

**RADFORD UNIVERSITY**  
**BOARD OF VISITORS**  
**WEDNESDAY, FEBRUARY 8, 2012**

**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. Matthew B. Crisp  
Mr. H. René Fonseca (arr. 9:20 am)  
Mr. Thomas E. Fraim, Jr.  
Mr. Milton C. Johns  
Mr. Darius A. Johnson  
Ms. Wendy S. Tepper  
Mr. Ronald R. Wesley  
Ms. Linda K. Whitley-Taylor  
Ms. Megan A. Rhodes (non-voting advisory student representative)  
Dr. Richard A. Roth (non-voting advisory faculty representative)

**MEMBERS ABSENT**

Mr. Anthony R. Bedell  
Mr. Stephan Q. Cassaday  
Ms. Sandra C. Davis

**OTHERS PRESENT**

President Penelope W. Kyle  
Mr. Richard S. Alvarez, Chief Financial Officer and Vice President for Finance and Administration  
Mr. Ronald C. Forehand, Senior Assistant Attorney General, Commonwealth of Virginia  
Dr. Sam Minner, Provost and Vice President for Academic Affairs  
Mr. James W. Noel, III, Assistant Attorney General, Commonwealth of Virginia  
Ms. Lisa H. Ridpath, Associate Vice President for Finance and Administration

**CALL TO ORDER**

Mr. Stephen A. Musselwhite, Rector of the Board, called the meeting to order at 9:05 a.m. on Wednesday February 8, 2012, in One James Center, Richmond, Virginia.

**INTRODUCTION OF GUESTS**

President Kyle reported there were no guests for introduction.

**APPROVAL OF MEETING AGENDA**

Ms. Linda K. Whitley-Taylor made the motion to approve the February 8, 2012 meeting agenda as amended. Ms. Nancy E. Artis seconded the motion, which carried unanimously.

## **APPROVAL OF MINUTES**

Rector Musselwhite asked for a motion to approve the minutes of the November 10, 2011 meeting of the Board of Visitors, as distributed. Ms. Nancy E. Artis made the motion, Mr. Mark R. Pace seconded the motion and 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 TO THE BOARD OF VISITORS FROM THE STUDENT REPRESENTATIVE**

Ms. Megan Rhodes, non-voting Student Representative to the Board of Visitors reported on issues of interest to the students. A copy of her report is attached hereto as ***Attachment B*** and made a part hereof.

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

Mr. Milton C. Johns, Chair, reported the committee met on February 7, 2012 and heard several informational updates and had two action items.

Mr. Johns reported that the committee heard a very positive fall 2012 enrollment forecast from Dr. Sam Minner, Provost and Vice President for Academic Affairs, as well as an update on the Southern Association of Colleges and Schools (SACS) reaccreditation process and the related Quality Enhancement Plan (QEP) both of which Dr. Minner said are progressing well. Mr. Johns shared that Dr. Minner had also updated the committee on the year's grants activity and the status of the proposed partnership with the New College Institute.

He reported the committee had received updates on some new initiatives that included implementation of a "WinterMester" and the possible utilization of eBooks by students in the Core Curriculum classes.

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

### ***Approval of the Faculty Professional Development Leave***

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

Mr. Johns further recommended, on behalf of the committee, that the following Resolution be approved by the Board:

### ***Approval of the Policy on Transfer Credits: International Baccalaureate, Advanced Placement, and Cambridge Advance Examination***

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

## **REPORT FROM THE GOVERNANCE AND ADMINISTRATION COMMITTEE**

Ms. Linda Whitley-Taylor, Chair, reported that the committee met on February 7, 2012 and had no action items, but discussed the Presidential evaluation process. She reported the process may include conducting the President's evaluation in the spring rather than the fall. She also reported that the committee was discussing the possibility of engaging a consultant to develop a 360 degree evaluation for the President's evaluation process

## **CLOSED SESSION**

Mr. Mark R. Pace moved that the Board convene in a closed meeting, pursuant to § 2.2-3711 A (1) of the Virginia Freedom of Information Act, for the purpose of discussion of personnel matters, more specifically relating to the performance evaluation, compensation, resignation and/or appointment of specific university employees and, pursuant to § 2.2-3711 (A) (3) of the Virginia Freedom of Information Act, for the discussion or consideration of real estate matters. Mr. Ronald R. Wesley 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 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 E. Artis	yes – Mr. Darius A. Johnson
	yes – Mr. J. Brandon Bell	yes – Mr. Stephen A. Musselwhite
	yes – Mr. Matthew B. Crisp	yes – Mr. Mark R. Pace
	yes – Mr. H. René Fonseca	yes – Ms. Wendy S. Tepper
	yes – Mr. Thomas E. Fraim, Jr.	yes – Mr. Ronald R. Wesley
	yes – Mr. Milton C. Johns	yes – Ms. Linda K. Whitley-Taylor

