

**RADFORD UNIVERSITY
BOARD OF VISITORS**

November 15, 2005

MINUTES

Members present:

Mrs. Mary Ann Hovis, Rector
Mr. R. Scott LaRose
Dr. Cora Saltzberg
Mr. Thomas E. Fraim, Jr.
Mr. Mark R. Pace
Mr. David Smith
Mr. Robert Blake
Dr. Claire Waldron (non-voting, advisory faculty representative)
Ms. Stephanie Harmon (non-voting, advisory student representative)

Members absent:

Ms. Nancy Agee
Mr. R.J. Kirk
Mr. Stephen Musselwhite
Ms. Karen Waldron

CALL TO ORDER

Mrs. Mary Ann Hovis, Rector of the Board, called the meeting to order at 9:30 a.m., Tuesday, November 15, 2005 at the Southwest Virginia Higher Education Center in Abingdon.

APPROVAL OF MINUTES

Mr. Fraim made the motion that the minutes for the September 29, 2005 meeting of the Board of Visitors be approved as distributed. Seconded by Mr. Pace, the motion carried.

STUDENT GOVERNMENT ASSOCIATION REPORT

Ms. Stephanie Harmon presented the Student Government Association Report which included a commencement update, Radford City police issues, a “Meet and Greet” with the President,

current community service projects, the new SGA Message Board and the upcoming advocacy trip to Richmond.

FACULTY SENATE REPORT

Dr. Claire Waldron presented the Faculty Senate Report which included an update on the Image Task Force (now called the Communications Council) and the recent Faculty Senate meeting with President Kyle as guest.

STUDENT AFFAIRS REPORT AND RECOMMENDATIONS

Mr. Pace made the motion that the Student Affairs Appointments and Salary Increases as detailed on page 3-4 of the Agenda Book be approved. Seconded by Mr. Fraim, the motion carried.

UNIVERSITY ADVANCEMENT REPORT AND RECOMMENDATIONS

Dr. Salzberg made the motion that the University Advancement Appointment and Salary Increases as detailed on page 5 of the Agenda Book be approved. Seconded by Mr. Pace, the motion carried.

PLANNING AND RESEARCH REPORT AND RECOMMENDATIONS

Mr. Fraim made the motion that the Planning and Research Salary Increases as detailed on page 6 of the Agenda Book be approved. Seconded by Mr. LaRose, the motion carried.

BUSINESS AFFAIRS REPORT AND RECOMMENDATIONS

Mr. Fraim made the motion that the Business Affairs Promotion as detailed on page 7 of the Agenda Book be approved. Seconded by Mr. Pace, the motion carried.

Mr. Fraim made the motion that the Business Affairs Salary Increases as detailed on page 7 of the Agenda Book be approved. Seconded by Mr. Smith, the motion carried.

Mr. Fraim made the motion that the following Business Affairs Write-offs as detailed on page 8 of the Agenda Book be approved. Seconded by Mr. LaRose, the motion carried.

1. Write-Off of Past Due Accounts Receivable

Consistent with the university's write-off policy, the following accounts are eligible to be written off:

Student accounts	\$2,633.54
Residential life charges	437.00
Returned checks	73.00
Parking fines	550.00
Emergency loans	275.00
Federal Perkins loan	512.22
Discharged per Attorney General's Office	<u>298.11</u>
Total	\$4,778.87

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

ACADEMIC AFFAIRS REPORT AND RECOMMENDATIONS

I. Personnel Issues

Dr. Salzberg made the motion that the Academic Affairs Personnel Issues A-G as detailed on pages 9-32 of the Agenda Book be approved. Seconded by Mr. Smith, the motion carried.

II. Change to Teaching and Research Faculty Handbook

Dr. Salzberg made the motion that the following changes to Sections 1.5.1 Procedures for Recommending Reappointment of Tenure-Track Faculty of the Teaching and Research Faculty Handbook as detailed on page 32- 35 of the Agenda Book be approved. Seconded by Mr. Pace, the motion carried.

1.5 REAPPOINTMENT

Teaching faculty subject to annual reappointment include tenure-track faculty, special purpose faculty, and those full-time temporary faculty hired with an option for renewal.

