

**RADFORD UNIVERSITY**  
**BOARD OF VISITORS**  
**FRIDAY, SEPTEMBER 16, 2011**

APPROVED

**MINUTES**

**Members present:**

Mr. Stephen A. Musselwhite, Rector  
Mr. Mark R. Pace, Vice Rector  
Ms. Nancy E. Artis  
The Honorable J. Brandon Bell  
Mr. Anthony R. Bedell  
Mr. Stephan Q. Cassaday  
Mr. Matthew B. Crisp  
Ms. Sandra C. Davis  
Mr. H. René Fonseca  
Mr. Thomas E. Fraim, Jr.  
Mr. Milton C. Johns  
Ms. Wendy S. Tepper  
Mr. Ronald R. Wesley  
Ms. Linda K. Whitley-Taylor  
Dr. Richard A. Roth (non-voting advisory faculty representative)

**Members absent:**

Mr. Darius A. Johnson

**Others present:**

President Penelope W. Kyle  
Mr. Richard S. Alvarez, Chief Financial Officer and Vice President for Finance and Administration  
Mr. Donald Appiarus, Associate Vice President for Student Affairs and Dean of Students  
Mr. Kenneth J. Bonk, Associate Vice President for Student Affairs and Director of Student Activities  
Mr. Ronald C. Forehand, Senior Assistant Attorney General, Commonwealth of Virginia  
Mr. Danny M. Kemp, Chief Information Officer and Vice President for Information Technology  
Dr. William R. Kennan, Vice Provost for Academic Affairs  
Ms. Jo Ann Kiernan, Special Assistant to the President  
Ms. Margaret D. McManus, University Auditor  
Dr. Sam Minner, Provost and Vice President for Academic Affairs  
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, Dean of the College of Visual and Performing Arts  
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. on Friday, September 16, 2011, in the Board Room in Martin Hall on the Radford University campus.

## **INTRODUCTION OF GUESTS**

President Kyle asked Ms. Christy L. Jackson, Assistant Director of University Relations, to introduce any guests. She stated that Tonia Moxley, a reporter with the Roanoke Times would arrive shortly.

Rector Musselwhite then recognized and welcomed the three newly appointed Board members: Mr. Anthony R. Bedell, Ms. Sandra C. Davis, and Mr. H. René Fonseca and expressed the Board's pleasure at the reappointment of Mr. Matthew B. Crisp to the Board of Visitors.

## **APPROVAL OF MEETING AGENDA**

Mr. Thomas E. Fraim, Jr. made the motion to approve the September 16, 2011 meeting agenda as published prior to the meeting. Ms. Wendy S. Tepper seconded the motion, the motion carried unanimously.

## **APPROVAL OF MINUTES**

Rector Steven Musselwhite asked for a motion to approve the minutes of the May 6, 2011 meeting of the Board of Visitors, as distributed. Ms. Nancy E. Artis made the motion and Mr. Mark R. Pace seconded the motion, the motion carried unanimously.

## **ELECTION OF THE OFFICERS OF THE BOARD FOR 2011-2012**

Ms. Linda K. Whitley-Taylor, Vice Chair, of the Governance and Administration Committee acting as the nominating committee reported the committee met on June 24, 2011 and again on September 15, 2011 and were joined by Ms. Nancy H. Agee, retired Board member and past Chair of the Committee.

The Governance and Administration Committee serving as the Nominating Committee received nominations and approved a Slate of Officers for the Board of Visitors for 2011-2012 at its first meeting on June 24th. She shared the committee met again on September 15, 2011 to reaffirm those nominations. At this time Ms. Whitley-Taylor, on behalf of the committee, presented the following Slate of Officers to the Board for approval:

Mr. Stephen A. Musselwhite, Rector  
Mr. Mark R. Pace, Vice-Rector

Mr. Matthew B. Crisp made the motion to accept the slate as proposed and Mr. J. Brandon Bell seconded the motion, which carried unanimously. Mr. Musselwhite expressed his thanks for the opportunity to serve Radford University as Rector for another year.

## **RATIFICATION OF THE APPOINTMENT OF DR. SAM MINNER**

President Penelope W. Kyle reported that the Board of Visitors had previously delegated authority to the President to appoint senior staff who report directly to the President with the provision that the Board's ratification of the appointment occur at the next scheduled Board meeting. She provided that Dr. Sam Minner was hired as Provost and Vice President for Academic Affairs and has been on the job since July 1, 2011.

Ms. Artis made the motion to ratify the appointment of Dr. Minner as Provost and Vice President for Academic Affairs and Ms. Wendy S. Tepper seconded the motion, the motion carried unanimously.