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

Mr. J. Brandon Bell, Chair, reported the committee met on February 7 and heard several informational updates. He reported the committee heard an oral report from Ms. Margaret D. McManus, University Auditor, that one hundred percent of expenditures of the University Discretionary Fund were reviewed and found in compliance with the Board of Visitors' guidelines. He noted that she also reviewed the Charter for the Office of Audit and Advisory Services and her reporting relationship to the Committee. Mr. Bell shared that additional information presented included a follow-up audit status report and audit reports on the revenue collection point reviews of Parking Meters and Snack Vending.

### **Ms. Whitley-Taylor left the meeting at 11:46 a.m.**

Mr. Bell reported that the committee heard a report from Mr. Andrew Powell, Audit Director, with the Auditor of Public Accounts (APA) of the Commonwealth of Virginia. Mr. Powell presented a summary of the audit for the year ended June 30, 2011 that showed no material weaknesses or instances of noncompliance. Mr. Bell provided that Mr. Powell noted one internal control finding and recommendation regarding improving the Banner system access controls.

He reported that Ms. Lisa H. Ridpath, Associate Vice President for Finance and Administration, had provided the committee with an overview of the Governor's budget recommendations for the upcoming biennium as well as a summary of proposed legislation potentially impacting institutions of higher education. She updated the committee on the University's desire to renew its Memoranda of Understanding (MOU) with the Commonwealth of Virginia for Level II Authority in the functional areas of Information Technology and Procurement.

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

***Adoption of the 2013-2017 RU Small, Women, and Minority-Owned (SWaM) Plan***

Mr. Bell reported that the plan runs concurrently with the Level II MOU renewal for the functional area of Procurement and serves as a master plan outlining the University's aspirational targets. The Resolution was approved unanimously and a copy of the Resolution is attached hereto as ***Attachment E*** and made a part hereof.

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

***Certification of Compliance with the Radford University Debt Management Policy***

Mr. Bell reported this was an annual certification required in the Debt Management Policy and is reported to the Secretary of Finance as part of Institutional Performance Measures. The Resolution was approved unanimously. A copy of the Resolution is attached hereto as ***Attachment F*** and made a part hereof.

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

***Approval of the Revisions to the Radford University Debt Management Policy***

Mr. Bell stated that the committee heard an overview of the revisions necessary to format this policy and accompanying procedures into the new university-wide standard Policy template, and the need to revise the measure utilized when considering debt. The Resolution was approved unanimously. A copy of the Resolution is attached hereto as ***Attachment G*** and made a part hereof.

**CONSIDERATION OF GUNS/WEAPONS POLICY**

The Board of Visitors heard a report from Mr. Ronald C. Forehand, Senior Assistant Attorney General for the Commonwealth of Virginia, regarding the current Radford University Weapons Policy and the various bills that have been introduced in the 2012 session of the General Assembly. He further discussed how any action taken by the General Assembly on this issue might affect the university.

**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 November 30, 2011. He updated the Board on the recent activities of the Foundation:

- The Radford University Real Estate Foundation Board met in late December of 2011 and began a working relationship with students and faculty from the College of Business and Economics to develop and implement a plan to more effectively market and lease significant portions of the available RU West office space;
- The sale of the tax credits related to the conservation easement on the SELU property generated over \$100,000, which has been placed into a fund for the upkeep of the SELU property;

- Dr. Matt Dunleavy, Assistant Professor of Educational Technology and Director of the GAMEs Lab, had completed the process for obtaining the “first” patent and appropriate licenses for intellectual property for Radford University. RU has assigned all of its intellectual property rights to the RU Foundation. The RU Foundation will receive the royalties from this business, then divide and distribute the monies between the inventors, the University and the Foundation.

### **PRESIDENT’S REPORT**

President Penelope W. Kyle provided the attached report (*Attachment H*) on events and activities that have occurred at Radford University since the November Board meeting.

### **ANNOUNCEMENTS**

Rector Musselwhite encouraged all Board members to stay and participate in the Radford University Advocacy Day on February 9, 2012 and announced that the next regularly scheduled meeting of the Board of Visitors would be held on May 3-4, in Radford.

### **ADJOURNMENT**

With no further business to come before the Board, the Rector adjourned the meeting at 12:25 p.m.

Respectfully Submitted  
Kimberly Chiapetto, Secretary  
Radford University Board of Visitors