

Executive Committee

September 15, 2017

RADFORD UNIVERSITY

Board of Visitors



**RADFORD UNIVERSITY BOARD OF VISITORS
EXECUTIVE COMMITTEE MEETING
8:00 A.M.**
SEPTEMBER 15, 2017
PRESIDENT'S CONFERENCE ROOM
THIRD FLOOR – MARTIN HALL
RADFORD, VIRGINIA**

DRAFT

AGENDA

- **CALL TO ORDER** Mr. Mark S. Lawrence, *Chair*
- **APPROVAL OF AGENDA** Mr. Mark S. Lawrence, *Chair*
- **APPROVAL OF MINUTES** Mr. Mark S. Lawrence, *Chair*
June 10, 2017
- **PRESIDENT'S REMARKS** Dr. Brian O. Hemphill, *President*
- **UPDATES FROM COMMITTEE CHAIRS** Mr. Mark S. Lawrence, *Chair*
- **CLOSED SESSION** Mr. Mark S. Lawrence, *Chair*
Virginia Freedom of Information Act §2.2-3711(A)(1)
- **RECOMMENDATION FOR APPROVAL OF
COMPENSATION** Mr. Mark S. Lawrence, *Chair*
- **OTHER BUSINESS** Mr. Mark S. Lawrence, *Chair*
- **ADJOURNMENT** Mr. Mark S. Lawrence, *Chair*

****All start times for committees are approximate only. Meetings may begin either before or after the listed approximate start time as committee members are ready to proceed.**

Executive Committee

Mr. Mark S. Lawrence, Chair & Rector

Mr. Randolph "Randy" J. Marcus, Vice Rector

Mr. Robert A. Archer (BAAC)

Ms. Krisha Chachra, (UAUREM)

Dr. Rachel D. Fowlkes (GAAC)

Dr. Susan Whealler Johnston (AAC)

Dr. Debra "Deb" K. McMahon (SA)

Dr. Brian O. Hemphill, University President

Executive Committee

July 10, 2017

RADFORD UNIVERSITY

Board of Visitors



**RADFORD UNIVERSITY BOARD OF VISITORS
EXECUTIVE COMMITTEE
JULY 10, 2017
LANSDOWNE RESORT
44050 WOODRIDGE PARKWAY, LEESBURG, VIRGINIA**

MINUTES

Draft

COMMITTEE MEMBERS PRESENT

Mr. Mark S. Lawrence, Rector
Mr. Randolph "Randy" J. Marcus, Vice Rector
Mr. Robert A. Archer
Dr. Rachel D. Fowlkes
Dr. Debra, "Deb" McMahon
Dr. Susan Whealler Johnston
President Brian O. Hemphill, Ph.D.

COMMITTEE MEMBERS ABSENT

Ms. Mary Ann Hovis

OTHER BOARD MEMBERS PRESENT

Ms. Georgia Anne Snyder-Falkinham

OTHERS PRESENT

Mr. Allen T. Wilson, Assistant Attorney General, Commonwealth of Virginia
Ms. Ashley Schumaker, Chief of Staff
Ms. Mary Weeks, Secretary to the Board of Visitors/Senior Assistant to the President

CALL TO ORDER

Mr. Mark S. Lawrence, Rector, formally called the meeting to order at 9:03 a.m. in the Sarnoff Room, Lansdowne Resort, Leesburg, Virginia. Rector Lawrence welcomed each Committee Chair and thanked them for their dedication and willingness to serve in the upcoming 2017-2018 Board year.

APPROVAL OF AGENDA

Rector Lawrence asked for a motion to approve the July 10, 2017 agenda. Mr. Randolph "Randy" J. Marcus, Vice Rector, so moved, and Mr. Robert A. Archer seconded. The agenda was approved unanimously as published.

APPROVAL OF MINUTES

Rector Lawrence asked for a motion to approve the Executive Committee May 5, 2017 minutes. Vice Rector Marcus so moved, and Dr. Susan Whealler Johnston seconded. The minutes were unanimously approved as submitted and are available online at:

<https://www.radford.edu/content/bov/home/meetings/minutes.html>

PRESIDENT'S REMARKS

President Brian O. Hemphill updated the Committee on staffing changes. Dr. Graham Glynn, Provost and Vice President for Academic Affairs, has been in office since July 1, 2017. Ms. Wendy Lowery, Vice President for University Advancement, will begin August 1, 2017. The search committee for the Vice President for Student Affairs will begin the review of candidates the third week of July, with final candidates visiting campus in early September, once students have returned.

