\$22,709</b>	<b>\$23,292</b>	<b>\$583</b>	
Room - Standard Double	5,127	\$5,281	154	
Board - 19 Meal Plan	4,105	\$4,229	124	
<b>Total Out-of-state Undergraduate Living in University Housing</b>	<b>\$31,941</b>	<b>\$32,802</b>	<b>\$861</b>	<b>2.70%</b>

## Proposed Traditional Graduate Program Rates

	<u>Approved 2017-18</u>	<u>Proposed 2018-19</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
<b>Undergraduate</b>				
<b><u>In-state Graduate (full-time) –</u></b>				
Tuition	\$8,336	\$8,915	\$579	
Mandatory Technology Fee	54	58	4	
Mandatory Comprehensive Fee	3,166	3,230	64	
<b>Total In-state Graduate</b>	<b>\$11,556</b>	<b>\$12,203</b>	<b>\$647</b>	<b>5.60%</b>
<b><u>Out-of-State Graduate (full-time) –</u></b>				
Tuition	\$16,862	\$17,441	\$579	
Mandatory Capital Fee	447	447	0	
Mandatory Technology Fee	54	58	4	
Mandatory Comprehensive Fee	3,166	3,230	64	
<b>Total Out-of-state Graduate</b>	<b>\$20,529</b>	<b>\$21,176</b>	<b>\$647</b>	<b>3.15%</b>



# Questions?

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**RADFORD UNIVERSITY BOARD OF VISITORS**  
**Business Affairs and Audit Committee**  
**May 3, 2018**

**Action Item**  
**Recommendation for 2018-19 Tuition and Fees**

**Executive Summary:**

At the spring meeting of the Board of Visitors, tuition and fee recommendations are considered for the upcoming fiscal year. Many factors are reviewed when preparing the proposed tuition and fee rates including: legislative actions by the General Assembly, enrollment projections, mandatory cost increases, the Virginia Plan for Higher Education, the University's strategic plan, critical programmatic needs, institutional priorities, and the economic outlook. The proposed resolution covers undergraduate and graduate tuition rates, required fees, and room and board charges for the upcoming 2018-19 academic year.

As required, the University must first address all unavoidable cost increases for the next fiscal year prior to pursuing programmatic opportunities. This includes fringe benefit and health insurance changes, promotion and tenure compensation adjustments, safety and security, contractual escalators, technology infrastructure support, and the operating and maintenance of new facilities coming online. Therefore, the proposed tuition and fee recommendations are not only necessary to cover the aforementioned increases, but also to maintain essential levels of instructional support and student support services.

The State's financial outlook has improved significantly since the beginning of the current 2016-18 biennium, and this year's legislative session continues to remain focused on strengthening the overall fiscal position of the Commonwealth. Recommended contributions to this effort include the establishment of a Revenue Cash Reserve which would serve in aggregate of the Revenue Stabilization Fund, also known as the *Rainy Day Fund*, and would seek to maintain the broader fiscal integrity of the Commonwealth.

At this time, however, the impending 2018-20 biennial budget remains at a legislative stalemate. The initial session officially concluded on March 10, 2018 without a concurrence on the final fiscal plan. Although both the Executive and House budget proposals contain similar funding allocations, the Senate provides an alternative approach to provide a different path toward the long-term financial health of the Commonwealth. Central to the dispute remains funding associated with Medicaid expansion. In an effort to reach an agreement, legislators are expected to return to Richmond on April 11, 2018.

The University's total enrollment is anticipated to improve over the next four years. While the University continues to do well in recruiting, in spite of flat high school graduation rates, competition for in-state undergraduate students has become progressively more competitive. Projections will continue to be monitored over the summer as potential students finalize their selections, and actual enrollments will not be confirmed until the Fall 2018 census.

Based on the aforementioned legislative, economic, and enrollment related factors for the 2018-19 fiscal year, tuition, mandatory fees, and room and board charges are in aggregate recommended to increase \$861 (or 4.34 percent) for full-time in-state undergraduates and \$861 (or 2.70 percent) for full-time out-of-state undergraduates. This recommendation represents a conservative, sufficient, and prudent funding approach for the University in 2018-19.

**Authority for Setting Tuition and Fees:**

The current tuition policies identified in the 2017 Acts of Assembly, Chapter 836, Section 4-2.01.b (Higher Education Tuition and Fees) state:

*2. a) The Boards of Visitors or other governing bodies of institutions of higher education may set tuition and fee charges at levels they deem to be appropriate for all resident student groups based on, but not limited to, competitive market rates, provided that the total revenue generated by the collection of tuition and fees from all students is within the nongeneral fund appropriation for educational and general programs provided in this act.*

*b) The Boards of Visitors or other governing bodies of institutions of higher education may set tuition and fee charges at levels they deem to be appropriate for all nonresident student groups based on, but not limited to, competitive market rates, provided that: i) the tuition and mandatory educational and general fee rates for nonresident undergraduate and graduate students cover at least 100 percent of the average cost of their education, as calculated through base adequacy guidelines adopted, and periodically amended, by the Joint Subcommittee Studying Higher Education Funding Policies, and ii) the total revenue generated by the collection of tuition and fees from all students is within the nongeneral fund appropriation for educational and general programs provided in this act.*

*8. a) Except as provided in Chapters 933 and 943 of the 2006 Acts of Assembly, Chapters 594 and 616 of the 2008 Acts of Assembly, and Chapters 675 and 685 of the 2009 Acts of Assembly, mandatory fees for purposes other than educational and general programs shall not be increased for Virginia undergraduates beyond five percent annually, excluding requirements for wage, salary, and fringe benefit increases, authorized by the General Assembly. Fee increases required to carry out actions that respond to mandates of federal agencies are also exempt from this provision, provided that a report on the purposes of the amount of the fee increase is submitted to the Chairmen of the House Appropriations and Senate Finance Committees by the institution of higher education at least 30 days prior to the effective date of the fee increase.*

*b) This restriction shall not apply in the following instances: fee increases directly related to capital projects authorized by the General Assembly; fee increases to support student health services; and other fee increases specifically authorized by the General Assembly.*

The 2016-18 Biennial Budget contains additional language in Item 185-1c related to the Board approval of tuition rates during the 2016-18 biennium. Specifically, the language states:

*C. Out of this appropriation, \$1,482,976 the first year and \$2,163,111 the second year from the general fund is designated to support the goals of access, affordability, quality, and increased degrees. Given the increased investment from the general fund during this biennium, it is the expression of the General Assembly that the institution seeks to minimize tuition and fee increases for in-state undergraduate students. This language shall be in effect for the 2016-18 biennium only. The Board of Visitors shall set the tuition rates for the institution, and forward their action to the State Council of Higher Education for Virginia within three business days of such action. The Council shall analyze the Board's actions and report such analysis to the Chairmen of House Appropriations and Senate Finance Committees within three days of receipt, at which point, the Board's action shall be final. The Director of the Council shall report the final Board actions to the Chairmen by August 1, 2016 and August 1, 2017.*

Additionally, in accordance with Section 23.1 – 307 (D) public institutions of higher education are required to give at least 30 days advanced public notice of any vote by the Board to increase undergraduate tuition or mandatory fees:

*D. No governing board of any public institution of higher education shall approve an increase in undergraduate tuition or mandatory fees without providing students and the public a projected range of the planned increase, an explanation of the need for the increase, and notice of the date and location of any vote on such increase at least 30 days prior to such vote.*

As an additional reference, a historical summary of tuition and fee policy trends is outlined in the State Council of Higher Education for Virginia's (SCHEV) 2017-18 Tuition and Fees at Virginia's State-Supported Colleges and Universities annual report dated July 2017.

<http://www.schev.edu/docs/default-source/Reports-and-Studies/2017/tuition-and-fees-report-2017-18d557ba50bece61aeb256ff000079de01.pdf>

### **Development of Proposed Tuition and Fee Rates:**

The proposed tuition and fee recommendations consider the legislative requirements outlined above, the University's Strategic Plan: *Embracing the Tradition and Envisioning the Future*, projected enrollment, the 2018-20 biennial budget proposals, mandatory cost drivers, programmatic directives, and the overall economic outlook.

On April 3, 2018, in accordance with Section 23.1 – 307(D) of the Code of Virginia, a 30-day public notification was issued for undergraduate tuition and mandatory fee increase ranging between 3.95 and 7.95 percent. It is recommended that full consideration be given to the potential tuition and fee assessments for the upcoming 2018-19 academic year. If approved, the revenue generated from the increase, in combination with state appropriations, will be used to address personnel costs, state mandated items, health benefit changes, student financial assistance, and select institutional initiatives.

