

**OLD DOMINION UNIVERSITY
BOARD OF VISITORS
Thursday, 10 December 1998**

MINUTES

The Board of Visitors of Old Dominion University met in regular session on Thursday, 10 December 1998, at 9:30 AM in the Board Room of Webb University Center on the main campus. Present from the Board were:

Edward L. Hamm, Jr., Rector
Elizabeth W. Atkinson
James W. Beamer
Joan D. Gifford
Mary C. Haddad
J. Jack W. Hilgers
Barry M. Kornblau
Anthony C. Paige
Patricia W. Perry
William E. Russell
Kenneth A. Samet
Ronald J. A. Villanueva
Lois S. Williams

Absent were:

Nancy P. Cheng
William M. Lechler
Lawrie Falck Rollison
Lewis M. Warren, Jr.

Also present were:

James V. Koch, President
Catherine S. Austin
John R. Broderick
Dana D. Burnett
Nancy P. Coberly
William A. Drewry
Lorraine Eaton (*The Virginian-Pilot*)
William R. Fisher
Jo Ann M. Gora
David F. Harnage
Deane Hennett
Donna W. Meeks
William E. Thro
Cecelia T. Tucker

CALL TO ORDER

Rector Edward Hamm called the meeting to order at 9:35 AM

PRESENTATION ON UNIVERSITY'S UNAUDITED FINANCIAL STATEMENTS

Vice President Harnage briefed the Board on the University's unaudited financial statements, describing the elements used to categorize activities for reporting purposes. Funds are categorized as current funds, loan funds, endowment funds, plant funds and agency funds. Current funds are funds available for university operations and are comprised of unrestricted and restricted funds. Unrestricted funds include E&G and Auxiliary funds; restricted funds are those funds restricted for specific use by grantors and donors, such as gifts, grants and financial aid. Loan funds are those funds used to provide loans to students. Endowment funds are funds designated by donors, the income for which will be used to support scholarships, the eminent scholars program and other educational programs. Plant funds include funds which represent the physical assets of the University, and the net investment in plant represents all capitalized equipment and property owned by the University. Agency funds are not owned by the University, but are held in trust for some other organization.

Vice President Harnage commended Associate Controller Rick Fisher, who is responsible for preparing the financial statements and must do so within a 30-day time period once the accrual period ends for each fiscal year. He then introduced Ms. Catherine Austin, Assistant Vice President for Administrative Services and Controller, who described the financial statements in more detail.

Ms. Austin described the elements of the balance sheet, statement of changes in fund balance and statement of current funds, and went over each in detail for the 1998 fiscal year. She explained that the balance sheet shows assets, liabilities and fund balances of the University; the statement of changes shows all revenue expended and transferred for each fund group; and the statement of current funds comprises the actual operating funds of the University.

She reported that as of 30 June, the University's assets totaled \$386 million and increased by \$88 million in 1998. Liabilities increased by approximately \$15 million, due largely to debt for new facilities. Fund balanced increased by \$73 million totaling \$309 million. At President Koch's request, Ms. Austin explained that assets for buildings are carried on the books at the value at time of construction and that maintenance and renovation values are added at the time they are done.

Ms. Austin explained that the University is required to submit the financial statements in a format determined by the State and totals are not included. At the request of the Rector, a supplemental financial statement, clearly identified as such, will be distributed to Board members which includes those totals.

In response to a question by Ms. Atkinson, Ms. Austin explained that "petty cash not in the bank" refers to departmental petty cash funds as well as university petty cash accounts at off-campus sites. Vice President Harnage explained that the University has developed rules and regulations governing the use of departmental petty cash funds, which cannot exceed \$500 for any one department. Staff are required to submit monthly reconciliations which are reviewed regularly by the Office of Finance.

Dr. Williams asked Ms. Austin to explain the difference between government standards and state/university standards. Ms. Austin indicated that the government standards regulate all state

agencies, and therefore Old Dominion University is required to adhere to those standards. In addition, the State prescribes to the colleges and universities on an annual basis the exact format to use so that the State can report these data in the aggregate. The State's standards are almost identical to the government standards except that the State has a more rigid format.

Ms. Austin pointed out selected ratios which are used to measure the institution's performance. For example, NACUBO has indicated that the net investment in plant to plant debt ratio should be 3 to 1; Old Dominion's ratio is 4 to 1. The construction of the Convocation Center will affect this ratio somewhat, but the University has positioned itself over the years for the anticipated debt. Additionally, while NACUBO suggests that the credit worthiness ratio should be 2 to 1, Old Dominion's ratio is 4.78 to 1.