STANDING COMMITTEE CHAIRS

Rector Lawrence shared the 2017-2018 committee assignments, is hereto attached as (*Attachment A*), and is made a part thereof. The goal is to create bench strength and continuity of succession planning as well as utilize the strengths of each respective Board member. Vice Rector Marcus stated that he is ready to support each Committee Chair and the Rector. He also thanked President Hemphill for a successful first year and the vision he has for Radford University. Each committee chair provided a brief commentary regarding respective committee responsibilities. A copy of the Board of Visitors Bylaws committee responsibilities was distributed and is hereto attached as (*Attachment B*) and made a part thereof. Conversation regarding the work, process and focus of committees ensued with the following notes:

- central to Radford University's mission is the quality of the education that is provided,
- consideration of how technology can be used to enhance the success of students, faculty and staff,
- respective committee focus will be tied to the Strategic Plan and recapped at the end of the year,
- review of Board of Visitors committee structure and appropriateness to be considered once the new Strategic Plan has been reviewed with Vice Rector Marcus taking the lead on this task,
- use interactions with stakeholders and members of the General Assembly as opportunities to inform about Radford University, and
- in preparation for quarterly Board meetings, the information flow process was discussed and Board members requested that schedules allow time for Board members the ability to submit questions prior to scheduled meetings on the materials provided.

Rector Lawrence thanked everyone for the leadership and time they will be devoting during the upcoming 2017-2108 year.

ADJOURNMENT

With no further business to come before the Executive Committee, Vice Rector Marcus moved to adjourn, Dr. Johnson seconded and the meeting adjourned the meeting at 10:05 a.m.

Respectfully submitted,

Ms. Mary Weeks
Secretary to the Board of Visitors/Senior Assistant to the President

**RADFORD UNIVERSITY BOARD OF VISITORS
COMMITTEES
2017-2018**

Attachment A

Executive Committee

Mr. Mark S. Lawrence, Rector
Mr. Randolph “Randy” J. Marcus, Vice Rector
Dr. Susan Whealler Johnston (AAC)
Ms. Mary Ann Hovis (UAUREM)
Mr. Robert A. Archer (BAAC)
Dr. Debra “Deb” K. McMahon (SAC)
Dr. Rachel D. Fowlkes (GAAC)
Dr. Brian O. Hemphill, University President

Academic Affairs Committee*

Dr. Susan Whealler Johnston, Chair

Dr. Javaid Siddiqi, Vice Chair
Ms. Krisha Chachra
Dr. Rachel D. Fowlkes
Ms. Georgia Anne Snyder-Falkinham
Dr. Jason “Jake” Fox (non-voting faculty advisory representative)

University Advancement, University Relations and Enrollment Management Committee*

Ms. Mary Ann Hovis, Chair

Ms. Krisha Chachra, Vice Chair
Mr. Robert A. Archer
Ms. Karyn K. Moran
Mr. James R. Kibler, Jr., J.D.

Business Affairs and Audit Committee*

Mr. Robert A. Archer, Chair

Dr. Jay A. Brown, Vice Chair
Dr. Javaid Siddiqi
Dr. Debra “Deb” K. McMahon
Mr. Gregory A. Burton

Governance, Administration and Athletics Committee*

Dr. Rachel D. Fowlkes, Chair

Ms. Georgia Anne Snyder-Falkinham, Vice Chair
Mr. Steve A. Robinson
Mr. Gregory A. Burton
Mr. James R. Kibler, Jr., J.D.

Student Affairs Committee*

Dr. Debra “Deb” K. McMahon, Chair

Dr. Susan Whealler Johnston, Vice Chair
Dr. Jay A. Brown
Mr. Steve A. Robinson
Ms. Karyn K. Moran
Ms. Jessica Wollmann (non-voting student advisory member)

BOV liaison to the RU Foundation: Ms. Georgia Anne Snyder-Falkinham

***The Rector and Vice Rector will serve as ad hoc members of all committees**

As of July 1, 2017

Radford University Board of Visitors Bylaws Committee Structure

Executive Committee. The Executive Committee is comprised of the Rector, the Vice Rector, and the chairs of the standing committees. The Rector serves as Chair of the Committee.

The Executive Committee is authorized and required to:

- Develop and recommend to the Board a statement of governance setting forth the Board's
- Periodically review the Board's Bylaws and recommend amendments;
- Provide advice to the Board on committee structure, appointments, and meetings;
- Develop an orientation and continuing education process for Board members that includes training on the Virginia Freedom of Information Act;
- Create, monitor, oversee, and review compliance by Board members with the University's Code of Ethics, adopted August 23, 2007, which Code is equally applicable to Board members as well as other members of the University community;
- Develop a set of qualifications and competencies for membership on the Board for approval by the Board and recommendation to the Governor.

Additionally, the Executive Committee is authorized to convene and exercise the full power and authority of the Board between meetings of the Board whenever circumstances require immediate action to address matters of an urgent nature, or as the Board may otherwise direct.

A simple majority constitutes a quorum. In the event that a quorum is not present, other members of the Board may be appointed by the Rector to serve in the place of absent members on an *ad hoc* and temporary basis in order that a quorum may be attained.