The following depicts the process used to derive the 2018-19 tuition and fee recommendations and outlines the impact of each variable as it relates to the specific recommendation. Please refer to Schedule A for a summary of the necessary resource outlay for 2018-19.

### **Educational & General (E&G) Program:**

#### **University Strategic Plan: “*Embracing the Tradition and Envisioning the Future*”**

Following a year-long intensive planning process and recent adoption by the Board of Visitors, Radford University has a renewed strategic direction for 2018–2023: *Embracing the Tradition and Envisioning the Future*. The goals identified within the five-year plan reflect not only the institution of Radford University but those it proudly serves; including our students, faculty, staff, alumni, and community. The plan is expected to chart the course for ongoing strategic action and will focus its efforts on serving both current and future generations of Highlanders.

The 2018-19 budget development cycle seeks to align divisional priorities with the efforts identified in the strategic plan. This included a comprehensive list of strategic goals within focus areas such as: Academic Excellence & Research, Brand Identity, Economic Development & Community Partnerships, Philanthropic Giving & Alumni Engagement, Strategic Enrollment Growth, and Student Success. Only those initiatives that aligned were considered during the current budget cycle. This will continue to be a point of fiscal relevance through the coming years.

#### **Six-Year Planning Processes and 2017-18 Budget Development**

The Virginia Higher Education Opportunity Act of 2011 (TJ21) was passed by the 2011 General Assembly and is based on recommendations from the Governor’s Commission on Higher Education Reform, Innovation and Investment formed through Executive Order No. 9 issued in March 2010. The TJ21 legislation requires institutions of higher education to prepare and submit a “Six-Year Plan” by July 1<sup>st</sup> each year in accordance with criteria outlined by the Higher Education Advisory Committee (HEAC). This landmark legislation also codifies a funding framework for higher education and identifies specific goals such as 100,000 new undergraduate degrees by 2025, increased retention and degree completion, optimal year-round utilization of resources, and investments in STEM-H programs.

As an integral part of the six-year planning process, the University’s internal annual budget development cycle provides the opportunity to reevaluate the essential needs for the upcoming fiscal year and outline divisional priorities for the outlying years. The budget development review engages key personnel and provides a consistent mechanism to prioritize funding requests and strategically aligns the institution’s long-range goals with projected resources.

The University submitted the 2018-20 Six-Year Plan to SCHEV this fiscal year. The University will be required to submit any updates to the 2018-20 plan to SCHEV by July 1, 2018. The University’s Six-Year Plan identifies the targeted objectives and strategies to achieve both state and institutional goals and provides a foundation for preparing tuition and mandatory fee recommendations for consideration by the Board of Visitors.



## Enrollment Trend

In recent history, Radford University has experienced enrollment gains in total student population. Between 2009-10 and 2013-14 the University increased 1,144 full-time equivalent (FTE) students; however, since 2014-15 total enrollment has stabilized. Enrollment for 2018-19 is conservatively projected to be aligned with prior year levels. Considering Fall 2017 census data, guidance from SCHEV on enrollment trends, and demographic changes in the high school student pipeline, the 2018-19 proposed tuition and fees rates are based on a conservative enrollment target at this point in the year. These projections are closely aligned with prior year budget expectations; a prudent decision given the challenges of the current recruitment landscape. Actual enrollments will not, however, be confirmed until the Fall 2018 census.

While increases in tuition and fee revenue, whether receipted from enrollment growth or rate increases, reflect a significant portion of the resources needed to support a student's cost of education, general fund support is also needed to cover the remaining portion. In the past, as enrollments have grown specifically from in-state undergraduates, state general fund support for "new in-state seats" has not been allocated at the same proportion. This constrains the institution's ability to fully fund the needs of the institution. While enrollment is a significant part of the discussion, so too is state general fund support.

Radford University is very reliant upon state general fund support due to the significant number of in-state undergraduate students served (93.6 percent as of Fall 2017). SCHEV's calculation identifies that the University's E&G program should be funded 62 percent from state general fund support and 38 percent through institutional nongeneral fund sources (i.e. tuition, E&G fees, etc.). However, SCHEV's most recent calculation reflects an inversion with Radford University funding 61 percent from institutional nongeneral fund sources and 39 percent from state general funds.

## Mandatory Cost Increases

### *2018 General Assembly Session Action –*

As previously mentioned, the 2018 General Assembly Session was largely focused on strengthening the fiscal position of the Commonwealth. With some variation, the Governor, House of Delegates, and Senate all proposed creating safeguard reserves to protect against future hardship and maintain broader fiscal integrity. Unfortunately, the 2018-20 biennial budget remains unsigned. The initial legislative session concluded without an approved fiscal plan. The House and Senate budget proposals remained at odds with funding associated with Federal Medicaid program expansion. While both the Executive and House budget proposal have significant overlap, the Senate remains hesitant with regard to expansion efforts and requests an alternative approach to spending in lieu of accepting additional funding.

Contrary to prior years, the federal funds awarded from Medicaid expansion were ingrained into the framework of the Executive budget proposal. While institutional differences manifest between the competing budget proposals, the most significant impact to Radford University in 2018-19 is the uncertainty associated with funding the increase in undergraduate financial aid. This appropriation is critical in assisting a public mission of making undergraduate higher education more affordable for all Virginians. In an effort to reach an agreement, legislators will return to

Richmond to address a bipartisan compromise. Additional information will be known in the coming weeks; however, regardless of the outcome, Radford University is expected to remain prudent in tempering its ongoing fiscal outlook.

Minimal variation exists in the first year of the biennium related to direct funding allocations to Radford University. In 2018-19 employer contributions for health insurance benefits are expected to increase by 6.1 percent, or \$938,101. The estimated incremental general fund support to be received for health and other fringe benefit rate changes is \$566,064. This will assist in defraying a portion of the cost; however, the University must address the remaining \$372,037 to fully fund the mandated changes. In addition, each of the budget proposals called for the restoration of interest earnings and credit card rebates. It is estimated this would provide an additional \$180,000 in support for programmatic initiatives.

The House budget proposal included funding to increase degree production in data science, technology, science, engineering, healthcare, and education. The expectation is to increase 1,320 degree awards in these fields, across all institutions, over the next biennium. If the proposal is included in the Conference budget, it would provide \$514,230 in 2018-19 and \$1,028,460 in 2019-20 to Radford University for such purposes. All funding associated with this proposal would be directed to support the increased degree production as requested.

There are no base salary adjustments proposed in any of the three budget proposals for 2018-19; however, the House proposal does call for a 2 percent bonus for classified employees only. This proposal is based on the expectation of nongeneral fund savings at the State level and would have no recurring impact on future fiscal budgets.

Undergraduate student financial assistance, under both the Executive and House budget proposals, is planned to increase by \$807,335 in 2018-19 and \$1,375,857 in 2019-20. The Senate budget proposal redirected 50 percent of the allocations in each of the biennium years. This allocation of financial aid resources is important for the University and will assist in lowering the cost of higher education for students of deserving need.

The following schedule reflects the anticipated funding from the 2018 General Assembly Session providing additional general fund support for the University in 2018-19:

**2018 General Assembly Funding Summary:**

	<b>Proposed 2018-19 Funding</b>
<b>E&amp;G - Educational &amp; General</b>	
2017-18 Central Fund Alignment	\$118,006
2018-19 Interest Earnings/CC Rebates	180,000
2018-19 Fringe Rate Changes (*)	566,064
2018-19 Central System & Other Charges	38,152
<b>Total E&amp;G General Fund Recommendations</b>	<b>\$902,222</b>
<b>SFA - Student Financial Assistance</b>	
2018-19 In-State Undergraduate Financial Aid	807,335
<b>Total E&amp;G and SFA (combined) General Fund</b>	<b>\$1,709,557</b>

Notes:

(\*) Central Appropriation amounts are not included in the University's line item appropriation. Instead they are held centrally by the state and allocated after the start of the fiscal year. For this reason estimates have been provided.

**Other Mandatory Costs**

In addition to the state mandated items, the University must also address teaching and research faculty promotion and tenure contractual commitments, operation and maintenance of new and existing facilities, contractual escalators for technology and maintenance contracts, escalating utilities, and committed costs for previously approved projects. These initiatives, referred to as central cost commitments, combine to total \$2,143,598. For additional details, Schedule A provides a breakdown of the mandatory cost requirements.

