

OLD DOMINION UNIVERSITY

Board of Visitors Executive Committee Meeting Monday, 9 October 2000

MINUTES

The Executive Committee of the Board of Visitors met on Monday, 9 October 2000, at 3:00 PM in the Board Room of Webb University Center on the Norfolk campus. Present from the Board of Visitors were:

Walter D. Kelley, Jr., Rector
Elizabeth W. Atkinson
Beverly G. Graeber
Mary C. Haddad
Edward L. Hamm, Jr.
J. Jack W. Hilgers
William M. Lechler
William E. Russell
James Toscano
Ronald John A. Villanueva

Also present were:

James V. Koch, President
John R. Broderick
Maggi Curry-Williams
Stephen Daniel
Robert L. Fenning
Jo Ann M. Gora
James McLaughlin
Donna W. Meeks
C. Jay Robbins

CALL TO ORDER AND APPROVAL OF MINUTES

The Rector called the meeting to order at 3:10 p.m. and noted that a quorum was present. He asked for approval of the minutes of the Executive Committee meeting of March 20, 2000. Upon a motion duly made by Dr. Hilgers and seconded by Ms. Atkinson, the resolution was unanimously approved. (*Atkinson, Graeber, Hamm, Hilgers, Lechler*)

RECTOR'S REPORT

The Rector indicated that he accompanied President Koch to Richmond to meet with the Secretary of Education and present the University's budget request, which was the same document President

Koch reviewed with the Board at the September meeting. The meeting with Secretary Bryant was brief, and he did state that there is not much budget latitude for the second year of the biennium. Mr. Kelley commented that while he and the President will continue to work with Secretary Bryant, a “back door approach” may prove to be more fruitful.

The Rector called the Board members’ attention to the reception for President-elect Runte at the Harrison Opera House on Friday, October 27. He indicated that Board members should have been notified about smaller social gatherings between Dr. Runte and members of the Board which will take place during her visit.

Finally, Mr. Kelley welcomed Mr. James Toscano to the Board and stated that he looked forward to working with him throughout the year.

PRESIDENT’S REPORT

The Rector called on the President for his report. President Koch commented that this is a busy week for the University. He indicated that, beginning tomorrow, *The Virginian-Pilot* and *The Daily Press* will begin publishing portions of the State of the Region Report published by the University’s Institute for Regional Studies. The report deals with issues such as the economy, K-12 education, and the military, and sections will be highlighted throughout the week, with the entire report being published in its entirety at the end of the series. The report includes a public opinion survey which shows that a slight majority of the 1,100 citizens surveyed appear to be in favor of merging the city and county governments. This is especially true for services like police and fire, but less true in terms of schools. This opinion appears to be constant across cities as well as across ethnic divisions. President Koch indicated that he will send the report to the Board members prior to its publication.

The Founders’ Day dinner on Thursday evening is the annual event at which the University honors its roots and recognizes alumni who have done good things for the University or for the region. The speaker is Senator Randy Forbes and more than 300 guests are expected. The new *Old Dominion University History 1930-2000* will be unveiled during this event. This updated history book is more in the style of a coffee table book and features lots of pictures, interviews and commentaries. Board members will be sent a copy of the book.

Friday’s events kick off the basketball season and feature a luncheon with Jim Nance of ESPN, and then Midnight Madness will be held Friday evening in the Fieldhouse beginning at 10:00 PM, which is the official start of the basketball season.

COMMITTEE ORGANIZATION AND ACTIVITIES OF THE BOARD

The Rector called the Board members’ attention to the list of standing and special committee assignments for the 2000-2001 academic year. He indicated that he spoke with almost everyone

before finalizing the list. He noted that Betsy Atkinson has agreed to remain as chair of the Institutional Advancement Committee and, at her suggestion, Pat Woolsey has been appointed vice chair. Ms. Woolsey will also be a member of the Executive Committee by virtue of the fact that Ms. Atkinson already serves on the Executive Committee as Secretary. Henry Bouffard will chair the Administration and Finance Committee and Mary Haddad will continue to chair the Academic Affairs Committee. Ms. Cheng indicated her desire not to chair the Student Affairs Committee, so Mr. Villanueva has been appointed as chair and Ms. Graeber has agreed to serve as vice chair.

With respect to the special committees, Ms. Graeber has agreed to chair the Presidential Transition Committee. The Rector commented that he viewed this committee as very important as the Board fulfills its responsibility to ensure a smooth transition for Dr. Runte. He has added some individuals to the committee which was already in existence and he asked that the Committee make a report at each regular meeting of the Board and at other times as appropriate.

