



**RADFORD UNIVERSITY BOARD OF VISITORS MEETING
BOARD ROOM
MARTIN HALL – THIRD FLOOR
RADFORD, VIRGINIA
9:00 A.M.
SEPTEMBER 19, 2014**

APPROVED

MINUTES

BOARD MEMBERS PRESENT

Mr. Michael A. Wray, Rector
Mr. Anthony R. Bedell (*entered the meeting at 9:11 a.m.*)
Ms. Mary Waugh Campbell
Ms. Callie M. Dalton
Dr. Kevin R. Dye
Dr. Andrew Fogarty
Mr. Randolph “Randy” J. Marcus (*entered the meeting at 10:32 a.m.*)
Ms. Alethea “AJ” Robinson
Ms. Ruby W. Rogers
Dr. Javaid Siddiqi
Ms. Georgia Anne Snyder-Falkinham
Mr. Christopher Wade
Dr. Jerry M. Kopf, faculty representative (non-voting, advisory member)
Mr. Colby Bender, student representative (non-voting, advisory member)

BOARD MEMBERS ABSENT

Mr. Matthew B. Crisp
Dr. Susan Whealler Johnston
Mr. Steve Robinson

OTHERS PRESENT

President Penelope W. Kyle
Mr. Richard Alvarez, Vice President for Finance & Administration and Chief Financial Officer
Mr. Joe Carpenter, Vice President for University Relations & Chief Communications Officer
Mr. Danny M. Kemp, Vice President for Information Technology & Chief Information Officer
Dr. Sam Minner, Provost & Vice President of Academic Affairs
Dr. Mark Shanley, Vice President of Student Affairs
Ms. Melissa Wohlstein, Vice President for University Advancement
Ms. Christina Brogdon, Executive Director & Chief Human Resource Officer

Ms. Margaret McManus, University Auditor
Ms. Lisa H. Ridpath, Associate Vice President for Finance & Administration
Radford University faculty and staff

Mr. Ronald C. Forehand, Senior Assistant Attorney General, Commonwealth of Virginia
Mr. Mike F. Melis, Assistant Attorney General, Commonwealth of Virginia

Dr. James Burke, Performance Management Group
Ms. Linda Pierce, Performance Management Group

Michele N. Schumacher
Secretary to the Board of Visitors

CALL TO ORDER

Mr. Michael A. Wray, Rector, formally called the meeting to order at 9:00 a.m. in the Board Room in Martin Hall on the campus of Radford University, Radford, Virginia.

APPROVAL OF AGENDA

Mr. Wray asked for a motion to approve the September 19, 2014 meeting agenda, as published. Ms. Mary Waugh Campbell so moved and Ms. Georgia Anne Snyder-Falkinham seconded the motion and the motion carried unanimously.

APPROVAL OF MINUTES

Mr. Wray asked for a motion to approve the minutes of the May 9, 2014 meeting of the Board of Visitors and the minutes of the July 17-18, 2014 Board Retreat, as published. Ms. Ruby W. Rogers so moved and Dr. Kevin R. Dye seconded the motion and the motion carried unanimously.

NOMINATIONS AND ELECTION OF RECTOR

Mr. Wray asked for nominations from the floor for Vice Rector. Ms. Campbell nominated Dr. Kevin R. Dye; Ms. Snyder-Falkinham seconded the nomination. There being no further nominations, a vote was taken and Dr. Dye was unanimously elected Vice Rector for the 2014-2015 fiscal year commencing immediately.

REPORT FROM THE FACULTY REPRESENTATIVE TO THE BOARD

Dr. Jerry M. Kopf, non-voting faculty advisory representative, provided an oral report to the Board. He reviewed for the new members the function of the faculty senate and its make-up, and noted that the senators represent the various colleges, are elected for a one-year term, elect the faculty senate executive council (the officers of the faculty senate). He explained that the executive council has five committees and he briefly reviewed the responsibilities of each committee. Dr. Kopf advised the Board that more information could be found on the faculty senate web page located at <http://www.radford.edu/content/faculty-senate/home.html>.

Mr. Wray thanked Dr. Kopf for his report.

REPORT FROM THE STUDENT REPRESENTATIVE TO THE BOARD

Mr. Colby Bender, Student Representative to the Board of Visitors, provided a report on the three initiatives he will be working on this year: campus safety at Radford University which includes campus safety walks both on and off campus; promotion of sexual assault awareness through the “Consent Campaign”; encouraging student political engagement through collaboration with Virginia 21 through use of Turbovote to register students to vote and exploring the possibility of the establishment of a polling place on campus; and campus unification to enhance campus community among not only student organizations but also the entire student population at Radford.