**Division Program Requirements**

After an extensive review of division programmatic requirements and requests that were submitted by each Vice President, the total amount of funding needed across all operating divisions for programmatic needs in 2018-19 totals \$1,328,057. While many requests were submitted to further operational priorities in support of implementing the strategic plan, only a handful of critical items were able to be addressed. Each funded item is required to align with the goals and objectives of the 2018-23 strategic plan. Therefore, the allocation of these resources are deemed necessary to fund the absolute highest priorities across each division and address the most critical of needs.



## **Out-of-State Tuition Outlook**

For the last several years, out-of-state tuition rate increases have varied from the in-state increases because it was believed that the University was reaching a point of diminishing returns relative to out-of-state tuition rates exceeding 150 percent of actual cost of education. For 2018-19, the University proposes to increase out-of-state undergraduate and graduate tuitions by \$515 (or 2.70 percent) and \$579 (or 3.43 percent), respectively. This equitable approach will ensure a comparable dollar differential between in-state and out-of-state tuition when compared to the prior year. Out-of-state students are required to cover 100 percent of the calculated cost of education. The University's rates are within and exceed this requirement. The most recent SCHEV calculation (2017-18) indicated out-of-state students (undergraduate and graduates) were covering 144 percent of the average cost at Radford University (SCHEV July 2017 Agenda Book, page 89).

Refer to the Summary of Tuition and Fees for 2018-19, Schedule B at the end of this document, for further details on the proposed rates.

## **E&G Summary**

Taking all of the above into consideration, the following represents the major factors considered in the proposed 2018-19 tuition rates by respective full-time student classification. The proposed recommendation considers (1) state guidelines outlined in the six-year plan, (2) mandatory cost increases such as salary, fringe benefit and health insurance adjustments, (3) the implantation of the University's strategic plan, and (4) essential programmatic needs of the University to sustain critical instructional support and student services, especially given projected enrollment.

Refer to the Summary of Tuition and Fees for 2018-19, Schedule B at the end of this document, for the proposed rates. Part-time tuition rates are derived from the respective full-time tuition rate and can also be referenced in the Summary of Tuition and Fees for 2018-19.

## **Virginia Educator Tuition:**

The Virginia Educator rate is a reduced tuition rate for Virginia elementary and secondary school personnel, regardless of residency status, and assists with maintaining certification and supporting continued improvement in the quality of education provided to the citizens of the Commonwealth. This policy was implemented by the University in recognition of the importance for Virginia educators to enhance their professional knowledge and skills through recertification.

To be eligible for the reduced tuition rate, educators (including teachers, administrators, counselors, librarians, coaches, and other instructional support staff) must be a full-time contractual employee in a K-12 public or private school in the Commonwealth of Virginia. The courses must be for professional development (e.g. graduate degree, additional endorsements, or for re-licensure), not for planned career changes outside of education. Students pay approximately 77 percent of the approved standard in-state graduate per credit hour tuition rate.

Refer to the Summary of Tuition and Fees for 2018-19, Schedule B at the end of this document, for the proposed rate.

**Differential Tuition:**

Differential tuition is recommended for specialized, high-demand, and/or costly programs. The current programs approved to charge differential tuition rates include: Master of Occupational Therapy (MOT), Doctor of Nursing Practice (DNP), Doctor of Physical Therapy (DPT), and Master of Fine Arts (MFA) in Design Thinking. Differential tuition was identified in the proposals submitted to the State Council for Higher Education (SCHEV) to support these programs.

Consistent with the traditional tuition rate changes proposed for 2018-19, a tuition increase is proposed for each differential tuition program. The comprehensive and other applicable fees will be in addition to the per-credit-hour fee unless otherwise noted. Refer to the Summary of Tuition and Fees for 2018-19, Schedule B at the end of this document, for the proposed rate.

**Competency Based Education:**

During the 2017-18 academic year, Radford University piloted two certificate programs based on the competency-based education model: Cybersecurity and Geospatial Intelligence. The asynchronous curriculum of these programs grant students more control in completing requirements beyond the scope of the standard credit hour measurement. Students are required to achieve certain skills or competencies in a designated subject matter, regardless of time, before they can complete the program. Therefore, it is an outcome, or competency, driven model that allows students the flexibility to manage program workloads at their desired pace.

Tuition rates are recommended to remain unchanged from prior year. While tuition is proposed at an annual rate, students will receive a pro-rated assessment on an ongoing six-month basis for as long as they are enrolled in the program. Refer to the Summary of Tuition and Fees for 2018-19, Schedule B at the end of this document, for the proposed rates.

**Technology Fee:**

A technology fee was first approved in 2010-11 to assist with covering increasing costs associated with supporting technology services provided to students. This fee facilitates standardized student software requirements, such as Microsoft Office and antivirus protection. It also supports the increased demand on the campus network infrastructure, incremental cost for the student enterprise system, and emerging classroom technologies.

To cover the increasing costs associated with maintaining these technology requirements the fee is recommended to increase \$4 (or 7.41 percent) in 2018-19. Refer to the Summary of Tuition and Fees for 2018-19, Schedule B at the end of this document, for the proposed rate.

**Online Program Fee:**

In the fall of 2010, the University offered its first, fully online degree program with the Doctor of Nursing Practice (DNP). Programs offered wholly online require specialized technology support and infrastructure. The online program fee is used to assist with supporting hardware, software, network infrastructure, and technical personnel costs associated with administering online

programs. In 2012-13, the Master of Fine Arts (MFA) in Design Thinking became the second program authorized to require the online program fee.

The online program fee is recommended to remain at \$25 per credit hour in 2018-19. As both the DNP and MFA degree programs are assessed the online program fee, they do not receive a comprehensive fee assessment. Additionally, this fee is not intended to be assessed to individual courses taught through distance education or other online channels. Refer to the Summary of Tuition and Fees for 2018-19, Schedule B at the end of this document, for the proposed rate.

### **Out-of-State Capital Fee:**

The 2003 General Assembly required the establishment of a capital fee to be assessed to all out-of-state students at institutions of higher education in Virginia. This is required to pay a portion of the debt service on bonds issued under the 21<sup>st</sup> Century Program. The out-of-state capital fee is proposed to remain unchanged. The General Assembly previously increased the per credit hour fee in 2007, 2009, 2010, 2012, and 2017. Refer to the Summary of Tuition and Fees for 2018-19, Schedule B at the end of this document for the proposed rate.

### **Auxiliary Enterprises Program:**

#### **Comprehensive Fee**

The comprehensive fee is used to support certain student services and programs and is paid by all enrolled students, except select fully online programs of study identified as exclusions. These auxiliary enterprise activities are required to be self-supporting and, as such, do not receive any state support. Therefore, they must also maintain sufficient fund balances to provide their own operating support, renewal and replacement of equipment, and capital reserves.

The recommended 2.02 percent increase in the comprehensive fee is necessary to fund required increases in state mandated salary increases, fringe benefit and health insurance rate adjustments, maintenance and operating expenses, contract escalators, transit services, programmatic requirements, scholarships, and all associated indirect cost charges. The proposed increase also considers enrollment projections for the coming year and is below the 5.00 percent limit allowed in the state appropriations act.

Following is a description of each component of the comprehensive fee:

Athletics: The student fee supports the intercollegiate athletic program which includes athletic administration, intercollegiate varsity sports teams, travel, scholarships, operation and maintenance of facilities, auxiliary indirect cost, and equipment. This fee entitles students to free admission into all sporting events.

Auxiliary Building/Facilities: The student fee supports auxiliary operation and maintenance of facilities, facilities staff, maintenance reserve projects, leased properties, insurance, auxiliary indirect cost, and equipment.

Auxiliary Support: The student fee supports auxiliary support personnel, operations, and direct student cost associated with the student RU Express/I.D. office, technology support, photocopying services, and student wages.

Debt Service: The student fee supports debt service payments for auxiliary construction and renovation projections such as the Student Recreation and Wellness Center.

Recreation: The student fee supports the personnel, operations, maintenance, and equipment of all student recreation and intramural facilities and fields.

Student Activities: The student fee supports student programs, clubs, organizations, activities, and events for groups such as R-Space, Student Government Association, Greek Life, Student Organization Assistance and Resources (SOAR), LEAD Scholars Program, etc. Students can attend most events free of charge or at greatly reduced rates, depending on the type of event.

