

**RADFORD UNIVERSITY**

BOARD OF VISITORS  
FRIDAY, MAY 6, 2011

APPROVED

**MINUTES**

**Members present:**

Mr. Stephen A. Musselwhite, Rector  
Mr. Mark R. Pace, Vice Rector  
Ms. Nancy H. Agee  
Ms. Nancy E. Artis  
The Honorable J. Brandon Bell  
Mr. Thomas E. Fraim, Jr.  
Mr. Stephan Q. Cassaday  
Mr. Matthew B. Crisp  
Mr. Milton C. Johns  
Mr. Darius A. Johnson  
Mr. Walter F. Rugaber  
Mr. Ronald R. Wesley  
Ms. Linda K. Whitley-Taylor  
Dr. Kay K. Jordan (non-voting advisory faculty representative)  
Ms. Randi-Lyn Randall (non-voting advisory student representative)

**Members absent:**

Dr. Cora S. Salzberg  
Ms. Wendy S. Tepper

**Others present:**

President Penelope W. Kyle  
Mr. Richard S. Alvarez, Chief Financial Officer and Vice President for Finance and Administration  
Mr. Kenneth J. Bonk, Associate Vice President for Student Affairs and Director of Student Activities  
Mr. Jeffrey S. Douglas, Chief Communications Officer and Executive Director of University Relations  
Mr. Ronald C. Forehand, Senior Assistant Attorney General, Commonwealth of Virginia  
Mr. Danny M. Kemp, Chief Information Officer and Vice President for Information Technology  
Ms. Jo Ann Kiernan, Special Assistant to the President  
Ms. Margaret D. McManus, University Auditor  
Dr. Steven W. Nape, Vice Provost for Enrollment Planning and Management  
Ms. Lisa H. Ridpath, Assistant Vice President for Budget and Planning  
Dr. Joseph P. Scartelli, Interim Provost and Vice President for Academic Affairs  
Dr. Mark R. Shanley, Vice President for Student Affairs  
Faculty, staff, students and guests

**CALL TO ORDER**

Mr. Stephen A. Musselwhite, Rector of the Board, called the meeting to order at 9 a.m., Friday, May 6, 2011, in the Martin Hall Board Room.

## **INTRODUCTION OF GUESTS**

Rector Musselwhite asked President Kyle to introduce any guests. President Kyle asked Mr. Jeffrey S. Douglas, Chief Communications Officer and Executive Director of University Relations, to introduce any guests and Mr. Douglas introduced Ms. Tonia Moxley, the higher education reporter for the Roanoke Times.

## **APPROVAL OF MEETING AGENDA**

Ms. Nancy H. Agee made the motion to approve the May 6, 2011 meeting agenda as published prior to the meeting. Mr. Mark R. Pace seconded the motion, and the motion carried unanimously.

## **APPROVAL OF MINUTES**

Rector Musselwhite asked for a motion to approve the minutes of the February 1-2, 2011 meetings of the Board of Visitors, as distributed. Ms. Nancy E. Artis made the motion; Mr. Pace seconded the motion, and the motion carried unanimously.

## **REPORT TO THE BOARD OF VISITORS FROM THE STUDENT REPRESENTATIVE**

Ms. Randi-Lyn Randall, non-voting student representative to the Board of Visitors and President of the Student Government Association (SGA), reported to the Board on the various activities and special accomplishments of the SGA and Radford University students. A copy of the report is attached hereto as *Attachment A*.

## **REPORT TO THE BOARD OF VISITORS FROM THE FACULTY REPRESENTATIVE**

Dr. Kay K. Jordan, non-voting faculty representative to the Board of Visitors and President of the Faculty Senate, reported on issues of concern and interest to faculty.

## **REPORT FROM THE ACADEMIC AFFAIRS COMMITTEE OF THE BOARD**

Mr. Walter F. Rugaber, Chair of the Academic Affairs Committee, reported that the committee met on May 5, 2011 and received a very positive update from Dr. Steven W. Nape, Vice Provost for Enrollment Planning and Management. He provided that applications for new enrollments and transfers had both increased for a combined total increase of 56 percent over 2009.

Mr. Rugaber reported that Dr. Joseph P. Scartelli, Interim Provost and Vice President for Academic Affairs shared that the Southern Association of Colleges and Schools (SACS) process for reaffirmation was progressing well and that we are on schedule for meeting the upcoming mileposts and deadlines.

Dr. Scartelli then read the names of the faculty members recommended to receive tenure. Mr. Rugaber moved on behalf of the committee that the recommendation to award faculty tenure be adopted:

### ***Approval of the Resolution to Award Faculty Tenure***

The motion and the Resolution were approved unanimously. A copy of the Resolution is attached hereto as *Attachment B*.