1.5.1 Procedures for Recommending Reappointment or Non-Reappointment of Tenure-track Faculty

1. All deadlines for reappointment consideration and appeals procedures will be established each year and communicated in writing to all faculty at the beginning of the Fall Semester in the University's Time Schedule for Personnel Decisions.

~~2. The faculty member shall initiate an application for reappointment with a letter of request to the Department Chair evaluating his or her progress in teaching, professional contributions, and service. The Department Chair shall submit the faculty member's application and Faculty Annual Report to the Chair of the Department Personnel Committee.~~

~~If the candidate is the Department Chair, the application shall be submitted directly to the Chair of the Department Personnel Committee and all subsequent duties of the Department Chair in Section 1.5 shall be omitted. The Chair of the Department Personnel Committee shall communicate directly with the Dean.~~

3. 2. The Department Personnel Committee shall initiate for each continuing nontenured full-time Teaching faculty member ~~the candidate's~~ After a thorough evaluation of his or her cumulative documentation, ~~the Department Personnel Committee shall~~ and make its written recommendation ~~on the application~~ for reappointment, including full justification, to the Department Chair. The Department Personnel Committee shall provide a copy of its recommendation and justification to the ~~eandidate~~ faculty member. A minority report may be written if the Department Personnel Committee's recommendation concerning reappointment is unacceptable to a minority of the committee members. A minority report is seen as an exception rather than standard procedure and shall include a justification for its creation. The minority report shall be signed and submitted as a separate document, and shall be included with the Personnel Committee's recommendation. A copy shall be sent to the ~~eandidate~~ faculty member.
4. 3. After receipt of the ~~faculty member's application and the~~ Personnel Committee's recommendation, the Department Chair shall make his or her own written recommendation, including full justification, and shall forward this, along with the recommendation and justification from the Department Personnel Committee, to the Dean of the College. The Department Chair shall provide a copy of his or her recommendation and justification to the ~~eandidate~~ faculty member and the Department Personnel Committee. Additionally, Department Chairs are responsible for clearly communicating in writing, as part of the Chair's annual evaluation of each tenure-track faculty member, their evaluation regarding the faculty member's progress towards the minimal criteria for eligibility for tenure. These written evaluations shall form a portion of the justification for the ultimate decision to award or deny tenure.

5. 4. The College Dean shall review the ~~application from the faculty member,~~ recommendations of the Department Personnel Committee and the Department Chair and forward these recommendations to the Vice President for Academic Affairs along with his or her own written recommendation, including justification. The Dean shall provide a copy of his or her recommendation and justification to the ~~candidate~~ faculty member, the Departmental Personnel Committee, and the Department Chair. In the event that a negative recommendation is submitted by the Department Personnel Committee or the Department Chair or the College Dean, the ~~candidate~~ faculty member shall have the right to submit a written response to the next higher level or to appeal any one of those decisions. The Faculty Appeals Committee, upon appropriate and timely request from the ~~candidate~~ faculty member, shall have jurisdiction. That Committee shall report its recommendations on appeals to the Vice President for Academic Affairs.
6. 5. The Vice President for Academic Affairs shall make his or her recommendation to the President. The Vice President for Academic Affairs shall provide a copy of his or her recommendation to the ~~candidate~~ faculty member, the College Dean, the Department Chair, and the Department Personnel Committee.

If the recommendation of the Vice President for Academic Affairs is negative, he or she shall so inform the ~~candidate~~ faculty member, furnishing the copy of his or her recommendation, including justification, at least one week before the deadline to submit an appeal to the Faculty Appeals Committee. Upon appropriate and timely request from the ~~candidate~~ faculty member, the Faculty Appeals Committee shall have jurisdiction. If on appeal from the faculty member, the Faculty Appeals Committee disagrees with the recommendation from the Vice President for Academic Affairs, the report of the committee shall first be sent to the President. If the President's decision is negative, the report shall be sent through the President to the Board of Visitors.

7. 6. The President shall make his or her decision and shall submit the names of all tenure-track faculty recommended for reappointment to the Board of Visitors.