Student Health: The student fee supports general medical services provided by the Radford University Student Health Center, normal counseling services provided by Radford University Student Counseling Center, the Disability Resource Office (DRO), and educational and support services provided by the Substance Abuse and Violence Education Support (SAVES) Office.

Student Services: The student fee supports student professional development through career, advising, and other resource services.

Student Union: The student fee supports administrative and student personnel, operations, maintenance, programmatic events, and equipment for the Bonnie Hurlburt Student Center and Heth Hall meeting rooms.

Transportation: The student fee supports unlimited access to the Radford Transit bus service for enrolled Radford University students. Connections to other transit services (e.g. Smart Way Bus, Blacksburg Transit, etc.) may have separate user fees.

Refer to the Summary of Tuition and Fees for 2018-19, Schedule B at the end of this document, for the proposed rate.

## **Room Rates**

During the previous academic year, Radford University realigned room charges to better account for the diverse array of housing options available. Standard occupancy accommodations were split into three different categories: **Phase I** consisting of the seven standard halls that have not been recently renovated, **Phase II** consisting of the seven residence halls that have been recently renovated, and **Super Suites** which are upgraded Phase II accommodations providing a shared kitchen space for the occupants. This change eliminated the ‘one-size-fits-all’ approach to the standard room type, and the cost of the facilities are aligned with students who occupy those respective rooms.

As a result of the aforementioned phased approach, the proposed 2018-19 room rates are recommended to increase a proportional 3.00 percent across all categories. This will alleviate any disparity in the already tiered pricing structure. The increase is necessary to cover increased costs associated with scholarships, maintenance and operations, programmatic requirements, debt service payments, fringe benefit and health insurance rate adjustments, student support services, and all associated indirect cost charges.

Refer to the Summary of Tuition and Fees for 2018-19, Schedule B at the end of this document, for further details on the proposed rates.

### **Board/Off-Campus Meal Plans**

The proposed average 2018-19 board and off-campus meal plan rate increase of 3.02 percent is necessary to cover costs associated with the annual dining services contractual agreement and indirect cost charges. Students living on campus must select one of the residential board plans as part of their housing agreement. Off-campus students may elect to participate in any of the approved meal plan options.

To support the increase in apartment housing options offered by the University, a new Apartment Block meal plan is recommended at a rate of \$2,160 for the 2018-19 academic year (or \$1,080 per semester). The dining option will be required, at minimum, for those living in University apartment style housing. Refer to the Summary of Tuition and Fees for 2018-19, Schedule B at the end of this document, for further details on the proposed rates.

### **Reference Material:**

For reference, Schedule C is an excerpt from the 2017-18 Operating Budget Plan and Financial Overview which includes comparative charts and graphs of tuition and fees at Virginia's public four-year institutions of higher education. Radford University is a best value as the third lowest total cost (tuition, fees, room and board) provider among Virginia's four-year public institutions.

Schedule A:  
**2018-19 Resource Allocation Analysis**

	2018-19 Assumptions		2018-19 Assumptions
<b>REVENUE</b>		<b>EXPENSES</b>	
<b>General Fund Changes</b>		<b>Non-Discretionary Cost Increases</b>	
2017-18 Central Fund Alignment	\$118,006	<b>Mandatory Costs</b>	
2018-19 Interest Earnings & CC Rebates	180,000	2018-19 Fringe Rate Changes	\$938,101
2018-19 Fringe Rate Changes	566,064	<b>Central Cost Commitments</b>	
2018-19 Central Systems & Other Changes	38,152	AA Promotion & Tenure	220,670
<b>Total General Fund Changes</b>	<b>\$902,222</b>	Contracts & Compliance	337,421
<b>Nongeneral Fund Changes</b>		Contract Payouts	100,000
Tuition & Fees	\$3,999,840	One-Time Operating Restoration	344,731
Sales & Services	(60,000)	Recovery Rate Changes	202,981
Private Support	201,653	<b>Sub-Total Central Commitments</b>	<b>\$2,143,904</b>
VRS Recoveries	344,731	<b>Division Recurring Requirements</b>	
Need Based Scholarships	(472,225)	Academic Affairs	\$612,775
<b>Total Nongeneral Fund Changes</b>	<b>\$4,013,999</b>	Finance & Administration	29,778
<b>Total Revenue Changes</b>	<b>\$4,916,221</b>	Information Technology	35,000
		Central Administration	8,147
		Student Affairs	13,441
		University Relations	14,915
		University Advancement	435,663
		Enrollment Management	178,339
		General Strategic Plan Implementation	1,444,260
		<b>Sub-Total Division Requirements</b>	<b>\$2,772,317</b>
		<b>Total Non-Discretionary Cost Increases</b>	<b>\$4,916,221</b>
		<b>SURPLUS / (DEFICIT)</b>	<b>\$0</b>

Schedule B:  
 Summary of Proposed 2018-19 Tuition and Fees

	<u>Approved 2017-18</u>	<u>Proposed 2018-19</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
<b>Undergraduate</b>				
<b><u>In-state Undergraduate (full-time) –</u></b>				
Tuition	\$7,407	\$7,922	\$515	6.95%
Mandatory Technology Fee	54	58	4	7.41%
Mandatory Comprehensive Fee	3,166	3,230	64	2.02%
<b>Total In-state Undergraduate</b>	<b>\$10,627</b>	<b>\$11,210</b>	<b>\$583</b>	<b>5.49%</b>
Room - Standard Double	5,127	5,281	154	3.00%
Board - 19 Meal Plan	4,105	4,229	124	3.02%
<b>Total In-state Undergraduate Living in University Housing</b>	<b>\$19,859</b>	<b>\$20,720</b>	<b>\$861</b>	<b>4.34%</b>
<b><u>Out-of-state Undergraduate (full-time) –</u></b>				
Tuition	\$19,042	\$19,557	\$515	2.70%
Mandatory Capital Fee	447	447	0	0.00%
Mandatory Technology Fee	54	58	4	7.41%
Mandatory Comprehensive Fee	3,166	3,230	64	2.02%
<b>Total Out-of-state Undergraduate</b>	<b>\$22,709</b>	<b>\$23,292</b>	<b>\$583</b>	<b>2.57%</b>
Room - Standard Double	5,127	\$5,281	154	3.00%
Board - 19 Meal Plan	4,105	\$4,229	124	3.02%
<b>Total Out-of-state Undergraduate Living in University Housing</b>	<b>\$31,941</b>	<b>\$32,802</b>	<b>\$861</b>	<b>2.70%</b>

	<u>Approved 2017-18</u>	<u>Proposed 2018-19</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
<b>Graduate</b>				
<b><u>In-state Graduate (full-time) –</u></b>				
Tuition	\$8,336	\$8,915	\$579	6.95%
Mandatory Technology Fee	54	58	4	7.41%
Mandatory Comprehensive Fee	3,166	3,230	64	2.02%
<b>Total In-state Graduate</b>	<b>\$11,556</b>	<b>\$12,203</b>	<b>\$647</b>	<b>5.60%</b>
<b><u>Out-of-State Graduate (full-time) –</u></b>				
Tuition	\$16,862	\$17,441	\$579	3.43%
Mandatory Capital Fee	447	447	0	0.00%
Mandatory Technology Fee	54	58	4	7.41%
Mandatory Comprehensive Fee	3,166	3,230	64	2.02%
<b>Total Out-of-state Graduate</b>	<b>\$20,529</b>	<b>\$21,176</b>	<b>\$647</b>	<b>3.15%</b>
<b>Differential Tuition &amp; Fees</b>				
<b><u>Master of Occupational Therapy (MOT) In-State (per credit hour)</u></b>				
Tuition	\$352	\$376	\$24	6.95%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Comprehensive Fee <sup>1</sup>	132	135	3	2.26%
<b>Total In-state Graduate MOT</b>	<b>\$487</b>	<b>\$514</b>	<b>\$27</b>	<b>5.63%</b>
<b><u>Master of Occupational Therapy (MOT) Out-of-State (per credit hour)</u></b>				
Tuition	\$943	\$967	\$24	2.59%
Mandatory Capital Fee <sup>1</sup>	19	19	0	0.00%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Comprehensive Fee <sup>1</sup>	132	135	3	2.26%
<b>Total Out-of-state Graduate</b>	<b>\$1,097</b>	<b>\$1,124</b>	<b>\$27</b>	<b>2.50%</b>

<sup>1</sup> For applicable differential tuition programs, students enrolled in 12 to 18 credit hours will be assessed up to the annualized rate of \$1,615 per semester for the mandatory comprehensive fee, \$27 per semester for the technology fee, and \$223.50 per semester for the Out-of-State Capital Fee.



