



Business Affairs and Audit Committee
9:45 a.m.
June 6, 2024
Kyle Hall, Room 340, Radford, VA

DRAFT
Minutes

Committee Members Present

Mr. Tyler W. Lester, Chair
Mr. George Mendiola, Jr., Vice Chair
Mr. Robert A. Archer
Dr. Jay A. Brown
Ms. Joann Craig
Mr. James C. Turk

Board Members Present

Dr. Debra K. McMahon, Rector
Mr. Marquett Smith, Vice Rector
Dr. Betty Jo Foster
Ms. Jennifer Wishon Gilbert
Mr. David A. Smith
Dr. Kurt Gingrich, Faculty Representative

Others Present

Dr. Bret Danilowicz, President
Ms. Karen Castele, Secretary to the Board of Visitors and Special Assistant to the President
Mr. Zachary Borgerding, Audit Director, Auditor of Public Accounts
Ms. Crystal Cregger, Director of University Services
Ms. Kimberly Dulaney, Executive Director of Strategic Sourcing
Ms. Meghan Finney, Audit In-Charge, Auditor of Public Accounts
Ms. Lisa Ghidotti, Executive Director of Government Relations
Dr. Dannette Gomez Beane, Vice President for Enrollment Management and Strategic Communications
Dr. Rob Hoover, Vice President for Finance and Administration and Chief Financial Officer
Dr. Eric Lovik, Director of Institutional Research
Dr. Angela Joyner, Vice President for Economic Development and Corporate Education
Dr. Jeanne Mekolichick, Associate Provost for Research, Faculty Success, and Strategic Initiatives
Ms. Margaret McManus, University Auditor
Mr. Adam Neal, Academic Affairs Finance and Operations Director
Mr. Ed Oakes, Associate Vice President for Information Technology Services and CIO

Dr. David Perryman, Associate Vice President for Strategic Communications
Ms. Connie Phillips, Assistant Director, Budget Operations
Dr. Eric Plummer, Chief of Police
Ms. Susan Richardson, University Counsel
Ms. Lauren Snelson, Assistant Director of University Services
Mr. Chris Stafford, Assistant Director, Financial Planning & Analysis
Ms. Michele Thacker, Director of Finance and Administration, Facilities
Dr. Susan Trageser, Vice President for Student Affairs
Dr. Bethany Usher, Provost and Senior Vice President for Academic Affairs
Ms. Penny Helms White, Vice President for University Advancement

Call to Order

Mr. Tyler Lester, Chair, formally called the meeting to order at 9:45 a.m. in Kyle Hall, Room 340. Mr. Lester welcomed everyone to the June meeting of the Business Affairs and Audit Committee.

Approval of Agenda

Mr. Lester asked for a motion to approve the June 6, 2024, meeting agenda, as published. Dr. Jay A. Brown, so moved, Mr. George Mendiola, Jr. seconded, and the motion was carried unanimously.

Approval of Minutes

Mr. Lester asked for a motion to approve the minutes of the March 21, 2024 Business Affairs and Audit Committee meeting, as published. Mr. Robert A. Archer so moved, Dr. Brown seconded, and the motion carried unanimously.

Reports

Auditor of Public Accounts Report

Zachary Borgerding with the Auditor of Public Accounts (APA) presented information regarding the results of the audit of the University's FY 2023 financial statements. He noted that the University received an unmodified opinion with no material weaknesses. A copy of the audit summary was included in the board materials. He also provided an overview of the Report on Audit for FY 2023, which will be distributed to the Board of Visitors by the APA.

University Auditor's Report

University Auditor Margaret McManus presented an oral report on the March 2024 quarterly review of the University Discretionary Fund expenditures. She also presented the following audit reports: Minors on Campus, IT - User Computing, IT – Cloud-Hosted Applications - Account Management - Truist, and a follow-up audit status report. A copy of the reports was included with the board materials.

Capital Projects and Information Technology Services Updates

Vice President for Finance and Administration and CFO Rob Hoover provided an update on active Capital Projects. These projects included the Artis Center; Tyler, Norwood, Muse and Dalton Halls; the Co-Gen Project; and the Roanoke campus project. A copy of this presentation as well as updates on current projects for Information Technology Services was provided in the board materials.

Division Goals Update

Vice President Hoover also presented an update on the positive progress towards the division's two-year goals. A copy of this presentation was provided in the board materials.

Financial Update

Vice President Hoover presented a financial update for fiscal year 2024, a review of the 2025 legislative actions, and anticipated FY 2025 budget overview. A copy of these updates was provided in the board materials.