If the Vice President for Academic Affairs recommends positively and the decision of the President is negative, the President shall so inform the ~~candidate~~ faculty member, furnishing the copy of his or her decision, including justification, at least one week before the established deadline to submit an appeal to the Faculty Appeals Committee. Upon appropriate and timely request from the ~~candidate~~ faculty member, the Faculty Appeals Committee shall have jurisdiction. If on appeal, the Faculty Appeals Committee disagrees with the decision of the President, the report of the Committee shall be sent to the Board of Visitors.

8. 7. All reappointments must be approved by the Board of Visitors.
9. 8. Notice of the Vice President for Academic Affairs' intention not to recommend reappointment shall be given in writing in accordance with the following:
 - a. Not later than March 1 of the first academic year of service if the appointment expires at the end of that year. For faculty appointed at other than the beginning of the academic year, the "first academic year of service" means the academic year following the appointment. If the university terminates a one-year appointment during an academic year without cause, notice must be given by the University at least three months in advance of the termination.
 - b. Not later than December 15 of the second academic year of service if the appointment expires at the end of that year.
 - c. At least twelve months before the expiration of an appointment after two or more years at the institution.

1.5.2 Procedures for Recommending Reappointment or Non-Reappointment of Special Purpose Faculty and Full-time Temporary Faculty with an option for Renewal

The procedures for recommending the reappointment or non-reappointment of special purpose faculty and full-time faculty with an option for renewal shall be the same as for tenure-track faculty except that, in lieu of appeals, the faculty member may provide a written response to the recommendation, which shall be forwarded with the recommendation to the next level.

III. COLLEGE OF PHARMACY AND INITIATION OF A DOCTOR OF PHARMACY (PHARM.D.) PROGRAM

Dr. Salzberg made the motion that the Board of Visitors grant the authority to the President to continue to develop the doctorate of pharmacy program (Pharm. D.), ensuring that all internal governance processes are followed; and at such time that the proposal is complete, that the President be given authority to submit the proposal to the State Council of Higher Education of Virginia for approval as detailed on page 35 of the Agenda Book. Seconded by Mr. Fraim, the motion carried.

IV. DOCTORATE OF PSYCHOLOGY (PSY.D.) PROPOSAL

Dr. Salzberg made the motion that the Board of Visitors grant the authority to the President to continue to develop the doctorate of psychology program (Psy. D.), ensuring that all internal governance processes are followed; and at such time that the proposal is

complete, that the President be given authority to submit the proposal to the State Council of Higher Education of Virginia for approval. Seconded by Mr. Fraim, the motion carried.

PRESIDENT’S REPORT AND RECOMMENDATIONS

President Kyle presented a quarterly report to the Board of Visitors which included information on the biennial budget process, provost search, and upcoming strategic planning process.

Mr. Fraim made the motion that the Salary Increases as detailed on page 37 of the Agenda Book be approved. Seconded by Mr. Blake, the motion carried.

RECTOR’S REPORT

Rector Hovis reported that in November 2004 the Board of Visitors voted to submit a RFP and to hire a consultant to study the athletic conference affiliation issue. The consultant that was hired, Carr and Associates, has completed the report. Rector Hovis asked the Student Affairs Committee to meet on December 16, 2005 at 1:30 p.m. in Martin Hall to receive the consultant’s report. The Committee would then make a recommendation at a subsequent Board meeting.

Rector Hovis announced that Winter Commencement is December 17, 2005 with Dr. Belinda Anderson ‘76, M.A. ’77, President of Virginia Union University, as speaker.

CLOSED SESSION

Mr. Fraim made a motion, pursuant to Sections 2.2-3711-1 of the Freedom of Information Act, that the Board go into “Executive Session” for the purpose of “Discussion of Personnel Matters.” Seconded by Mr. LaRose, the motion carried.

OPEN SESSION

Motion: Mr. Fraim

Resolution No. 1

Second: Mr. Pace

Meeting Date: November 15, 2005

Certification of Closed 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.

VOTE: yes – Mr. Robert L. Blake
 yes – Mr. Thomas E. Fraim, Jr.
 yes – Dr. Cora S. Salzberg
 yes – Mr. David N. Smith
 yes – Mr. Mark R. Pace
 yes – Mrs. Mary Ann Hovis

ADJOURNMENT

The meeting adjourned at 12:45 pm.

Karen Castele, Acting Secretary
Radford University Board of Visitors