	<u>Approved</u> <u>2017-18</u>	<u>Proposed</u> <u>2018-19</u>	<u>Dollar</u> <u>Increase</u>	<u>Percent</u> <u>Increase</u>
<b><u>Doctor of Nursing Practice (DNP) In-State (per credit hour)</u></b>				
Tuition	\$471	\$504	\$33	6.95%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Online Program Fee <sup>2</sup>	25	25	0	0.00%
<b>Total In-state Graduate DNP</b>	<b>\$499</b>	<b>\$532</b>	<b>\$33</b>	<b>6.56%</b>
<b><u>Doctor of Nursing Practice (DNP) Out-of-State (per credit hour)</u></b>				
Tuition	\$964	\$997	\$33	3.40%
Mandatory Capital Fee <sup>1</sup>	19	19	0	0.00%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Online Program Fee <sup>2</sup>	25	25	0	0.00%
<b>Total Out-of-state Graduate DNP</b>	<b>\$1,011</b>	<b>\$1,044</b>	<b>\$33</b>	<b>3.24%</b>
<b><u>Doctor of Physical Therapy (DPT) In-State (per credit hour)</u></b>				
Tuition	\$449	\$480	\$31	6.95%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Comprehensive Fee <sup>1</sup>	132	135	3	2.26%
<b>Total In-state Graduate DPT</b>	<b>\$584</b>	<b>\$618</b>	<b>\$34</b>	<b>5.85%</b>
<b><u>Doctor of Physical Therapy (DPT) Out-of-State (per credit hour)</u></b>				
Tuition	\$935	\$966	\$31	3.34%
Mandatory Capital Fee <sup>1</sup>	19	19	0	0.00%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Comprehensive Fee <sup>1</sup>	132	135	3	2.26%
<b>Total Out-of-state Graduate DPT</b>	<b>\$1,089</b>	<b>\$1,123</b>	<b>\$34</b>	<b>3.14%</b>

<sup>1</sup> For applicable differential tuition programs, students enrolled in 12 to 18 credit hours will be assessed up to the annualized rate of \$1,615 per semester for the mandatory comprehensive fee, \$27 per semester for the technology fee, and \$223.50 per semester for the Out-of-State Capital Fee.

<sup>2</sup> The online program fee applies to select differential tuition programs that are offered fully online. This fee is assessed on a per credit hour basis in lieu of the comprehensive fee.

	<u>Approved 2017-18</u>	<u>Proposed 2018-19</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
<b><u>Master of Fine Arts in Design Thinking In-State (per credit hour)</u></b>				
Tuition	\$696	\$744	48	6.95%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Online Program Fee <sup>2</sup>	25	25	0	0.00%
<b>Total In-state Graduate DNP</b>	<b>\$724</b>	<b>\$772</b>	<b>\$48</b>	<b>6.68%</b>
<b><u>Master of Fine Arts in Design Thinking Out-of-State (per credit hour)</u></b>				
Tuition	\$696	\$744	48	6.95%
Mandatory Capital Fee <sup>1</sup>	19	19	0	0.00%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Online Program Fee <sup>2</sup>	25	25	0	0.00%
<b>Total Out-of-state Graduate DNP</b>	<b>\$743</b>	<b>\$791</b>	<b>\$48</b>	<b>6.51%</b>
<b><u>Competency Based Certificate Program (per year)</u></b>				
Tuition	\$6,000	\$6,000	\$0	0.00%
Mandatory Capital Fee <sup>1</sup>	0	0	0	0.00%
Mandatory Technology Fee <sup>1</sup>	0	0	0	0.00%
<b>Total Competency Certificate</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$0</b>	<b>0.00%</b>

<sup>1</sup> For applicable differential tuition programs, students enrolled in 12 to 18 credit hours will be assessed up to the annualized rate of \$1,615 per semester for the mandatory comprehensive fee, \$27 per semester for the technology fee, and \$223.50 per semester for the Out-of-State Capital Fee.

<sup>2</sup> The online program fee applies to select differential tuition programs that are offered fully online. This fee is assessed on a per credit hour basis in lieu of the comprehensive fee.

**Part-time, 2018 Wintermester and Summer<sup>3</sup> Rates**

<b><u>Tuition</u></b>	<b>Approved 2017-18</b>	<b>Proposed 2018-19</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
<i>Undergraduate</i>				
In-state	\$308	\$329	\$21	6.95%
Out-of-state	793	814	21	2.70%
<i>Graduate</i>				
In-state	347	371	24	6.95%
Out-of-state	702	726	24	3.43%
In-state MOT	352	376	24	6.95%
Out-of-state MOT	943	967	24	2.59%
In-state DPT	449	480	31	6.95%
Out-of-state DPT	935	966	31	3.34%
In-state DNP	471	504	33	6.95%
Out-of-state DNP	964	997	33	3.40%
In-state MFA	696	744	48	6.95%
Out-of-state MFA	696	744	48	6.95%
Virginia Educator	266	284	18	6.95%
<b><u>Other Mandatory Fees</u></b>				
Technology Fee	\$3	\$3	\$0	0.00%
Out-of-state Capital Fee	19	19	0	0.00%
Online Program Fee <sup>2</sup>	25	25	0	0.00%
Comprehensive Fee	132	135	3	2.26%

<sup>2</sup>The online program fee applies to select differential tuition programs that are offered fully online. This fee is assessed on a per credit hour basis in lieu of the comprehensive fee.

<sup>3</sup>Summer III only - full-time students taking 12 to 18 credit hours are charged the annualized rate schedule instead of the per credit hour rate schedule.

**Comprehensive Fee**

	<b>Approved 2017-18</b>	<b>Proposed 2018-19</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
<b>Mandatory Comprehensive Fee</b>				
Athletics	\$1,180	\$1,180	\$0	0.00%
Auxiliary Building/Facilities	258	263	5	1.94%
Auxiliary Support	209	216	7	3.35%
Debt Service	299	299	0	0.00%
Recreation	282	287	5	1.77%
Student Activities	127	127	0	0.00%
Student Health	322	342	20	6.21%
Student Services	75	90	15	20.00%
Student Union	286	296	10	3.50%
Transit	128	130	2	1.56%
<b>Total Comprehensive Fee</b>	<b>\$3,166</b>	<b>\$3,230</b>	<b>\$64</b>	<b>2.02%</b>

**Fall & Spring Annual Room Rates<sup>4</sup>**

	<b>Approved 2017-18</b>	<b>Proposed 2018-19</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
<b>Room</b>				
Traditional Double	\$4,540	\$4,676	\$136	3.00%
Standard Double - Phase I	5,127	5,281	154	3.00%
Standard Double - Phase II	5,281	5,439	158	2.99%
Traditional Single	6,627	6,826	199	3.00%
Standard Single - Phase I	7,294	7,513	219	3.00%
Standard Single - Phase II	7,513	7,738	225	2.99%
Standard - Super Suite	5,545	5,711	166	2.99%
University Managed Apartments	5,909	6,086	177	3.00%

<sup>4</sup> Notes:

a) Double occupancy rooms which remain tripled after the census date will receive a weekly 25 percent prorated credit on their respective room rate.

b) Summer rates are prorated based on the approved annualized rate for a standard room.

**Fall & Spring Annual Board & Meal Plan Rates<sup>5</sup>**

	<b>Approved 2017-18</b>	<b>Proposed 2018-19</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
<b>Residential Board Plan</b>				
Flex Plan	\$3,982	\$4,102	\$120	3.01%
19 Meal Plan	4,105	4,229	124	3.02%
15 Meal Plan	3,994	4,114	120	3.00%
Apt Block	---	2,160	---	---
<b>Non-Residential Meal Plan (<i>optional</i>)</b>				
Flex Jr. Plan	\$2,012	\$2,074	\$62	3.08%
65 Meal Plan	1,003	1,034	31	3.09%
90 Meal Plan	1,389	1,431	42	3.02%

<sup>5</sup>Notes:

- a) Summer rates are prorated on the approved annualized rate.
- b) Select board and meal plans may not be available each term.

Schedule C:  
**2017-18 Operating Budget Plan and Financial Overview**

**2017-18 Tuition and Fees Overview**

Source: 2017-18 Operating Budget Plan and Financial Overview

Students are charged tuition that supports the Educational & General (E&G) program and comprehensive, room, and board fees that support the Auxiliary Enterprises program.