Action Items

Recommendation for Approving Rebate for Tuition Increase

Vice President Hoover reviewed information recommending a 1.5% tuition rebate for undergraduate in-state students in the amount of the tuition increase of 1.5% in the 2024-25 academic year. This rebate is applicable to traditional programs approved for a 1.5% increase by the Board of Visitors in March 2024. This rebate is not applicable to differential program rates. Mr. Lester asked for a motion to recommend the resolution for Approval of a Rebate for the 2024-25 Tuition Increase, as presented, to the full Board for approval. Mr. Archer so moved, Dr. Brown seconded, and the motion carried unanimously. A copy of the proposed resolution is attached hereto as ***Attachment A*** and is made a part hereof.

Recommendation for Approving Administrative and Professional Faculty Handbook Revisions

Vice President Hoover presented to the committee the proposed changes to the Administrative and Professional (AP) Faculty Handbook. Information was provided regarding updates to the AP Faculty Handbook to remove the requirement of annual contract renewal letters. Revised language states that the AP Faculty members can expect to continue employment contingent on job performance and position viability with the University. However, non-renewal does not require establishment or documentation of just cause. Other minor corrective edits were recommended as well. Mr. Lester asked for a motion to recommend the resolution for Approval of the Radford University AP Faculty Handbook Revisions, as presented, to the Board for approval. Mr. Mendiola so moved, Dr. Brown seconded, and the motion carried unanimously. A copy of the proposed resolution is attached hereto as ***Attachment B*** and is made a part hereof.

Adjournment

With no further business to come before the committee, Mr. Lester adjourned the meeting at 10:53 a.m.

Respectfully submitted,

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

**RADFORD UNIVERSITY
BUSINESS AFFAIRS AND AUDIT COMMITTEE
June 6, 2024**

**Action Item
Recommendation to Approve a Rebate for the 2024-25 Tuition Increase**

WHEREAS, on March 22, 2024, the Radford University Board of Visitors voted to increase tuition by 1.5% for all undergraduate traditional programs with a commitment to reevaluate the university's financial outlook after Virginia's state budget was finalized; and

WHEREAS, upon the recommendation of the university administration, the Business Affairs and Audit Committee has evaluated the current economic status of the university with the additional investment by the Commonwealth of Virginia and the shared commitment to making education accessible and affordable for current and future students; and

NOW, THEREFORE, BE IT RESOLVED that the Business Affairs and Audit Committee recommends that the Radford University Board of Visitors approve a rebate for undergraduate in-state students in the amount of the tuition increase of 1.5% in the 2024-25 academic year. This rebate is applicable to traditional programs approved for increase by the Board of Visitors in March 2024. This rebate is not applicable to differential program rates.

RADFORD UNIVERSITY BOARD OF VISITORS
Business Affairs and Audit Committee
June 5, 2024

Action Item

Approval of the Radford University Administrative and Professional Faculty Handbook Revision

Item:

Board of Visitors approval of the Radford University Administrative and Professional (AP) Faculty Handbook Revisions.

Summary:

The AP Faculty Handbook has been updated to remove the requirement of annual contract renewal letters. Language states that AP faculty members can expect to continue employment contingent on job performance and position viability with the University. However, non-renewal does not require establishment or documentation of just cause.

Within the termination for cause section, language was added to include unsatisfactory job performance, consistent with the Classified Handbook. Within the Annual Leave section, language was updated to be consistent with University practice related to leave carry-forward.

The revision to the AP Faculty Handbook is now being submitted to the Board of Visitors for consideration and final approval. The AP Faculty Senate has recommended the revision, legal counsel has reviewed the revision, and the President's Cabinet has approved the revision.

The following proposed language represents the recommended edits to the Administrative and Professional Faculty AP Faculty Handbook.

1.2 TERMS AND CONDITIONS OF APPOINTMENT AND CONTINUING EMPLOYMENT

Initial appointments to AP positions are typically 12- month term contracts. In some cases, the appointment can be 9, 10, or 11 months depending on programmatic needs. To the extent that specific terms and conditions set out by a University approved appointment letter are in addition to, contrary to, or inconsistent with the provisions of this Handbook, the terms and conditions of the appointment letter shall supersede this Handbook. If the appointment letter deviates from the standard template letter in the AP Recruitment Guide, the hiring supervisor must provide the Chief Human Resource Officer with a copy of the letter for review and approval prior to making an offer or renewing a contract that has special terms and conditions.

Typically, an AP faculty member can expect to continue employment each year if job performance remains at a high level of productivity, effectiveness, and there is a continued need for the position by the University. However, non-renewal does not require establishment or documentation of just cause.

The 12-month contract period is from June 25 to June 24. All AP members are paid over 24 pay periods regardless of the length of their contracts. Starting and ending dates for the 9-, 10-, and 11-month contracts are dependent on the programmatic need. Typically, the initial contract will cover the period from the date of the appointment to the beginning of the normal contract period (e.g. June 25 is the beginning of the normal contract period for 12-month contracts).