The Secretary to the Board is to inform promptly all members of the Board of any action taken by the Executive Committee. The Rector is to report actions taken by the Executive Committee at the next full meeting of the Board.

Business Affairs and Audit. This committee is generally responsible for reviewing and recommending action to the Board regarding the financial and business affairs of the University, including but not limited to, capital projects, grants, contracts, and the naming of facilities. This committee also oversees the internal audit function of the University; receives the annual financial audit report of the Auditor of Public Accounts; and performs studies of financial matters as directed by the Board.

Student Affairs. This committee is generally responsible for reviewing and recommending action to the Board on matters pertaining to students, including but not limited to, student retention, student support services and activities, student health and safety, student conduct and disciplinary standards, residential life, student organizations and activities, and the general quality of student life.

Academic Affairs. The committee provides guidance to the Board on matters essential to academic quality. This committee is generally responsible for reviewing and recommending action to the Board on matters regarding the University's academic mission, purpose, plans, and programs, including, but not limited to the creation or elimination of academic programs and of colleges and schools and academic departments within the University; faculty appointments, and the policies and procedures governing the award of tenure; academic standards and policies for

student admissions, progression and graduation; and the conferring of meritorious awards and honorary degrees.

Governance, Administration, and Athletics. This committee is generally responsible for considering and recommending action to the Board on policy matters pertaining to the administrative operations of the University, including personnel matters, and shall advise and consult with the President of the University on matters of human resources policy in regard to classified employees, university staff and other non-instructional faculty members employed by the University. The committee shall also conduct an annual evaluation of the President as required by these Bylaws in a closed meeting and present its findings and recommendations to the Board.

This committee is responsible for reviewing recommendations and offering motions to the Board on matters and policies pertinent to the Division of Information Technology including implementation of new technologies and systems affecting the University's computer systems, websites and telephone systems.

This committee is also responsible for reviewing recommendations and offering motions to the Board on matters pertaining to all aspects of University intercollegiate athletics including, but not limited to, recruitment of personnel, development of new athletic programs, and maintenance and/or construction of athletic facilities.

University Advancement, University Relations, and Enrollment Management. This committee is generally responsible for oversight of programs that promote private donations for, and alumni support of, the University, including related activities undertaken by the University directly and by affiliated foundations on the University's behalf. It also oversees the University's public and community relations programs, which are designed to enhance the University's stature and reputation, and its efforts to publicly disseminate news about the University. This committee is also responsible for reviewing recommendations and offering motions to the Board on matters and policies pertinent to the university's enrollment management strategy.

June 22, 2017

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RADFORD UNIVERSITY BOARD OF VISITORS

Executive Committee

September 15, 2017

Action Item

Authorization to Adjust State Approved Base Salary Compensation

Item:

Adoption of a resolution adjusting the compensation of the President, Provost and Vice Presidents effective July 10, 2017, to reflect the state authorized base salary increase.

Background:

The 2017 Acts of Assembly, Chapter 836, Item 475 authorizes state mandated base salary increases for eligible employees as defined in this item. A base salary compensation change for the President of Radford University requires the approval of the Board of Visitors. Additionally, at the December 4, 2006 meeting of the Radford University Board of Visitors, the President was delegated the authority to implement any state decreed increases for all university employees of a rank below that of Vice President or Provost, but not the Provost or Vice Presidents. The requested resolution is necessary to document approval of the state authorized salary increases for the President, Provost and Vice Presidents.

Action:

Radford University Board of Visitors adoption of a resolution authorizing adjustments of state authorized base salary increases as defined in the 2017 Acts of Assembly, Chapter 836, Item 475.

Radford University Board of Visitors
RESOLUTION
Authorization to Adjust State Approved Base Salary Compensation
September 15, 2017

WHEREAS, base salary compensation changes for the President, Provost and Vice Presidents of Radford University requires the approval, by resolution, of the Board of Visitors; and

WHEREAS, effective July 10, 2017, the 2017 Acts of Assembly, Chapter 836, Item 475.Z.1 authorizes a two percent base salary increase for eligible employees as defined in this item; and

WHEREAS, effective July 10, 2017, the 2017 Acts of Assembly, Chapter 836, Item 475.Z.4 authorizes an additional one percent base salary increase for eligible employees as defined in this item;

NOW THEREFORE BE IT RESOLVED, effective July 10, 2017, that the Board of Visitors of Radford University hereby approves a base salary for President Brian O. Hemphill consisting of two percent of his total state salary; and

BE IT FURTHER RESOLVED, effective July 10, 2017, that the Board of Visitors of Radford University hereby approves a base salary for the Provost and Vice Presidents meeting the eligibility requirements as outlined in the 2017 Acts of Assembly Chapter 836, Item 475 consisting of three percent of their total current base salary.

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End of Materials