**Tuition:** Radford University’s tuition, approved annually by the Radford University Board of Visitors, is divided into the following four major classifications:

- **In-state undergraduate**
- **Out-of-state undergraduate**
- **In-state graduate**
- **Out-of-state graduate**

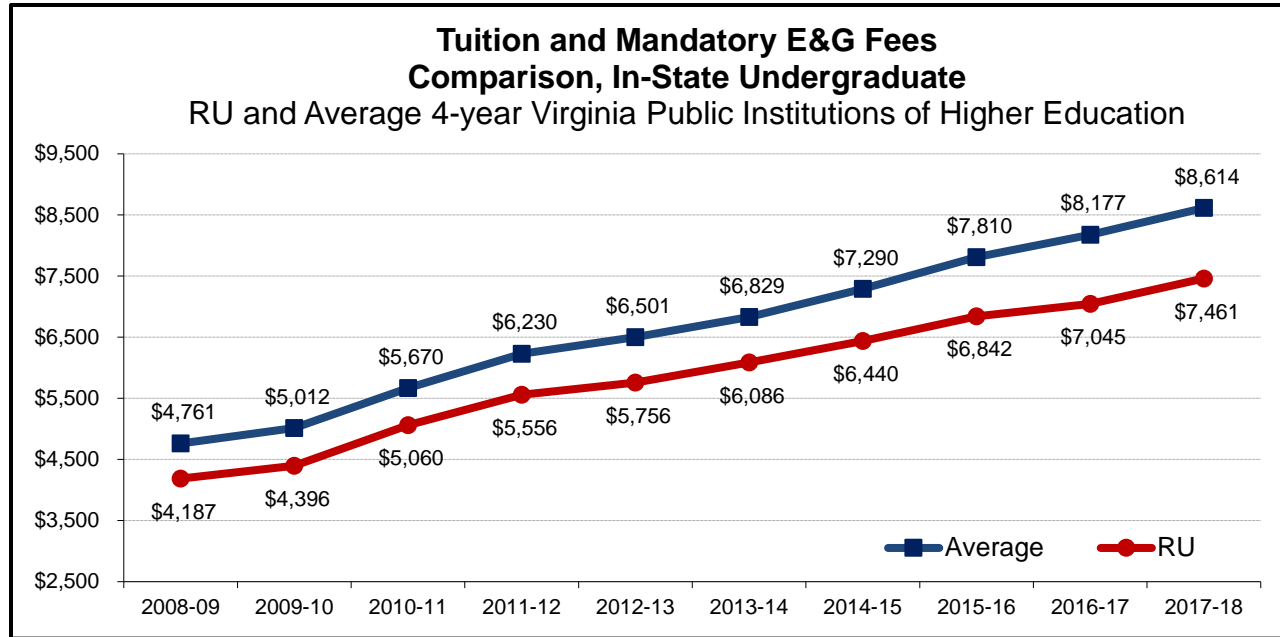
Radford University’s Tuition and Mandatory Fee rates from fiscal years 2014 through 2018 are as follows:

<b>Total Tuition and Mandatory Fees</b>								
<b>In-State, Undergraduate Students</b>								
<b>Rank</b>	<b>Institution</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>\$ Change From FY17</b>	<b>% Change From FY17</b>
1	College of William & Mary <sup>1</sup>	\$10,531	\$12,564	\$14,114	\$15,810	\$16,506	\$696	4.4%
2	University of Virginia	\$10,460	\$10,932	\$12,347	\$13,515	\$13,810	\$295	2.2%
3	Virginia Commonwealth University <sup>1</sup>	\$9,960	\$10,356	\$10,719	\$10,989	\$11,483	\$494	4.5%
4	Virginia Tech	\$9,703	\$10,197	\$10,628	\$10,941	\$11,263	\$322	2.9%
5	Virginia Military Institute	\$7,080	\$7,498	\$8,136	\$8,461	\$8,884	\$423	5.0%
6	George Mason University	\$7,220	\$7,562	\$7,976	\$8,204	\$8,672	\$468	5.7%
7	University of Mary Washington	\$6,758	\$7,146	\$7,716	\$7,948	\$8,306	\$358	4.5%
8	Christopher Newport University	\$6,554	\$6,962	\$7,642	\$7,870	\$8,270	\$400	5.1%
9	Longwood University	\$6,450	\$6,930	\$7,170	\$7,350	\$7,620	\$270	3.7%
<b>10</b>	<b>Radford University</b>	<b>\$6,086</b>	<b>\$6,440</b>	<b>\$6,842</b>	<b>\$7,045</b>	<b>\$7,461</b>	<b>\$416</b>	<b>5.9%</b>
11	Old Dominion University	\$5,492	\$5,813	\$6,193	\$6,348	\$6,648	\$300	4.7%
12	James Madison University	\$5,104	\$5,406	\$5,724	\$5,896	\$6,250	\$354	6.0%
13	Virginia State University	\$4,906	\$5,078	\$5,230	\$5,386	\$5,547	\$161	3.0%
14	University of Virginia at Wise	\$4,801	\$5,012	\$5,210	\$5,369	\$5,529	\$160	3.0%
15	Norfolk State University	\$3,810	\$4,536	\$5,162	\$5,318	\$5,478	\$160	3.0%
<b>Average<sup>2</sup></b>		<b>\$6,829</b>	<b>\$7,290</b>	<b>\$7,810</b>	<b>\$8,177</b>	<b>\$8,614</b>	<b>\$437</b>	<b>5.3%</b>

<sup>1</sup> The institution adopted a new guaranteed tuition plan for incoming in-state undergraduates in 2013-14. The tuition charged in their freshman year is frozen for all four years of their undergraduate attendance.

<sup>2</sup> Weighted average as calculated by SCHEV in order to account for variable increases at CWM and VCU

**Tuition and Mandatory Fees:** The charts and graphs shown reflect a multi-year comparison of tuition and mandatory fees for in-state undergraduate students among the 15 four-year public institutions in Virginia. Radford University’s tuition and mandatory E&G fees for 2017-18 is **13.4 percent (\$1,153)** lower than the average tuition and mandatory E&G fees at the other Virginia four-year public institutions of higher education.

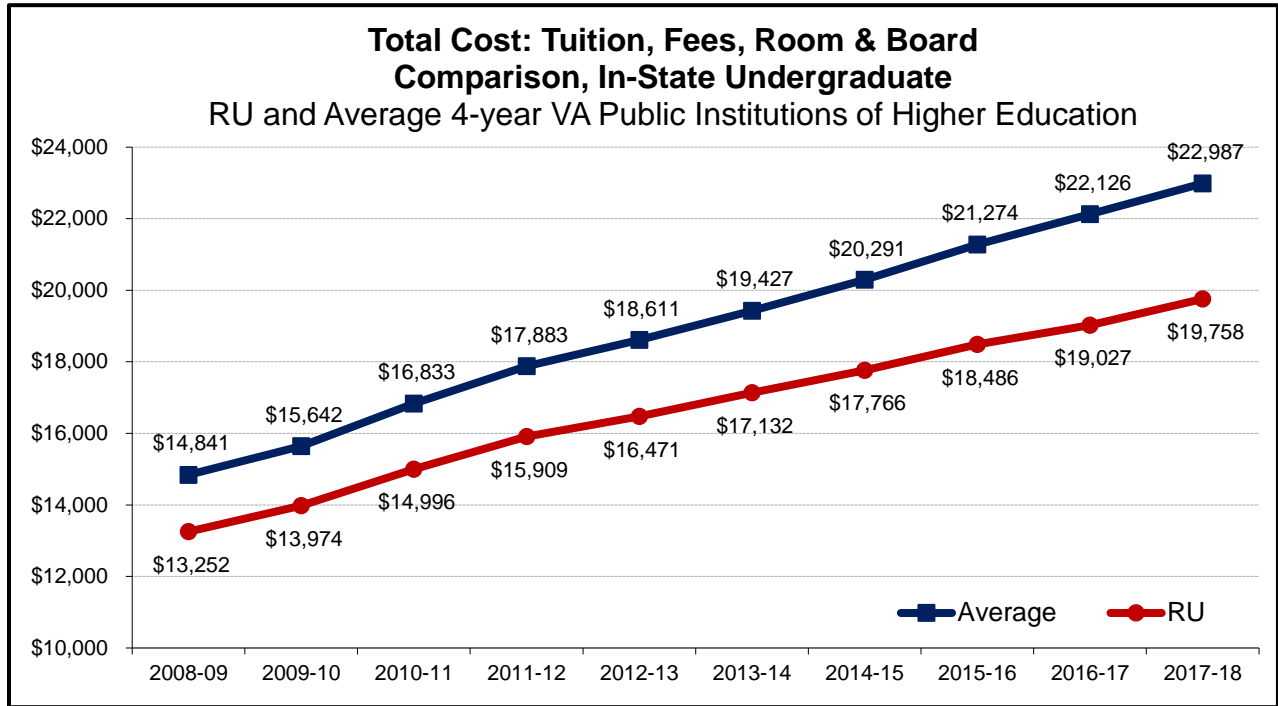


**TOTAL PRICE (TUITION, MANDATORY FEES, ROOM AND BOARD)**

The charts, graphs, and tables below display the total price for in-state undergraduate students compared to the state average and other Virginia four-year public colleges and universities.