AP members whose contracts are not being renewed will receive written notice of the non-renewal. The length of the notice is determined by the length of the AP member's Radford University consecutive years of service in a Classified, Administrative and Professional Faculty and/or Teaching Faculty position as follows:

Length of Notice:

Less than 1 year of service 1 month notice
1 to 5 years of service 3 months notice
More than 5 years of service 12 months notice

(NOTE: Restricted AP positions are covered under section 1.1.4 and are not subject to provisions of this section.)

If the contract of an AP member is not being renewed, he or she will be presented with a notification of non-renewal of the contract from the office offering the contract through their supervisor. The notice of non-renewal will specify the notice period required for the AP member based on his or her length of service. If the notice period extends beyond the current contract period, the AP member will receive a terminal appointment letter for the period between the ending date of the current contract and the ending date of the required notice. For example, if an individual on a 12-month contract with four years of service is notified on May 25 that his or her contract is not being renewed, he or she will receive a terminal appointment letter for the period of June 25 to August 24 to meet the notice requirement of three months. However, if the same AP member is notified on March 25 that his or her contract is not being renewed, he or she will have been given the required notice of three months by the end of the current contract and a terminal appointment letter for a period beyond the current contract will not be necessary.

The non-renewal of a contract with the appropriate notice is not grievable as defined in Section 1.10 of this Handbook and does not fall under the AP grievance procedure.

1.3 SANCTIONS AND TERMINATION FOR CAUSE

Distinguished from the non-renewal of a contract or continuation of employment beyond a specified date which is governed by Section 1.2 of this Handbook, termination means the dismissal of any AP member during the term of the individual's contract of employment. Cause for termination includes, but is not limited to, unsatisfactory job performance, unethical conduct, unsatisfactory attendance, falsifying credentials or records, unauthorized removal or damage to University property or another employee's property, acts of violence, violation of the University's policies, criminal convictions relating to job responsibilities or of such a nature that continuing the employee in his or her position may constitute negligence on the part of the University.

Termination of an AP member for cause does not require the advance notice for the non-renewal of a contract as described in Section 1.2 of this Handbook. However, if a supervisory administrative officer has determined that the termination of an AP member is warranted, the AP member shall be informed in writing of the charges on which the decision to terminate is based. In turn, the AP member will be afforded the opportunity to respond to the charges within a defined period of time of not less than two business days after the day of receipt of the notice of termination.

If the AP member elects to respond to the notice of intended termination, and the response is deemed unsatisfactory by the supervisory administrative officer, the AP member will be notified in writing of the

termination action and the effective date thereof within ten (10) business days. The written notification will state specifically the reasons for the termination and shall inform the individual of his or her right to access the grievance procedure for AP members to appeal the termination decision.

1.5 REASSIGNMENT

AP members may be reassigned at any time. Reassignment may involve a change in administrative title or supervisory responsibilities, reassignment to another position or department, or salary adjustment commensurate with responsibilities. Neither notice of non-reappointment nor removal for cause is required to affect a reassignment.

Tenured and tenure-track administrators holding rank may be assigned full-time teaching duties with appropriate adjustments in salary should their administrative assignments be terminated.

1.11.2 Annual Leave

Personnel on 12-month appointments earn 192 hours of annual leave per year. Newly hired AP members are granted 48 hours of annual leave at the time they are hired and for their first 12 months of employment earn 6 hours of annual leave per pay period. At the beginning of the second year of employment, AP members earn 8 hours of annual leave per pay period.

Personnel on 9-, 10-, and 11-month appointments earn leave for the pay periods actually worked and at the same rate as 12-month appointments. The number of days of annual leave granted at the time of hire to new AP members on 9-, 10-, and 11-month appointments is prorated based on the number of months for which they are appointed.

AP members should record annual leave as approved by their supervisor.

AP members with less than five consecutive years of full-time service at Radford University may accrue annual leave and carry over up to a maximum of 240 hours of leave from one calendar year to the next. AP members with five or more consecutive years of full-time service at Radford University may accrue annual leave and carry over up to a maximum of 280 hours of leave from one calendar year to the next.

Upon voluntary separation of employment AP members are eligible for payment of unused annual leave following the below scale based on their most recent full-time Radford University service.

Annual Leave Payout upon voluntary separation:

Less than 5 years	Zero payout of unused Annual Leave
5 – 9 years	240 hours maximum payout of unused Annual Leave
10 years or more	280 hours maximum payout of unused Annual Leave

Annual leave is administered on a leave year which begins January 10 and ends on January 9.

The last day an employee actually works is considered the separation date unless leave has been approved by the Division Head.

Action:

Radford University Board of Visitors approval of the revisions to the AP Faculty Handbook.

RADFORD UNIVERSITY BOARD OF VISITORS

**Resolution
June 7, 2024**

Approval of the Radford University AP Faculty Handbook Revisions

BE IT RESOLVED, the Radford University Board of Visitors approves the Administrative and Professional (AP) Faculty Handbook revisions as presented within the proposed action item.

End of Board of Visitors Materials