Since two years has passed since the Bylaws Committee was appointed, the Rector reconstituted the Committee and asked Dr. Hilgers to serve as chair. The mission of the Committee is to conduct an extensive review of the Board of Visitors' Bylaws to ensure conformity with the *Code of Virginia*, the current edition of *Roberts' Rules of Order* and the current practice of the Board. It will also review the Board of Visitors' Policies and Procedures Manual and will conduct its review in such a manner that all of its members are afforded the opportunity to participate. The Committee should report recommended changes to the Bylaws at the April 2001 meeting and recommended changes to the Policies and Procedures at the September 2001 meeting. Progress reports should be made at each regular Board meeting and Executive Committee meetings.

The Rector asked that committee chairs establish goals and milestones for their respective committees. There are, however, certain required functions for the various committees, and he has asked President Koch and the vice presidents to review those items. He asked that committee chairs be prepared to report on their committee's goals and milestones at the November Executive Committee meeting.

President Koch commented that he has asked each of the vice presidents to list not only the required functions of the standing committees, but also to add topics which they feel are worthy of the committees' consideration throughout the year. He asked Provost Gora to report on the Academic Affairs Committee. Provost Gora distributed a list of required functions and suggested topics for the Academic Affairs Committee. She explained that the Academic Affairs Committee, at every meeting, must review requests for leaves of absence, and consider faculty and academic appointments, appointments with tenure and special faculty appointments. Periodically it will consider nominees for honorary degrees and review recommended revisions to policies and procedures emanating from the Faculty Senate and endorsed by the administration. The Committee will also review proposed new degree programs and any proposed organizational changes. In accordance with the Code of Virginia, the Committee will also review special salary supplements for eminent scholars. The Committee annually reviews tenure recommendations at its meeting in the Spring. This is always preceded by a discussion and review of the University's tenure policies

and the emphases which vary by college. Should any tenure appeals arise as a result, the Academic Affairs Committee will consider those appeals at the annual meeting in June.

In addition to the required activities of the Committee, Provost Gora indicated that, as time permits, she adds reports on strategic initiatives within the various colleges and other offices that report to the Provost's office. For the upcoming year, she suggests reports from the Colleges of Sciences, Health Sciences, Arts and Letters, and Engineering and Technology, and the International Programs Office. She has also included a report from the Career Management Center about the Career Advantage Program.

Finally, the University is now preparing a report to the State Council of Higher Education for Virginia on its strategic plan, which is due October 15th. Once completed, that report will be submitted to the Committee for discussion at its December meeting.

The Rector thanked Provost Gora and asked her if there are any ad hoc items the Committee has addressed during the past year. Provost Gora responded that in approving or revising policies and procedures, or in making organizational changes, these can range from very weighty issues or can be trivial in nature. For example the implementation of the policy on post-tenure review was a very important topic that was discussed in length by the Committee. More recently, the Committee adopted a policy on copyright ownership of technology based materials. Old Dominion is one of only a few institutions that has developed such a policy. In the area of reorganization, several years the Board approved a major reorganization of the College of Business and Public Administration.

The Rector asked if anyone had any questions of Provost Gora. Mr. Hamm commented that during the period that he was chair of the Academic Affairs Committee, he would sometimes request that certain issues be addressed, but goals and objectives were not developed at the beginning of the year. Provost Gora added that at the end of every meeting, committee members have the opportunity to suggest subjects of interest to be addressed at subsequent meetings.

President Koch asked Vice President Fenning to discuss the activities of the Administration and Finance Committee. Vice President Fenning distributed a list of required functions and suggested topics for the Committee and noted that each committee meeting features standing reports on the status of capital projects and an Educational Foundation investment report. Also typically at the end of each meeting, the Committee goes into executive session for a report from the internal auditor on the various institutional functions included in the annual audit plan as well as any follow-up audits that may take place throughout the year.

Regular agenda items feature a review of the University's audit and financial statements at the December meeting. The April meeting is devoted mainly to the discussion of tuition and fees for the upcoming academic year, and the annual meeting in June is when the Committee considers the University's annual operating budget and plan for the subsequent year. The June meeting is also the time when the Committee normally considers the annual audit plan. Vice President Fenning indicated that he included a status report on the University Village at each of the upcoming meetings.

He also included a progress report on the preliminary design and development of the Engineering and Computational Sciences Building on the agenda for the December meeting. He also anticipated that the Committee may be required to consider the University's participation in the pooled bond program at next September's meeting. Ad hoc items may arise from time to time. For example, during the major conversion of the University's administrative systems over the past year and half, the Committee received a full presentation on the system implementation and periodic status reports on that effort.