For the 2017-18 academic year, Radford University’s total cost (tuition, mandatory fees, room and board) is **14.0 percent (or \$3,229)** lower than the average total cost at the other Virginia public four-year institutions of higher education.

In-State, Undergraduate Students	2017-18 State Average	2017-18 RU Total Cost	\$ RU Below Average	% RU Below Average
Tuition and Mandatory E&G Fees	\$8,614	\$7,461	(\$1,153)	-13.4%
Comprehensive Fee	\$4,088	\$3,166	(\$922)	-22.6%
Room & Board	\$10,285	\$9,131	(\$1,154)	-11.2%
<b>Total</b>	<b>\$22,987</b>	<b>\$19,758</b>	<b>(\$3,229)</b>	<b>-14.0%</b>



Total Tuition, Comprehensive Fees, Room & Board Fees In-State, Undergraduate Students								
Rank	Institution	FY14	FY15	FY16	FY17	FY18	\$ Change From FY17	% Change From FY17
1	College of William & Mary <sup>1</sup>	\$25,279	\$28,000	\$30,350	\$32,616	\$33,843	\$1,227	3.8%
2	Virginia Military Institute	\$22,492	\$23,890	\$25,202	\$26,460	\$27,450	\$990	3.7%
3	University of Virginia	\$22,175	\$23,050	\$24,869	\$26,440	\$27,060	\$620	2.3%
4	Christopher Newport University	\$21,050	\$21,960	\$23,140	\$23,968	\$24,878	\$910	3.8%
5	Virginia Commonwealth University <sup>1</sup>	\$21,084	\$21,716	\$22,358	\$23,049	\$23,811	\$762	3.3%
6	Longwood University	\$20,216	\$20,836	\$21,468	\$22,184	\$23,138	\$954	4.3%
7	George Mason University	\$18,898	\$19,814	\$21,462	\$22,030	\$23,014	\$984	4.5%
8	University of Mary Washington	\$18,782	\$19,682	\$20,764	\$21,508	\$22,344	\$836	3.9%
9	Virginia Tech	\$19,105	\$19,941	\$20,711	\$21,276	\$21,920	\$644	3.0%
10	James Madison University	\$18,049	\$18,858	\$19,462	\$20,118	\$20,990	\$872	4.3%
11	Old Dominion University	\$17,732	\$18,518	\$19,214	\$19,870	\$20,472	\$602	3.0%
12	University of Virginia at Wise	\$18,499	\$19,208	\$19,476	\$19,885	\$20,139	\$254	1.3%
13	<b>Radford University</b>	<b>\$17,132</b>	<b>\$17,766</b>	<b>\$18,486</b>	<b>\$19,027</b>	<b>\$19,758</b>	<b>\$731</b>	<b>3.8%</b>
14	Virginia State University	\$17,792	\$18,130	\$18,478	\$19,034	\$19,606	\$572	3.0%
15	Norfolk State University	\$15,600	\$16,176	\$17,336	\$18,228	\$18,902	\$674	3.7%
<b>Average<sup>2</sup></b>		<b>\$19,427</b>	<b>\$20,291</b>	<b>\$21,274</b>	<b>\$22,126</b>	<b>\$22,987</b>	<b>\$861</b>	

<sup>1</sup> The institution adopted a new guaranteed tuition plan for incoming in-state undergraduates in 2013-14. The tuition charged in their freshman year is frozen for all four years of their undergraduate attendance.

<sup>2</sup> Weighted average as calculated by SCHEV in order to account for variable increases at C.M and VCU



**RADFORD UNIVERSITY BOARD OF VISITORS**  
**Resolution**  
**May 4, 2018**

**Approval of 2018-19 Tuition and Fees**

**NOW, THEREFORE, BE IT RESOLVED** that the Radford University Board of Visitors approves tuition and fees for the 2018-19 academic year as reflected in the Summary of Proposed 2018-19 Tuition and Fees beginning with the Fall 2018 semester and thereafter until otherwise adjusted by the Board of Visitors.

### Summary of Proposed 2018-19 Tuition and Fees

	<u>Approved 2017-18</u>	<u>Proposed 2018-19</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
<b>Undergraduate</b>				
<b><u>In-state Undergraduate (full-time) -</u></b>				
Tuition	\$7,407	\$7,922	\$515	6.95%
Mandatory Technology Fee	54	58	4	7.41%
Mandatory Comprehensive Fee	3,166	3,230	64	2.02%
<b>Total In-state Undergraduate</b>	<b>\$10,627</b>	<b>\$11,210</b>	<b>\$583</b>	<b>5.49%</b>
Room - Standard Double	5,127	5,281	154	3.00%
Board - 19 Meal Plan	4,105	4,229	124	3.02%
<b>Total In-state Undergraduate Living in University Housing</b>	<b>\$19,859</b>	<b>\$20,720</b>	<b>\$861</b>	<b>4.34%</b>
<b><u>Out-of-state Undergraduate (full-time) -</u></b>				
Tuition	\$19,042	\$19,557	\$515	2.70%
Mandatory Capital Fee	447	447	0	0.00%
Mandatory Technology Fee	54	58	4	7.41%
Mandatory Comprehensive Fee	3,166	3,230	64	2.02%
<b>Total Out-of-state Undergraduate</b>	<b>\$22,709</b>	<b>\$23,292</b>	<b>\$583</b>	<b>2.57%</b>
Room - Standard Double	5,127	\$5,281	154	3.00%
Board - 19 Meal Plan	4,105	\$4,229	124	3.02%
<b>Total Out-of-state Undergraduate Living in University Housing</b>	<b>\$31,941</b>	<b>\$32,802</b>	<b>\$861</b>	<b>2.70%</b>

May 4, 2018

Proposed 2018-19 Tuition &amp; Fees

	<u>Approved 2017-18</u>	<u>Proposed 2018-19</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
<b>Graduate</b>				
<b><u>In-state Graduate (full-time) -</u></b>				
Tuition	\$8,336	\$8,915	\$579	6.95%
Mandatory Technology Fee	54	58	4	7.41%
Mandatory Comprehensive Fee	3,166	3,230	64	2.02%
<b>Total In-state Graduate</b>	<b>\$11,556</b>	<b>\$12,203</b>	<b>\$647</b>	<b>5.60%</b>
<b><u>Out-of-State Graduate (full-time) –</u></b>				
Tuition	\$16,862	\$17,441	\$579	3.43%
Mandatory Capital Fee	447	447	0	0.00%
Mandatory Technology Fee	54	58	4	7.41%
Mandatory Comprehensive Fee	3,166	3,230	64	2.02%
<b>Total Out-of-state Graduate</b>	<b>\$20,529</b>	<b>\$21,176</b>	<b>\$647</b>	<b>3.15%</b>
<b>Differential Tuition &amp; Fees</b>				
<b><u>Master of Occupational Therapy (MOT) In-State (per credit hour)</u></b>				
Tuition	\$352	\$376	\$24	6.95%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Comprehensive Fee <sup>1</sup>	132	135	3	2.26%
<b>Total In-state Graduate MOT</b>	<b>\$487</b>	<b>\$514</b>	<b>\$27</b>	<b>5.63%</b>
<b><u>Master of Occupational Therapy (MOT) Out-of-State (per credit hour)</u></b>				
Tuition	\$943	\$967	\$24	2.59%
Mandatory Capital Fee <sup>1</sup>	19	19	0	0.00%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Comprehensive Fee <sup>1</sup>	132	135	3	2.26%
<b>Total Out-of-state Graduate</b>	<b>\$1,097</b>	<b>\$1,124</b>	<b>\$27</b>	<b>2.50%</b>

<sup>1</sup> For applicable differential tuition programs, students enrolled in 12 to 18 credit hours will be assessed up to the annualized rate of \$1,615 per semester for the mandatory comprehensive fee, \$27 per semester for the technology fee, and \$223.50 per semester for the Out-of-State Capital Fee.