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

Dr. Richard A. Roth, non-voting Faculty Representative to the Board of Visitors reported on issues of interest to the faculty. A copy of his report is attached hereto as *Attachment A* and made a part hereof.

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

Mr. Stephen A. Musselwhite, Acting Chair, reported the committee met on September 15, 2011. He reported one action item – changing the name of the Appalachian Regional Studies Center to the Appalachian Regional and Rural Studies Center and moving it from the College of Humanities and Behavioral Sciences to the College of Education and Human Development.

Mr. Mark R. Pace, on behalf of the committee, moved that the following Resolution be approved by the Board:

### ***Adoption of the Name and College Affiliation Change for the Appalachian Regional Studies Center***

The resolution was approved unanimously. A copy of the Resolution is attached hereto as ***Attachment B*** and made a part hereof.

## **REPORT FROM THE BUSINESS AFFAIRS AND MARKETING COMMITTEE**

Mr. J. Brandon Bell, Chair, reported the committee met on September 15, and heard several informational updates. He reported the committee heard an oral report on the University Discretionary Fund review from Ms. Margaret D. McManus, University Auditor, showing that one hundred percent of expenditures were reviewed and all were found in compliance with the Board of Visitors' guidelines. Ms. McManus had also presented the fiscal year 2011 Activity Report, and the fiscal year 2012 Audit Plan for the Office of Audit and Advisory Services as well as the fiscal year 2011 Financial and Staffing Summary. She had also presented a follow-up audit status report.

Mr. Bell reported that Ms. Lisa H. Ridpath, Assistant Vice President for Budget and Planning, provided a review of the preliminary financial statement by major programs for the year ended June 30, 2011 which showed that revenue and expenditures were at expected levels.

Mr. Bell provided that the proposed 2011-2012 Radford University operating budget totals \$175.1 million for revenues and \$163.8 million for expenditures. The difference of \$11.3 million represents funds contributed to support auxiliary reserve requirements for operations, equipment renewal and replacement, and future capital projects.

Mr. Bell then recommended, on behalf of the committee, that the following Resolution be approved:

### ***Adoption of the 2011-2012 Radford University Operating Budget***

The Resolution was approved unanimously. A copy of the Resolution is attached hereto as ***Attachment C*** and made a part hereof.

Mr. Bell reminded the Board that a Six-Year Plan was required by the Governor's legislation "*Preparing for the Top Jobs of the 21<sup>st</sup> Century: The Virginia Higher Education Opportunity Act of 2011*" for each institution of higher education. Radford's plan was submitted on July 1, 2011 and reflected the mission of the University and the objectives and goals outlined in the legislation.

Mr. Bell then recommended, on behalf of the committee, that the following Resolution be approved:

### ***Adoption of the Radford University Six-Year Plan (2011)***

The Resolution was approved unanimously. A copy of the Resolution is attached hereto as ***Attachment D*** and made a part hereof.

Mr. Bell stated that every two years each college and university in the Commonwealth of Virginia must submit a Six-Year Capital Outlay Plan to the Department of Planning and Budget. He added that

Executive Branch prioritizes projects based on these requests and decides which to include in the Governor's Executive Budget Bill for consideration by the General Assembly in December.

Mr. Bell then recommended, on behalf of the committee, that the following Resolution be approved:

***Adoption of the Radford University Six-Year Capital Outlay Plan for 2012-2018***

The Resolution was approved unanimously. A copy of the Resolution is attached hereto as ***Attachment E*** and made a part hereof.

Mr. Bell informed the Board that the Code of Virginia requires Radford University to have approval to purchase real property. The authority for that approval has been delegated to the Board of Visitors. He shared that the University had received approval from the state for the acquisition of real property for campus expansion from nongeneral fund sources. To effectively and efficiently process acquisitions as real property became available, the University was requesting approval to delegate the authority to the President to execute necessary documents to acquire real property within the vicinity of campus and report back to the Board at the next meeting of the Board following acquisition.

Mr. Bell then moved, on behalf of the committee, that the following Resolution be approved:

***Adoption of the Radford University Delegation of Authority for Real Property Acquisitions***

The Resolution was approved unanimously. A copy of the Resolution is attached hereto as ***Attachment F*** and made a part hereof.

Mr. Bell reported the need to delegate authority to the President to execute all necessary documents to ensure compliance with federal and state textbook sales' regulations and recommended, on behalf of the committee, that the following Resolution be approved:

***Approval of the Delegation of Authority to Ensure Compliance with Textbook Sales' Regulations***

The Resolution was approved unanimously. A copy of the Resolution is attached hereto as ***Attachment G*** and made a part hereof.