Mr. Rugaber then moved on behalf of the committee that the recommendation for approval of the Faculty Senate Constitutional revisions be adopted:

### ***Approval of the Resolution for the Faculty Senate Constitutional Revisions***

The resolution was approved unanimously. A copy of the Resolution is attached hereto as *Attachment C*.

**UNIVERSITY ADVANCEMENT AND ALUMNI RELATIONS COMMITTEE**

Ms. Nancy Artis, Chair of the University Advancement and Alumni Relations Committee, shared that the committee met on May 5, 2011 and received a report from President Kyle on behalf of Advancement and Alumni Relations that emphasized improving alumni exposure and giving. She shared that several Homecoming activities have been scheduled and many other activities were occurring across the state to reinvigorate alumni groups for the university.

Ms. Artis provided that Ms. Robyn Porterfield, Executive Director of University Advancement – Corporations and Foundations, had agreed to manage the major gifts officers over the next few months in fundraising efforts. Ms. Artis reported that, with two months remaining in the fiscal year, \$3.9 million had been raised to date towards the \$5 million goal set for the year. Over the next couple of months plans are in place to continue relationship building with donors and many positive opportunities were ready to finalize. She discussed increases in alumni giving over last year and reported that the COBE Capital Campaign currently stood at \$736,975 with diligent efforts in place to increase that total.

Ms. Artis reported the committee had discussions about the organizational structure of the University Advancement and Alumni Relations area and about plans for filling vacant positions.

**REPORT FROM THE BUSINESS AFFAIRS AND MARKETING COMMITTEE OF THE BOARD**

Mr. J. Brandon Bell, Chair of the Business Affairs and Marketing Committee, reported the committee met on May 5, 2011, and received several positive reports. Ms. Karen Helderman, representing the Auditor of Public Accounts (APA), reported on their audit of the University's financial statements for the fiscal year ended June 30, 2010. The University received an unqualified opinion with no material weaknesses, significant deficiencies, or instances of noncompliance. The committee heard an oral report from Ms. Margaret D. McManus, University Auditor, on the University Discretionary Fund for the quarters ended December 31, 2010, and March 31, 2011, and she gave a follow-up audit status report.

Mr. Bell reported that Ms. Lisa H. Ridpath, Assistant Vice President for Budget and Planning, presented a write-off report and stated that at the December 4, 2006, meeting of the Board, authority to write-off uncollected accounts under \$25,000 per quarter was delegated to the Vice President for Finance and Administration. She presented the committee with the annual report documenting compliance with the delegated authority and discussed the write-offs of uncollected accounts for each quarter of fiscal year 2010.

Mr. Bell shared that Mr. Richard S. Alvarez, Chief Financial Officer and Vice President for Finance and Administration, had given the committee an update on the current year revenues and expenditures and noted that revenues collected were at expected levels and all financial obligations to date had been met.

Mr. Bell then moved that the following recommendation for the Student Fitness & Wellness Center 9(d) Debt financing be adopted:

***Approval of the Resolution for the Student Fitness & Wellness Center 9(d) Debt Financing***

Mr. Wesley seconded and the Resolution was adopted unanimously. A copy of the Resolution is attached hereto as ***Attachment D***.

Mr. Bell also proposed the following recommendation made by the committee to the Board of Visitors be adopted:

***Approval of the Resolution Authorizing Auxiliary Reserves for the Construction of the***

***College of Business and Economics Building***

The motion and the Resolution were adopted unanimously. A copy of the Resolution is attached hereto as ***Attachment E***.

Mr. Bell reported that Mr. Alvarez had led a discussion and provided an overview on the recommended 2011-2012 tuition and fees. He explained that the proposed rates would allow the University to address unavoidable cost increases, the \$3 million funding gap from the loss of state general fund support, the looming “funding cliff” from the loss of federal stimulus funding, and mission-critical programmatic needs. He shared that Mr. Alvarez had reviewed some of the legislative actions that would impact the budget and student financial assistance next year, and discussed how the University had planned for FY 2012 and beyond. Mr. Alvarez had stated that enrollment was based on 1950 incoming freshmen, although it could be somewhat higher.

Mr. Bell further reported that Mr. Alvarez had detailed the recommendation for comprehensive fees, and room and board needs for the Committee and explained that the recommended increases were necessary to fund unavoidable cost increases, e.g., scholarships, student health and counseling services, annual contract increases for dining services, among others.