At the conclusion of the report, Mr. Hamm thanked Vice President Harnage and Ms. Austin for a very informative briefing and tasked the Administration and Finance Committee with determining what should be reported to the full Board in the future.

MOTION FOR EXECUTIVE SESSION

The Rector recognized Mr. Kornblau, who made the following motion: "Mr. Rector, I move that this meeting be recessed, and that we reconvene in Executive Session for the purpose of discussing personnel matters, specifically, the evaluation and compensation of the President; the evaluation of certain departments within the University, specifically, the review of the Office of the President and Presidential Functions; and matters related to gifts, specifically, the naming of buildings and rooms in recognition of gifts to the University, all as permitted by Subsection (A), Paragraphs (1), and (8) of Section 2.1-344 of the Code of Virginia."

RECONVENE IN OPEN SESSION AND FOIA CERTIFICATION

At the conclusion of executive session, the meeting reconvened in open session, at which time the Rector called for the Freedom of Information Act certification of compliance that (1) only public business matters lawfully exempted from the open meeting requirements under the Freedom of Information Act were discussed and (2) only such public business matters as were identified in the motion by which the executive session was convened were heard, discussed or considered. The certification of compliance vote was eleven in favor and none opposed.

RESOLUTION REGARDING PRESIDENTIAL COMPENSATION

A motion was made to approve the presidential compensation package discussed during Executive Session. The motion was seconded and was approved by a vote of 10 in favor and one opposed.

RECESS, RECONVENE, AND APPROVAL OF MINUTES

The meeting recessed at 11:00 AM for the meetings of the standing committees, and was reconvened by the Rector at 2:30 PM. Upon a motion duly made and seconded, the minutes of the Board meeting of 17 September 1998 were unanimously approved as distributed.

RECTOR'S REPORT

The Rector made the following comments: "I think that most of you see that Old Dominion University continues to be exceptionally well managed and achieves superior academic results. The Rector and the Board are very pleased with that. I'd like you all to know that the Rector is kept informed by the President of virtually all appropriate issues and initiatives. Many thanks are offered to the President, and to the other officers, for their prestigious and unwavering service in providing excellent education to our citizens. The Board of Visitors would like to thank the administration for all of their help and information that they provide to the Board of Visitors members and to the community. Their efforts greatly assist in our stewardship of this great University.

"Since our last Board of Visitors meeting, we have held two Executive Committee meetings during which we have been able to discuss in more detail the background around certain policy issues that possibly merit more review by the leadership of this University's governing board. Among them were outstanding legal issues, policy issues raised by the Governor or Attorney General (for example, Alcohol Abuse Policy), policy issues raised by Board of Visitors members, and performance issues raised by SCHEV as well as Board of Visitors members (for example, the academic performance of freshmen).

"Most of you have heard me say that, as we look at such issues, the intent of the Executive Committee is to refer these issues to our standing committees for appropriate action by the Board of Visitors while devoting some designated time that we have in the normal course of our full agenda here and to devote more time to these issues. It is not the intent of the Board to use the Executive Committee to take unnecessary action. Most of you know that the Executive Committee can act in lieu of the Board when the Board is not in session, but we only intend to do that when timeliness demands that kind of action.

"As we go forward, possible topics for Executive Committee discussion include continuing discussions on campus security and safety, student housing needs, fund raising, and any other topics that you as Board members or the President and his staff feel appropriate for us to discuss. If you have any topics or ideas that you would like for us to explore in more detail, let me or the President know, and we will try to get those scheduled on the agenda.

"I'd like to lastly thank all of the Board members for your support in this position during the transition. I've had 100% cooperation from every Board member on every issue, and I just wanted to thank you."

PRESIDENT'S REPORT

The Rector called on President Koch for his report. President Koch announced that Jack Hilgers successfully defended his doctoral dissertation this morning and offered his congratulations.

During the morning committee meetings, Board members had an opportunity to see what the University is doing in the area of virtual reality with the Versa-Desk. In addition, the University has taken delivery of a Supercomputer from the National Science Foundation, and will receive from the Department of Defense a "Cave," which is a type of virtual reality machine that offers total 3-D experience. This allows the University to do state-of-the art research which is strongly supported by major funding agencies.

President Koch distributed copies of an article he wrote which was published in *The Richmond Journal of Law and the Public Interest*, an internet based journal. The article dealt with issues facing higher education today and he stated that he would be interested in the Board members' comments.

President Koch announced upcoming events, including the Martin Luther King Remembrance and Celebration on 19 January 1999. The luncheon will feature a keynote address by William Julius Wilson, Professor of Social Policy at Harvard University, who was the recent recipient of the National Medal of Science from President Clinton.