A copy of Mr. Colby’s report is attached hereto as *Attachment A* and is made a part hereof.

Mr. Wray thanked Mr. Colby for his report.

REPORT FROM THE ADVANCEMENT/ALUMNI RELATIONS & COMMUNICATIONS/MARKETING COMMITTEE

Dr. Kevin R. Dye, Vice Rector and Chair of the Advancement/Alumni Relations & Communications/Marketing Committee, noted that the Committee met on Thursday, September 18, 2014, and that President Penelope W. Kyle introduced Ms. Melissa Wohlstein, the new Vice President for University Advancement. He reported that Mr. Richard Alvarez provided the Committee with updates on Advancement fundraising for 2014 fiscal year-end, noting that \$4.5 million was raised, and briefed the Committee on the state of the Advancement division based upon his interim oversight of the division. Dr. Dye also informed the Board that Ms. Wohlstein identified her initial priorities for Advancement and provided a list of the Advancement and Alumni events scheduled through November 2014.

He stated that Mr. Joe Carpenter, Vice President for University Relations & Chief Communications Officer updated the Committee on the branding and marketing initiative, media relations activities and the creative service activities of the University Relations division that have been undertaken since the May 8, 2014 Committee meeting.

Mr. Marcus noted that it was an important fund raising tool for the Advancement division to be able to tell prospective donors that the Board of Visitors fully supports the University financially, and made a motion to encourage a commitment from each Board member for philanthropic support of the University annually. Ms. Snyder-Falkinham seconded the motion and it was unanimously adopted. A copy of this Resolution is attached hereto as *Attachment B* and is made a part hereof.

Mr. Wray thanked Dr. Dye for his report.

REPORT FROM THE ACADEMIC AFFAIRS COMMITTEE

Mr. Randolph “Randy” J. Marcus, Chair of the Academic Affairs Committee, noted that the Committee had met on Thursday September 18, 2014. Mr. Marcus noted that there was one action item from the Committee, the adoption of the Veteran Priority Registration Policy which has been revised to comply with the Code of Virginia. Mr. Marcus moved that the Board adopt the Resolution “Veteran Priority Registration Policy”, Mr. Anthony R. Bedell seconded and the Resolution was unanimously adopted. A copy of the Resolution is attached hereto as *Attachment C* and is made a part hereof.

He reported that the Committee received reports from Dr. Jerry M. Kopf, Faculty Senate President, that provided the faculty’s perspective on the impact that the budget reductions required by the Commonwealth of Virginia may have on Radford University, faculty salaries, and faculty moral.

Mr. Marcus also informed the Board that Dr. Sam Minner, Provost & Vice President for Academic Affairs, provided the Committee with an Academic Affairs report that included a review of the significant accomplishments in the Academic Affairs Division, as well as an update on the proposed changes for the Career Center. Mr. Marcus stated that Dr. Minner also advised the Committee that one faculty member, Dr. Judy Niehaus, was awarded emerita status. He also noted that the Committee discussed at length whether an expansion of the nursing program was appropriate and reviewed the factors that need to be considered if such a decision was made which included accreditation requirements, clinical placements, and faculty to student ratio in clinical settings. A discussion ensued concerning the University’s ability to expand the nursing program given the limited number of clinical opportunities that are available to nursing students in southwest Virginia.

Mr. Wray thanked Mr. Marcus for his report.

Mr. Wray stated that a number of Board members and the President attended the Higher Education Summit in Richmond, Virginia on September 17, 2014 and informed the Board that the topics and areas of concern for higher education in the Commonwealth are very similar to the issues and topics being discussed at Radford University, namely, student enrollment, the employability of graduates, and how do schools differentiate what they offer. Mr. Wray asked Dr. Javaid Siddiqi to provide a brief report on the Higher Education Summit. Dr. Siddiqi noted that the discussions were centered on jobs and the need for institutions to think differently about programs that are offered, the manner in which students are recruited, and the need to provide students with the necessary skills sets to obtain jobs today and in the future.

Mr. Wray thanked Dr. Siddiqi.

REPORT FROM THE BUSINESS AFFAIRS & AUDIT COMMITTEE

Dr. Andrew Fogarty, Vice Chair of the Business Affairs & Audit Committee, informed the Board that the Committee met yesterday, September 18, 2014. He noted that the Committee heard several reports including a report from Ms. Karen Helderman, Information Systems Development Specialty Team Director and Radford Audit Project Manager, Auditor of Public Accounts (APA), that provided a summary of the APA’s audit for fiscal year 2013, and noted that the University received

an unmodified opinion with no material weaknesses or instances of noncompliance. Dr. Fogarty informed the Board that Ms. Margaret McManus, University Auditor, provided her quarterly report on activities in her area.