In discussions concerning the tuition increase, Mr. Milton C. Johns shared that as a parent directly affected by this increase, he believed that Radford University was moving in the right direction in continually planning to hold down costs while avoiding any disruption in providing the best education possible for students.

Following these discussions, Mr. Bell proposed that the following recommendation made by the committee to the Board of Visitors on RU 2011– 2012 Tuition and Fees be adopted:

***Approval of the Resolution setting the RU 2011-2012 Tuition and Fees***

The motion and the resolution were adopted unanimously and a copy of the Resolution is attached hereto as ***Attachment F***.

**REPORT FROM THE GOVERNANCE AND ADMINISTRATION COMMITTEE OF THE BOARD**

Ms. Nancy H. Agee, Chair of the Governance and Administration Committee, reported the committee met on May 5, 2011. She shared that the committee had worked to revise the By-laws and with the help of legal counsel had approved the revisions in concept. Ms. Agee requested that Board members submit any comments, edits or concerns to President Kyle by June 5, 2011 so that the By-laws could be approved at the September meeting of the Board.

Ms. Agee reported that the committee received an update from Mr. Danny M. Kemp, Chief Information Officer & Vice President for Information Technology informing the committee of the revised Information Technology Security Standard. The Standard was revised to better meet university needs and was reviewed by the Information Technology Advisory Committee and Internal Audit before presenting it to the President for approval. Ms. Agee also praised the continued improvements to the new Radford University website.

Ms. Agee reported that Mr. Robert G. Lineburg, Director of Intercollegiate Athletics, provided an update on RU’s Intercollegiate Athletics program and shared details on a very successful Athletics Banquet. He noted Radford’s many student scholars and reported that two RU coaches were named as Big South coaches of the year. Mr. Lineburg shared that RU had 41 All Conference performers and

closed his report with information on the renovations of the baseball complex, which was achieved solely from private funding.

Ms. Agee then proposed the following resolution made by the committee to the Board of Visitors be adopted:

***Approval of the Resolution for the Annual Deferred Compensation Contribution  
for 2011 for President Penelope Ward Kyle***

The motion and the Resolution were approved unanimously. A copy of the Resolution is attached hereto as ***Attachment G***.

Ms. Agee reported that the Governance and Administration Committee would be meeting over the summer to prepare a slate of proposed officers for the Board for 2011-2012 and to conduct the Annual Evaluation of the President.

**STUDENT AFFAIRS COMMITTEE**

Mr. Darius A. Johnson, Chair of the Student Affairs Committee, reported the committee met on May 5, 2011. He shared that Dr. Mark R. Shanley, Vice President for Student Affairs, reported that the university was moving forward on alcohol intervention efforts and had received a \$22,000 grant for implementation of a social norming media campaign. The university has also established an Alcohol Taskforce composed of 35 members for the further development of campus action initiatives.

Mr. Johnson reported that the search for a new Dean of Students was going well with strong candidates for consideration. He noted that the renovations to Madison and Jefferson Halls were nearly completed, with Moffett Hall scheduled to begin renovation in early fall. Mr. Johnson provided that RU had 220 registered student organizations with 2,243 student members and the new RU Involved website was now available for students to track and create transcripts of their co-curricular experiences. Dr. Shanley praised the student award recipients for individuals, student organizations, Greek Life and Sport Clubs.

Mr. Johnson reported that the committee received a very positive update from Ms. Randi-Lyn Randall, President of the Student Government Association (SGA), relating the many successful student activities for the year. Ms. Randall also introduced the incoming SGA President, Mr. Lee Hicks. Mr. Johnson and Mr. Musselwhite congratulated Mr. Hicks and thanked Ms. Randall for her service on the Board of Visitors this year.

**REPORT ON SACS REACCREDITATION PROCESS**

Mr. Musselwhite called on Dr. Scartelli to report on the Southern Association of Colleges and Schools (SACS) reaccreditation process. Dr. Scartelli referred to the SACS booklet distributed to the Board members and he recommended that they review it for an understanding of the standards to which higher education institutions are held for reaffirmation. He reported on the two parts to the reaffirmation process; the Compliance Certification and the Quality Enhancement Plan (QEP).

The Compliance Certification is required to show that the university functions on standards approved by SACS. Dr. Scartelli told the Board that the reaccreditation process was progressing very well, thanks to a strong team of faculty, staff and administrators. He shared that one of the most difficult areas for universities to complete was the certification of faculty qualifications, an intensive process of obtaining transcripts and matching qualifications with the courses taught. Dr. Scartelli reported that Radford was approximately 99.5 percent finished with that portion of the process.