**REPORT FROM THE GOVERNANCE & ADMINISTRATION COMMITTEE**

Ms. Whitley-Taylor, Vice Chair, reported the committee met on September 15 and discussed a number of items including President Kyle's annual review for 2010-2011 and goal-setting for 2011-2012. Ms. Nancy Agee, former Chair of the committee, was invited to join the committee meeting. She shared that during the committee meeting, Mr. Musselwhite read a Resolution recognizing Ms. Nancy Agee, former chair of the committee, for her outstanding service and many contributions to the Radford University Board of Visitors and Radford University.

The committee heard a presentation from Mr. Danny M. Kemp, Chief Information Officer and Vice President for Information Technology, on several technology improvements and on the action taken by President Kyle for the Information Technology Project Management Standard, a document signed on September 6. Mr. Kemp informed the committee that the Division of Information Technology had developed their own standard to better meet the needs of the university rather than use the newly-revised VITA (Virginia Information Technology Agency) standard. At the April 2009 Board of Visitors meeting, the Board gave President Kyle authority to approve these types of actions but required update at the next Board meeting.

Ms. Whitley-Taylor reported the committee heard a report from Mr. Robert G. Lineburg, Director of Intercollegiate Athletics that included information on Chelsea Kelley winning the Lowe's Senior CLASS Award in softball. This award is one of the most prestigious accolades in all of collegiate athletics. She informed the Board that last year (2010-2011) the Highlanders captured three Big South titles and men's

tennis won the Big South tournament and advanced to the NCAA tournament for the fourth time in five years. Mr. Lineburg reported that men's soccer was off to an excellent start with Head Coach Marc Reeves, and praised the hiring of Head Men's Basketball Coach Mike Jones from VCU in June.

Ms. Whitley-Taylor then reminded the members of the Board that the Board had requested that the committee oversee the revision of the Radford University Board of Visitors Bylaws, She stated that the committee had met in May, June and also on the previous day, September 15, to review all proposed revisions to the Bylaws, and to make its recommendation.

She then moved, on behalf of the Governance and Administration Committee, that the proposed revised Bylaws, which were distributed to each Board member more than 30 days in advance of the meeting be approved.

The motion passed unanimously. A copy of the resolution adopting the revised Bylaws and a copy of the Bylaws are attached as *Attachment H* and *Attachment I* and made a part hereof.

### **REPORT FROM THE UNIVERSITY ADVANCEMENT AND ALUMNI RELATIONS COMMITTEE**

Ms. Nancy E. Artis, Chair, reported the committee met on September 15 and heard a report from Ms. Robyn J. Porterfield, Executive Director of University Advancement for Corporations and Foundations, and a report from President Kyle.

Ms. Artis briefly summarized Ms. Porterfield's report:

- University Advancement is going through a number of transitional changes and that the university has filled two of the vacant positions in this department.
- President Kyle has recommended a fundraising goal of \$6 million for FY 2012 in addition to raising \$10 million for the COBE building Capital Campaign over the next several years.
- Total fundraising for FY2011 was 4.5 million, about \$500,000 short of the \$5 million goal but more than was raised in 2009-2010.

Ms. Artis reported that the committee also heard from Ms. Melissa Vidmar, Associate Director of Alumni Relations, Chapters and Communications on activities to reinvigorate Alumni Relations as well as future initiatives and goals established for FY 2011-2012.

Ms. Artis distributed donor cards and envelopes to Board members and encouraged 100 percent participation to show Board commitment to the university. Ms. Artis provided that Ms. Porterfield would be contacting Board members to get their feedback about fundraising and to request information and help in making new contacts.

### **REPORT FROM THE STUDENT AFFAIRS COMMITTEE**

Mr. Fraim, Vice Chair of the Student Affairs Committee, reported the committee met on September 15 and received updates on student activities from Dr. Mark R. Shanley, Vice President for Student Affairs that included an increase in budget and personnel support from enrollment growth; an expansion of late night and weekend programming to encourage students to stay on campus; a social norming campaign to encourage responsible student use of alcohol and a five year contract awarded to Carilion Health Care to provide student health and counseling services.

He reported that the committee also met Mr. Don Appiarius, the new Associate Vice President and Dean of Students and Mr. Lee Hicks, the new President of the Student Government Association (SGA).

Mr. Fraim provided that Dean Appiarius reported 3,137 students moved into on-campus housing and that Madison and Jefferson Hall renovations were completed. He added that Moffett Hall was currently under renovation and that a new on-line Housing Management System (HMS) had streamlined the room sign-up and assignment process.