Dr. Fogarty also noted that Mr. Richard Alvarez, Vice President for Finance and Administration & Chief Financial Officer, provided an update on the capital projects, and a summary of the unaudited revenue and expenditure activity for the year ending June 30, 2014.

Dr. Fogarty stated that there were four action items that needed Board approval. The first is the approval of the revised Charter for the Office of Audit and Advisory Services, noting that the revisions were necessary to incorporate changes to Internal Audit Standards and to reflect the correct name of the Committee, as the Charter had not been amended since the Committee name change. Mr. Wray asked for a motion to approve the Resolution “Approval of the Revised Office of Audit and Advisory Services Charter”. Mr. Anthony R. Bedell so moved, and Mr. Marcus seconded and the motion was unanimously adopted. A copy of the Resolution is attached hereto as **Attachment D** and is made a part hereof.

Dr. Fogarty noted that the second action item was the approval of the Radford University 2014-15 Operating Budget and 2014-15 First Quarter Adjustments noting that the Committee received an in-depth briefing by Mr. Alvarez on the 2014-2015 Operating Budget. Mr. Wray asked for a motion to approve the Resolution “Approval of the Radford University 2014-2015 Operating Budget and 2014-2015 First Quarter Adjustments”. Ms. Callie M. Dalton so moved, and Mr. Marcus seconded the motion and the motion was unanimously adopted. A copy of the report and the Resolution “Radford University 2014-15 Operating Budget and 2014-15 First Quarter Adjustments” is attached hereto as **Attachment E** and is made a part hereof.

Dr. Fogarty continued that the third action item was the approval of the Radford University 2014 Six-Year Plan, and noted Radford University’s Six-Year Plan was updated to reflect existing strategies and new strategies based on institutional priorities and legislative action during the 2014 General Assembly Session. Mr. Wray asked for a motion to approve the Resolution to adopt the Radford University 2014 Six-Year Plan. Mr. Marcus so moved, and Ms. Ruby W. Rogers seconded and the Resolution was unanimously adopted. A copy of the Resolution is attached hereto as **Attachment F** and is made a part hereof.

Dr. Fogarty stated that the final action item was the approval of the write-off of approximately \$42,000.00 of past due accounts, and requesting approval to delegate the ability to write-off all past due accounts to the Vice President for Finance & Administration with a requirement that said Vice President for Finance & Administration provide an annual informational report of all write-offs of past due accounts provided for the previous fiscal year ending June 30th at the September Business Affairs & Audit Committee meeting. Mr. Wray asked for a motion to approve the Resolution “Approval to Write-Off Past Due Accounts”. Ms. Alethea “A.J.” Robinson so moved, and Ms. Dalton seconded the motion and the Resolution was unanimously adopted. A copy of the Resolution is attached hereto as **Attachment G** and is made a part hereof.

Mr. Wray thanked Dr. Fogarty for his report.

REPORT OF THE GOVERNANCE, ADMINISTRATION AND ATHLETIC COMMITTEE

Mr. Anthony R. Bedell, Chair of the Governance, Administration and Athletic Committee, reported that the Committee met on September 18, 2014. He reported that Mr. Danny M. Kemp, Vice President for Information Technology & Chief Information Officer, provided the Committee with updates on various technology projects that occurred since the May 8, 2014 Committee meeting.

Mr. Bedell further reported that Mr. Robert G. Lineburg, Director of Intercollegiate Athletics, provided an intercollegiate athletics report which included athletic team highlights since the May 8, 2014, Committee meeting, academic highlights for 2013-2014 school year, athletic facility improvements, and an update on the search for a women's lacrosse coach. The report also included updates on the athletic realignment, specifically focusing on the field hockey student athletes.

Mr. Bedell also reported that the Committee received a report from Ms. Mary Waugh Campbell on Radford University's new Board orientation session that was held on August 26, 2014.

Mr. Bedell indicated that the Committee also held a closed session pursuant to section 2.2-3711 (A) (7) of the Code of Virginia for the consultation with legal counsel relating to Title IX policies and procedures.

He noted that there were no action items from the Committee.

Mr. Wray thanked Mr. Bedell for his report.