Dr. Scartelli detailed the second half of the reaffirmation process, the QEP, and reported great excitement for the chosen theme “Citizen Scholars”. He noted that he and others across campus believed Radford University was the perfect university to move forward with this theme.

Following the report, Rector Musselwhite commended Dr. Scartelli for his leadership as Interim Provost for RU, stating that the university was indebted to him for all of his efforts during the past eighteen months.

### **REPORT FROM THE RU FOUNDATION LIAISON**

Mr. Matthew B. Crisp, Board Liaison to the RU Foundation Board, reported that the RU Foundation Board met on February 4, 2011. Mr. Crisp reported that Mr. John Cox, Executive Director of the Radford University Foundation and Ms. Katrina Terry, Controller, were working toward establishing and improving necessary policies and procedures as well as moving forward on an initiative to create a new website. He noted the Foundation was also in the process of establishing new guidelines and conditions for the endowed accounts based on revised laws governing how donor gifts could be accepted and used.

Mr. Crisp noted that the majority of Foundation investments were managed by the Spider Management Group but that there were two other sets of funds: the student managed investment account and the private equity and venture capital funds. He reported that due to a large distribution out of the private equity/venture capital funds it was expected that fiscal year 2011 would end strong. Mr. Crisp noted that the Radford student managed investment group (“SMIPO”) applies yearly to present at a national conference called “Redefining Investment Strategy Education” and RU’s group had been invited to participate in 6 of the past 7 years. This year, Radford’s group placed 1st nationally in the “value” category.

Mr. Crisp ended the report noting the sole purpose of the Radford University Foundation was always to support the University and explained that some revisions had been made to the organizational Bylaws to clarify the Foundation’s structure and advance that mission. Mr. Crisp noted that the Foundation had plans to produce an Annual Report for the donors.

### **PRESIDENT’S REPORT**

President Kyle reported accomplishments and activities enjoyed by members of Radford University since the February 10, 2011 meeting.

Ms. Nancy Agee made a motion that the University should recognize and thank the McGlothlin family for their many contributions to Radford University. Ms. Artis seconded and the motion passed unanimously.

### **OTHER BUSINESS**

Rector Musselwhite reported that he asked Ms. Agee, Chair of the Governance and Administration Committee, to work with her committee to perform the necessary nominating functions and report at the next Board meeting.

### **CLOSED SESSION**

Mr. Pace moved that the Board convene in a closed meeting, pursuant to § 2.2-3711 A (1) of the Freedom of Information Act, for the purpose of discussion of personnel matters, more specifically relating to the appointment of the faculty and student advisory non-voting representatives to the Board. Ms. Agee seconded the motion. The motion passed unanimously.

### **RECONVENED SESSION**

Following the Closed Session, the public was invited to return to the meeting. Rector Musselwhite called the meeting to order and asked Mr. Pace to make the motion to return to open session.

#### **Certification of Executive Meeting**

WHEREAS, the Radford University's Board of Visitors has convened an executive meeting 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 executive 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.

<b>VOTE:</b>	yes – Ms. Nancy H. Agee	yes - Mr. Darius A. Johnson
	yes – Ms. Nancy E. Artis	yes – Mr. Stephen A. Musselwhite
	yes – Mr. J. Brandon Bell	yes – Mr. Mark R. Pace
	yes – Mr. Stephan Q. Cassaday	yes – Mr. Walter F. Rugaber
	yes – Mr. Matthew B. Crisp	yes – Mr. Ronald R. Wesley
	yes – Mr. Thomas E. Fraim, Jr.	yes – Ms. Linda K. Whitley-Taylor
	yes – Mr. Milton C. Johns	

### **ELECTION OF NON-VOTING ADVISORY MEMBERS TO THE RADFORD UNIVERSITY BOARD OF VISITORS FOR 2011-2012**

Ms. Agee recommended Dr. Richard A. Roth, newly elected President of the Faculty Senate, as the non-voting advisory faculty representative to the Radford University Board of Visitors for the 2011-2012 term following discussions in the Closed Session. Mr. Pace seconded and the nomination was approved unanimously.

Mr. Crisp nominated Mr. Jonathan W. Mitchell, as non-voting advisory student representative to the Radford University Board of Visitors, following discussions in the Closed Session. Mr. Pace seconded. Mr. Mitchell was approved unanimously as Student Representative to the Board for the 2011-2012 term.

### **ADJOURNMENT**

Rector Musselwhite announced that there were no plans at this time for a summer Board retreat. With no further business to come before the Board, the Rector adjourned the meeting at 11:20 a.m.

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Kimberly Chiapetto, Secretary  
Radford University Board of Visitors