He reported that Mr. Kenneth J. Bonk, Associate Vice President for Student Affairs and Director of Student Activities reported that 2800 students took part in opening week activities; 226 student organizations, university departments and businesses participated in the largest Club Fair event ever and that the Lead Scholars program had expanded to offer the first fall Lead 110 class to complement the regular spring course sections.

Mr. Fraim closed by providing that Mr. Hicks updated the committee on recruitment efforts to reignite student interest in student government, announced the fall SGA retreat was scheduled for September 24 and related the goals of the organization for the year.

### **REPORT ON THE RADFORD UNIVERSITY FOUNDATION**

Mr. Matthew B. Crisp, Board Liaison to the Radford University Foundation Board, provided information on the Foundation's last meeting held on May 6, 2011. He reported the new RU Foundation website was online [at www.radforduniversityfoundation.org](http://www.radforduniversityfoundation.org). Mr. Crisp shared data on investments for the year ended June 30, 2011. He provided that \$250,000 of those gains had been contributed to the Radford University Student Managed Investment Portfolio Organization (SMIPO) for management.

Mr. Crisp reported that many of new policies reported at the last Board of Visitors meeting had gone into effect at the Foundation, including changes in the process to receive donor funds, streamlined systems, and improved transparency for donor communications. He further reported that all of this was accomplished while the Foundation was undergoing its annual audit.

Mr. Crisp noted that he was very pleased with the activity and management of the Radford University Foundation.

### **BOARD OF VISITORS RESOLUTIONS**

Resolutions honoring three retiring Board members, Ms. Nancy Howell Agee, Mr. Walter F. Rugaber and Dr. Cora S. Salzberg, and a resolution thanking Dr. Joseph P. Scartelli for his service to Radford University as Interim Provost and Vice President for Academic Affairs, were presented to the Board.

Mr. Musselwhite stated that Radford University was honored in the last few years to have had Ms. Agee, Dr. Salzberg and Mr. Rugaber on the Board of Visitors.

Mr. Mark R. Pace made the motion to approve the resolutions, Mr. J. Brandon Bell seconded and the motion passed unanimously.

Mr. Musselwhite then recognized Dr. Roth, who expressed his appreciation and also that of the Radford University faculty and staff for Dr. Scartelli's outstanding leadership as Interim Provost during a very difficult period at Radford University.

### **REPORT ON ADMISSION AND ENROLLMENT**

Dr. Steven W. Nape, Vice Provost for Enrollment Planning and Management, reported on the fall 2011 census statistics for the new academic year, with 2,035 new freshmen compared to 1,837 last year. Dr. Nape noted Radford's strong improvement in the diversity of its student population, with 21 percent of students identifying themselves as ethnic minorities, which was a 15 percent improvement over last year. He also reported that this year's freshman class was the largest in Radford University history and that the total student population was believed to be the third largest in school history.

## **PRESENTATION BY RU FACULTY MEMBERS**

Dr. Sam Minner introduced Dr. Matt Dunleavy, Assistant Professor of Educational Technology and Human Development and the Director of the Games, Animation, Modeling and Simulation (GAMEs) Lab. Dr. Dunleavy related that the GAMEs Lab is a vehicle for securing federal and state grant funding to research and develop mobile learning initiatives and an engine for creating patentable intellectual property. He introduced two recent alumni, Mr. Daniel Burgess and Mr. David Payne, who had helped develop the *freshAiR* software over the last three years with funding secured from a National Science Foundation grant.

Dr. Dunleavy explained that *freshAiR* was an augmented reality platform used on Smart phones. He also shared that Mr. Burgess and Mr. Payne were now co-owners and co-developers of the first patent developed at Radford University under the Intellectual Properties Agreement. The software embeds the physical environment within the visual media and has numerous marketing capabilities for both educational, military and private sector use.

Dr. Minner then introduced Dr. Ed Swanson, Department Chair of the new Radford University Department of Physical Therapy. Dr. Swanson expressed his thanks to Radford University and the Board of Visitors for the funds raised and dedicated to this program during a difficult economic time.

Dr. Swanson introduced Mr. Cody DuBois, a student in the first Doctorate of Physical Therapy program, to explain what he had gained in three weeks of class instruction. Mr. Dubois showed several tools used by physical therapists and provided a description of the training received which enables students to grasp the physical characteristics/symptoms of patients by touch and not just through their spoken descriptions of medical symptoms.

## **PRESIDENT'S REPORT**

President Kyle reported on Radford University accomplishments and activities since the May 2011 Board meeting.

## **CLOSED SESSION**

Mr. Mark R. 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 student non-voting representative to the Board and the annual evaluation of the President. Mr. Thomas E. Fraim Jr. seconded the motion, which 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