The Rector thanked Vice President Fenning for his report and asked him for more information about the audit plan. Mr. Fenning indicated that the internal auditor periodically performs a risk assessment of the various operations and functional areas of the institution. As a result of that risk assessment, the auditor develops an audit plan that takes into consideration both the audit risk of functional units and the last time it was audited. The Committee, as it reviews this plan, has the opportunity to address specific concerns and perhaps alter the plan to include other units of the administration or to change the scheduling of certain audits.

Ms. Atkinson noted that, due to time constraints, approval of the audit plan was deferred by the Committee at both the June and September meetings. She asked if that has affected ongoing audits. Mr. Fenning replied that the auditors are continuing to implement the proposed audit plan which will be brought forward for formal approval at the December meeting.

President Koch commented that the University has literally hundreds of functions that are auditable or otherwise worthy of inspection. Some things involve small amounts of cash and therefore do not get audited as frequently. Those functions judged to have greater risk are audited more frequently. Despite the frequency, however, eventually all units are examined, and the University has enjoyed a good audit record over the past several years.

President Koch asked Vice President Broderick to review activities for consideration by the Institutional Advancement Committee. Vice President Broderick indicated that standing reports for the Institutional Advancement Committee include reports from the President of the Alumni Association, the Office of Admissions, the Office of Development on fund-raising efforts for both the Capital and Annual Fund Campaigns, Governmental Relations and Media/University Relations. Typically each year at the September meeting the Committee discusses annual goals and objectives, and then at the June meeting the Committee reviews those goals and objectives and evaluates performance. During the December meeting, according to the Board's Bylaws, the Committee is presented a full listing of all Boards and Advisory Councils associated with the University, and the names of the members on each of those groups. He distributed a list of suggested goals for the upcoming year.

Mr. Kelley asked what Vice President Broderick meant in terms of increasing support for President Koch in governmental relations. Mr. Broderick stated that it is his intent to organize meetings with legislators perhaps in a more systematic way than has been done in the past. The Rector commented

that among all the members of the Board, they probably know everyone who holds elective office in the region and around the state.

President Koch indicated that Vice President Burnett is representing the University in Richmond today, so standing in for him is Dr. Maggi Curry-Williams, Associate Dean of Students, who will discuss the activities of the Student Affairs Committee. Ms. Curry-Williams stated that the Student Affairs Committee is responsible for making recommendations pertaining to the quality of student life. Student leaders and other students are present at each meeting to discuss areas of interest to the students and to the Board. The Committee learns about the Division of Students Services and the programs offered, as well as the needs of our students that are determined through needs assessments and the like. The Committee also takes an active role in evaluating the quality of student life and reviewing procedures that pertain to students. She distributed a proposed agenda prepared by Vice President Burnett for upcoming meetings in December, April and June for the Committee's consideration, and commented that in her experience at Old Dominion University over the last 24 years, she has found this to be one of the most interesting and exciting Committees because of its direct contact with students.

President Koch commented that the Student Affairs Committee probably meets with several hundred students throughout the year and has the opportunity to meet with the President of the Student Body at each of the meetings, just as the Institutional Advancement Committee meets with the President of the Alumni Association at every meeting. Since each Board member serves on either of these two committees, the Board has the opportunity to stay well connected with the University's students and alumni.

OLD/UNFINISHED BUSINESS

The Rector asked if there was any old or unfinished business to come before the Board. There was none.

NEW BUSINESS

The Rector asked if there was any new business to come before the Board. Dr. Hilgers indicated that, in support of Founders' Week, he attended a seminar today sponsored by the College of Engineering and Technology that featured Dr. Roger Kaufman as the speaker. He commented that 50-70 individuals attended the seminar and it was well received.

The Rector indicated that at the last meeting the Board discussed the possibility of holding a retreat in the near future. He suggested that the retreat be scheduled for mid-January and at someplace locally such as the Virginia Beach Resort and Conference Center. He asked if this was acceptable to the Board.

Mr. Lechler indicated that the retreat last year was held at the Cavalier and the one prior to that was held at the Virginia Beach Resort and Conference Center, and both were adequate for their purposes. Dr. Hilgers added that a local site would be appropriate. Ms. Haddad suggested that a site closer to the airport might be more convenient for out of town board members who might fly to Norfolk.

Mr. Kelley asked for volunteers to assist in scheduling and planning the retreat. Ms. Haddad, Dr. Hilgers, Mr. Lechler and Mr. Villanueva agreed to serve in this capacity.

With no further business to be discussed, a motion to adjourn was made, seconded and unanimously approved. The meeting adjourned at 3:45 p.m.