He requested that Board members let him know within the next week if they would like tickets to the Lady Monarchs basketball games against Tennessee (19 January) and Connecticut (13 February) as these tickets are in great demand and short supply. Both games will be nationally televised.

President Koch also announced that Sam Donaldson has agreed to speak at the Spring Commencement Ceremony in May and will do so for payment of expenses only. It is anticipated that a performance of some kind will be held the night before at the Field House, but no specific plans have yet been made.

President Koch indicated that he is planning to include a discussion relating to the University's Foundations as a future agenda item, since this has merited statewide attention. Nancy Coberly is developing a presentation and will also invite the Chairman of the Educational Foundation to present information on the Foundations' holdings and the associated spending rules. He commented that there is nothing related to the Foundations for which the University must apologize, and the more the Board knows, the more they will agree. The Foundations are essential to the operation of the University and we must find ways in which to support them.

Dr. Williams stated that the University of Virginia has approximately thirty foundations and asked how many are associated with Old Dominion University. President Koch indicated that there are four University-related Foundations -- the Educational Foundation, Intercollegiate Foundation, Real Estate Foundation, Research Foundation.

REPORTS OF STANDING COMMITTEES

ACADEMIC AFFAIRS COMMITTEE

The Rector called on Mr. Samet for the report of the Academic Affairs Committee. Mr. Samet reported that following the Committee's participation in the virtual reality presentation, the minutes of the previous meeting were approved.

In her report to the Committee, Provost Gora briefly reviewed the retention report presented to the Executive Committee in November. She reported that overall enrollment is up by 1% FTE since last fall, with Weekend College enrollment having increased by 25% since last fall. Weekend College graduated its first class this summer with five students receiving degrees in Medical Technology and 20 students graduating from the School of Nursing. She reported that the new General Education program was implemented this fall, and concluded her report by announcing the nominees for the SCHEV Outstanding Faculty Award.

The following resolutions, which were brought forth as recommendations of the Academic Affairs Committee, were unanimously approved:

FACULTY APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the following faculty appointments.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Trisha L. Bezmen Visiting Assistant Professor of Economics	\$54,000	8/25/98	10 mos

Dr. Bezmen received a Ph.D. in Economics from the University of Georgia in 1998 and a Bachelor of Science in Economics and Management Science from State University of New York at Cortland in 1992. Prior to joining Old Dominion University, she was an Instructor and Research Assistant at the University of Georgia.

Ms. Mary Birsch Instructor of Biological Sciences	\$15,000	7/25/98	4 mos
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Ms. Birsch received a Master of Science and a Bachelor of Science, in 1994 and 1968 respectively, from Old Dominion University. Since January 1996, she has been employed as an adjunct faculty member in the Department of Biological Sciences at Tidewater Community College.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Ramani Garimella Instructor of Community Health Professions and Physical Therapy	\$42,000	7/25/98	10 mos

Ms. Garimella received an M.D. in Social and Preventive Medicine from Osmania Medical College, Hyderabad, Andhra Pradesh, India in 1994. She is currently a doctoral student in the Ph.D. in Urban Services Health Sciences concentration at Old Dominion University and has served as a Graduate Teaching Assistant and Research Assistant in the program.

Dr. Aly Mansour Visiting Associate Professor Information Technology Program (ITPro)	\$43,000	8/25/98	10 mos
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Dr. Mansour received an Ed.D. in Higher Education Administration and an M.S. in Operations Research, in 1994 and 1983 respectively, from The George Washington University. Since the Fall of 1997, he has been employed as a part-time Associate Professor in the Department of Computer Science at The University of the District of Columbia. From February - September 1997, Dr. Mansour was an Adjunct Faculty member for Old Dominion University in the College of Engineering and Technology, Active Career Training Education Program (ACTE) in Northern Virginia.

Ms. Linda Miller-Dunleavy Instructor of Early Childhood, Speech Language Pathology and Special Education	\$35,000	7/25/98	10 mos
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Ms. Miller-Dunleavy received a Master of Science in Special Education, Emotional and Behavioral Disorders, and a Bachelor of Science in Special Education, Mental Retardation, from Old Dominion University in 1986 and 1977 respectively. Since 1992 she has been an adjunct faculty member at Old Dominion University, teaching special education courses. She also has over 20 years of classroom experience in special education.