Mr. Wray asked Mr. Mike Melis, Assistant Attorney General, to update the Board on FOIA requirements. Mr. Melis noted that at the Board Retreat in July 2014 some questions were raised concerning FOIA and email retention. He explained that he wanted to clarify that while FOIA has no requirements regarding e-mail retention, there are public records retention requirements which include the retention of e-mails and those must be followed.

REPORT FROM THE STUDENT AFFAIRS COMMITTEE

Ms. Mary Waugh Campbell, Chair of the Student Affairs Committee, informed the Board that the Committee met on September 18, 2014. She noted that Dr. Mark Shanley, Vice President for Student Affairs, Dr. Irvin Clark, Dean of Students and Mr. Kenneth Bonk, Associate Vice President for Student Affairs provided reports on the Student Affairs division that included updates on the fall move-in, division goals, as well as, goals of the Dean of Students office, and residential learning communities and new initiatives of the division.

Ms. Campbell also reported that Mr. Colby Bender, President of the Student Government Association provided an update on SGA activities and reviewed the SGA strategic plan. Ms. Campbell noted that a special presentation was made by SGA Vice President Tiffany Goins on the plans to recognize and celebrate the 100th Anniversary of the founding of the SGA.

Ms. Campbell noted that there was one action item, the approval of the Resolution approving the Threat Management Policy. She indicated the amendments to this Policy were necessary to comply with changes in the Code of Virginia and to reflect professional best practices. Mr. Wray asked for a

motion to approve the Resolution to Approve the Threat Management Policy. Mr. Bedell so moved and Mr. Wade seconded the motion and the Resolution was unanimously adopted. A copy of the Resolution is attached hereto as *Attachment H* and is made a part hereof.

Ms. Campbell informed the Board that she has requested that the University develop an events calendar of activities on campus that might be of interest to the Board members.

Mr. Wray thanked Ms. Campbell for her report.

REPORT ON THE RADFORD UNIVERSITY FOUNDATION

Ms. Georgia Anne Snyder-Falkinham, liaison to the Radford University Foundation (Foundation), reported that the total assets in the Foundation as of June 30, 2014 were \$73.6 million, noting that investments with Spider Management Group in Richmond are \$48.5 million. Ms. Snyder-Falkinham also reported that the sale of the Burlington Building to the University is pending. Ms. Snyder-Falkinham reported that the Foundation has hired a new comptroller, Mr. Derek Neal. She also informed the Board that the Foundation will pay for services of the interior decorator at 915 Tyler Avenue, Radford, VA and will pay for the cost and installation of a fence at the property.

Mr. Wray thanked Ms. Snyder-Falkinham for her report.

AMENDMENT OF BYLAWS

Mr. Wray reminded the members of the Board that the Bylaws of the Board of Visitors of Radford University were suspended for the May 9, 2014 meeting to allow for the election of the Rector and Vice Rector at that meeting. He pointed out that this was done because the Board of Visitors terms for both the then Rector and Vice Rector ended on June 30, 2014, and if they were not reappointed the Board could not elect a new Rector and/or Vice Rector until the Board's annual meeting which was designated in the bylaws as the first regular meeting of each fiscal year. He proposed an amendment that would change the date of the Annual Meeting from first meeting of each fiscal year to the last meeting of the Board of each fiscal year, and would change the term of office of the officers of the Board to run from July 1 through June 30 of each year (one year terms). Mr. Wray asked for a motion to approve the Resolution amending the bylaws. Mr. Bedell so moved, Dr. Siddiqi seconded and the Resolution was unanimously adopted. A copy of the Resolution is attached hereto as *Attachment I* and is made a part hereof.

PRESIDENT'S REPORT

President Kyle stated that at the Board Retreat in July 2014 one of the items that was requested was a calendar of campus events specifically of interest to the Board. Mr. Kemp reviewed with the Board the calendar that was developed in conjunction with Mr. Carpenter to meet this request and noted that the calendar can be found on the Board of Visitors page on the Radford University's website at <http://www.radford.edu/content/bov/home.html>. Mr. Carpenter reminded the Board that the calendar does not include all events on campus but only those events that were thought to be of interest to the Board. The Board was asked to visit the site and review the proposed Board Calendar.

President Kyle also distributed her Quarterly Report to the Board, a copy of the RU Magazine and the brochure for the upcoming Homecoming/Family weekend.