	<u>Approved 2017-18</u>	<u>Proposed 2018-19</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
<b><u>Doctor of Nursing Practice (DNP) In-State (per credit hour)</u></b>				
Tuition	\$471	\$504	\$33	6.95%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Online Program Fee <sup>2</sup>	25	25	0	0.00%
<b>Total In-state Graduate DNP</b>	<b>\$499</b>	<b>\$532</b>	<b>\$33</b>	<b>6.56%</b>
<b><u>Doctor of Nursing Practice (DNP) Out-of-State (per credit hour)</u></b>				
Tuition	\$964	\$997	\$33	3.40%
Mandatory Capital Fee <sup>1</sup>	19	19	0	0.00%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Online Program Fee <sup>2</sup>	25	25	0	0.00%
<b>Total Out-of-state Graduate DNP</b>	<b>\$1,011</b>	<b>\$1,044</b>	<b>\$33</b>	<b>3.24%</b>
<b><u>Doctor of Physical Therapy (DPT) In-State (per credit hour)</u></b>				
Tuition	\$449	\$480	\$31	6.95%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Comprehensive Fee <sup>1</sup>	132	135	3	2.26%
<b>Total In-state Graduate DPT</b>	<b>\$584</b>	<b>\$618</b>	<b>\$34</b>	<b>5.85%</b>
<b><u>Doctor of Physical Therapy (DPT) Out-of-State (per credit hour)</u></b>				
Tuition	\$935	\$966	\$31	3.34%
Mandatory Capital Fee <sup>1</sup>	19	19	0	0.00%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Comprehensive Fee <sup>1</sup>	132	135	3	2.26%
<b>Total Out-of-state Graduate DPT</b>	<b>\$1,089</b>	<b>\$1,123</b>	<b>\$34</b>	<b>3.14%</b>

<sup>1</sup> For applicable differential tuition programs, students enrolled in 12 to 18 credit hours will be assessed up to the annualized rate of \$1,615 per semester for the mandatory comprehensive fee, \$27 per semester for the technology fee, and \$223.50 per semester for the Out-of-State Capital Fee.

<sup>2</sup> The online program fee applies to select differential tuition programs that are offered fully online. This fee is assessed on a per credit hour basis in lieu of the comprehensive fee.

	<u>Approved 2017-18</u>	<u>Proposed 2018-19</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
<b><u>Master of Fine Arts in Design Thinking In-State (per credit hour)</u></b>				
Tuition	\$696	\$744	48	6.95%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Online Program Fee <sup>2</sup>	25	25	0	0.00%
<b>Total In-state Graduate DNP</b>	<b>\$724</b>	<b>\$772</b>	<b>\$48</b>	<b>6.68%</b>
<b><u>Master of Fine Arts in Design Thinking Out-of-State (per credit hour)</u></b>				
Tuition	\$696	\$744	48	6.95%
Mandatory Capital Fee <sup>1</sup>	19	19	0	0.00%
Mandatory Technology Fee <sup>1</sup>	3	3	0	0.00%
Mandatory Online Program Fee <sup>2</sup>	25	25	0	0.00%
<b>Total Out-of-state Graduate DNP</b>	<b>\$743</b>	<b>\$791</b>	<b>\$48</b>	<b>6.51%</b>
<b><u>Competency Based Certificate Program (per year)</u></b>				
Tuition	\$6,000	\$6,000	\$0	0.00%
Mandatory Capital Fee <sup>1</sup>	0	0	0	0.00%
Mandatory Technology Fee <sup>1</sup>	0	0	0	0.00%
<b>Total Competency Certificate</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$0</b>	<b>0.00%</b>

<sup>1</sup> For applicable differential tuition programs, students enrolled in 12 to 18 credit hours will be assessed up to the annualized rate of \$1,615 per semester for the mandatory comprehensive fee, \$27 per semester for the technology fee, and \$223.50 per semester for the Out-of-State Capital Fee.

<sup>2</sup> The online program fee applies to select differential tuition programs that are offered fully online. This fee is assessed on a per credit hour basis in lieu of the comprehensive fee.

**Part-time, 2018 Wintermester and Summer<sup>3</sup> Rates**

<b><u>Tuition</u></b>	<b>Approved 2017-18</b>	<b>Proposed 2018-19</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
<i>Undergraduate</i>				
In-state	\$308	\$329	\$21	6.95%
Out-of-state	793	814	21	2.70%
<i>Graduate</i>				
In-state	347	371	24	6.95%
Out-of-state	702	726	24	3.43%
In-state MOT	352	376	24	6.95%
Out-of-state MOT	943	967	24	2.59%
In-state DPT	449	480	31	6.95%
Out-of-state DPT	935	966	31	3.34%
In-state DNP	471	504	33	6.95%
Out-of-state DNP	964	997	33	3.40%
In-state MFA	696	744	48	6.95%
Out-of-state MFA	696	744	48	6.95%
Virginia Educator	266	284	18	6.95%
<b><u>Other Mandatory Fees</u></b>				
Technology Fee	\$3	\$3	\$0	0.00%
Out-of-state Capital Fee	19	19	0	0.00%
Online Program Fee <sup>2</sup>	25	25	0	0.00%
Comprehensive Fee	132	135	3	2.26%

<sup>2</sup>The online program fee applies to select differential tuition programs that are offered fully online. This fee is assessed on a per credit hour basis in lieu of the comprehensive fee.

<sup>3</sup>Summer III only - full-time students taking 12 to 18 credit hours are charged the annualized rate schedule instead of the per credit hour rate schedule.

**Comprehensive Fee**

	<b>Approved 2017-18</b>	<b>Proposed 2018-19</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
<b>Mandatory Comprehensive Fee</b>				
Athletics	\$1,180	\$1,180	\$0	0.00%
Auxiliary Building/Facilities	258	263	5	1.94%
Auxiliary Support	209	216	7	3.35%
Debt Service	299	299	0	0.00%
Recreation	282	287	5	1.77%
Student Activities	127	127	0	0.00%
Student Health	322	342	20	6.21%
Student Services	75	90	15	20.00%
Student Union	286	296	10	3.50%
Transit	128	130	2	1.56%
<b>Total Comprehensive Fee</b>	<b>\$3,166</b>	<b>\$3,230</b>	<b>\$64</b>	<b>2.02%</b>

**Fall & Spring Annual Room Rates<sup>4</sup>**

	<b>Approved 2017-18</b>	<b>Proposed 2018-19</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
<b>Room</b>				
Traditional Double	\$4,540	\$4,676	\$136	3.00%
Standard Double - Phase I	5,127	5,281	154	3.00%
Standard Double - Phase II	5,281	5,439	158	2.99%
Traditional Single	6,627	6,826	199	3.00%
Standard Single - Phase I	7,294	7,513	219	3.00%
Standard Single - Phase II	7,513	7,738	225	2.99%
Standard - Super Suite	5,545	5,711	166	2.99%
University Managed Apartments	5,909	6,086	177	3.00%

<sup>4</sup> Notes:

a) Double occupancy rooms which remain tripled after the census date will receive a weekly 25 percent prorated credit on their respective room rate.

b) Summer rates are prorated based on the approved annualized rate for a standard room.

**Fall & Spring Annual Board & Meal Plan Rates<sup>5</sup>**

	<u>Approved 2017-18</u>	<u>Proposed 2018-19</u>	<u>Dollar Increase</u>	<u>Percent Increase</u>
<b>Residential Board Plan</b>				
Flex Plan	\$3,982	\$4,102	\$120	3.01%
19 Meal Plan	4,105	4,229	124	3.02%
15 Meal Plan	3,994	4,114	120	3.00%
Apt Block	---	2,160	---	---
 <b>Non-Residential Meal Plan (<i>optional</i>)</b>				
Flex Jr. Plan	\$2,012	\$2,074	\$62	3.08%
65 Meal Plan	1,003	1,034	31	3.09%
90 Meal Plan	1,389	1,431	42	3.02%

<sup>5</sup>Notes:

- a) Summer rates are prorated on the approved annualized rate.
- b) Select board and meal plans may not be available each term.



End of Board of Visitors Materials