President Kyle reported on significant campus events and developments that occurred since the Board's meeting in May 2014, and introduced senior leaders that have joined the University or assumed new positions at the University, including Dr. George Low, Dean of the College of Business and Economics, Ms. Margaret Devaney, Dean of the College of Visual and Performing Arts, and Ms. Melissa Wohlstein, Vice President for University Advancement. President Kyle also reported on the events that were held on campus during the summer including Virginia Boys State, the Virginia Summer Residential Governor's Schools in the Humanities and the Visual and Performing Arts, the Summer Bridge program, and the first-ever hosting of the Virginia Science, Technology, Engineering and Applied Mathematics (STEAM) Academy.

President Kyle also informed the Board that the University has entered into a Memorandum of Understanding with the Virginia Community College System which will provide an efficient pathway for VCCS's Applied Science in Nursing graduates to achieve a Bachelor of Science in Nursing degree from Radford University.

President Kyle reported to the Board the accolades that Radford University faculty, staff and students had received, which included Dr. Virginia Burggraf, being named a 2014 Fellow by the Gerontological Society of America; Dr. Lynn M. Zoch being recognized as the co-author on two articles that have received widespread acclaim in the field of public relations; graduate student Ashley Marlowe, who is studying for her Masters in Fine Arts with a concentration in graphic design, receiving a National Student Silver ADDY.

President Kyle also informed the Board that she has been asked by SCHEV to represent the Virginia Public Institutions of Higher Education in response to an invitation by the Taiwan Ministry of Education to travel to Taiwan to meet with the Ministry of Education in order to promote education and academic exchanges between the Commonwealth of Virginia and Taiwan. Mr. Wray stated that this is an honor for Radford University and that President Kyle's trip would be funded by the Taiwan Ministry of Education.

CLOSED SESSION

Mr. Wray called for the Board to go into Closed Session and asked Dr. Fogarty to make the motion. Dr. Fogarty moved, pursuant to Section 2.2-3711(A)(1) of the Freedom of Information Act, that the Radford University Board of Visitors go into "Closed Session" for the discussion of personnel matters, more specifically matters relating to the performance evaluation or compensation of certain Radford University employees and the evaluation of performance of certain departments or schools of the University which will require performance evaluations of specific individuals in those departments. Ms. Snyder-Falkinham seconded the motion and the motion was unanimously adopted.

Mr. Wray asked Mr. Ronald Forehand, Senior Assistant Attorney General, Commonwealth of Virginia, Mr. Mike F. Melis, Assistant Attorney General, Commonwealth of Virginia, Dr. James Burke, Performance Management Group, and Ms. Linda Pierce, Performance Management Group,

to attend the Closed Session. The President and all other staff left the meeting at this point. President Kyle was asked to reenter the closed session at 1:55 pm.

RECONVENED SESSION

Following the closed session, the public was invited to return to the meeting. Mr. Wray, Rector, called the meeting to order. Mr. Wray, Rector, asked Dr. Fogarty to make the motion to return to open session, and Ms. Snyder-Falkinham seconded the motion.

Certification of Executive Meeting

WHEREAS, the Radford University Board of Visitors has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Radford University Board of Visitors hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under Virginia law and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Radford University Board of Visitors.

A roll call vote was taken:

Vote: yes	Mr. Michael A. Wray	yes	Dr. Andrew B. Fogarty
yes	Ms. Mary W. Campbell	yes	Ms. Alethea "AJ" Robinson
yes	Ms. Callie M. Dalton	yes	Ms. Ruby W. Rogers
yes	Dr. Kevin R. Dye	yes	Ms. Georgia Anne Snyder-Falkinham

Mr. Anthony R. Bedell, Mr. Randolph J. Marcus, Dr. Javaid Siddiqi and Mr. Christopher Wade left during closed session.

RESOLUTIONS

Mr. Wray presented Resolutions honoring the four-retiring Board members: Mr. Stephan Q. Cassaday class of 1976, Mr. Michael Hurt class of 1994, Mr. Milton C. Johns, and Ms. Linda Whitley-Taylor class of 1986. He stated that Radford University was honored in the last few years to have had Ms. Whitley-Taylor, Mr. Cassaday, Mr. Johns and Mr. Hurt on the Board of Visitors.

Dr. Kevin R. Dye made the motion to approve the resolutions, and Ms. Snyder-Falkinham seconded, and the motion carried unanimously. Copies of the Resolutions are attached hereto as ***Attachment J, Attachment K, Attachment L and Attachment M*** and are made a part hereof.

ADJOURNMENT

With no further business to come before the Board, Mr. Michael A. Wray, Rector, adjourned the meeting at 3:00 p.m.

Respectfully submitted,

Michele N. Schumacher
Secretary to the Board of Visitors