Mr. Jay D. Morris Instructor of Computer Science	\$43,000	7/25/98	10 mos
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Mr. Morris received a Master of Philosophy in Mechanical Engineering and a Master of Science in Mechanical Engineering from Yale University, in 1995 and 1993 respectively, and a Bachelor of Arts in Secondary Education and Mathematics in 1983 from the University of Missouri. Since 1994, he has been a teacher at Tallwood High School and is also currently an adjunct instructor at Tidewater Community College.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Pearl N. Moyers Visiting Assistant Professor of Educational Leadership and Counseling	\$20,000	12/25/98	5 mos

Dr. Moyers received a Doctor of Education from Virginia Polytechnic Institute and State University and a Certificate of Advanced Study in administration/supervision, and a Master of Science in Education in Administration and Supervision, and a Bachelor of Science from Old Dominion University. From 1990-96, she was the Director of Instruction for the Lee County Public School System and served as a resource teacher in Lee County in 1996-97. Dr. Moyers has also been an adjunct professor at Lincoln Memorial University and Virginia Intermont College.

Dr. William J. Resetarits, Jr. Associate Professor of Biological Sciences (Tenure Track)	\$57,000	12/10/98	10 mos
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Dr. Resetarits received a Ph.D. in Zoology in 1989 from Duke University, an M.S. in Biology from Saint Louis University, an M.A. in Anthropology from the University of Missouri - Columbia, and a B.A. in Anthropology from the University of Missouri - St. Louis. Prior to coming to Old Dominion University he was a tenured Associate Professional Scientist in the Center for Aquatic Ecology at the Illinois Natural History Survey/University of Illinois. (Salary will be \$31,350 for the period 12/10/98-5/24/98.)

Ms. Micah A. Scott Visiting Assistant Professor of Nursing	\$48,500	8/10/98	10 mos
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Ms. Scott received a Master of Science, Primary Care Nurse Specialist and Family Nurse Practitioner, in 1992 from the Medical College of Virginia, a Bachelor of Science in Nursing in 1990 from Old Dominion University and a Nursing Diploma in 1981 from Sentara Norfolk General School of Professional Nursing. She has been an Instructor at Old Dominion University since 1994 and has worked as a Family Nurse Practitioner since 1993.

Ms. Sophie Kelly Thompson Assistant Professor of Medical Laboratory Sciences and Environmental Health (Tenure Track)	\$43,000	11/10/98	10 mos
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Ms. Thompson received a Master's in Health Science and a Bachelor of Science in Cytotechnology from the Medical University of South Carolina in 1984 and 1976 respectively. She is working toward a Doctorate in Education from East Tennessee State University. Prior to coming to Old Dominion University she was employed as a Research Specialist and Cytotechnologist in the Department of Pathology at East Tennessee State University, James H. Quillen College of Medicine. (Salary will be \$27,950 for the period 11/10/98-5/24/99.)

APPOINTMENT OF TELETECHNET SITE DIRECTORS

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the following appointments as TELETECHNET Directors at the sites indicated:

Dr. Paul T. Drzewiecki (Olympic College, WA)

Dr. Drzewiecki received an Ed.D. in Vocational Education from the University of Cincinnati and an M.S. in College Student Personnel Administration and an A.B. in Sociology from Indiana University. Prior to joining Old Dominion, he was the Coordinator of Military Education at McChord AFB for Pierce College and Interim Vice Chancellor for Student Affairs at Montana State University - Billings.

Salary: \$50,000 for 12 months effective July 25, 1998
Rank: Site Director, Olympic College and Instructor

Ms. Debra L. Hairston (Patrick Henry Community College)

Ms. Hairston received a Master of Science in Community and College Counseling in 1997 from Longwood College and a Bachelor of Arts in English in 1983 from Morgan State University. Prior to coming to Old Dominion University, she was employed as a Project Coordinator and Counselor for a community program and a federal grant program at Danville Community College.

Salary: \$39,000 for 12 months effective November 25, 1998
Rank: Site Director, Patrick Henry Community College

Ms. Michele S. Spires (Fort Meyer/The Pentagon, Arlington, VA)

Ms. Spires received an M.S. in Educational Leadership in 1996 from Troy State University and a B.A. in French in 1993 from State University of New York at Plattsburgh. Prior to coming to Old Dominion University, she was a Regional Officer for Admissions and Records at Troy State University.

Salary: \$44,000 for 12 months effective October 10, 1998
Rank: Site Director, Fort Meyer/The Pentagon and Instructor

APPOINTMENT OF ACCOUNTING MANAGER
OLD DOMINION UNIVERSITY EDUCATIONAL FOUNDATION

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Ms. Kelly G. Burris as the Accounting Manager, Old Dominion University Educational Foundation, effective November 10, 1998.

Ms. Burris received a Bachelor of Business Administration in Accounting in 1990 from the College of William and Mary, and is certified as a Public Accountant in the Commonwealth of Virginia and as a Certified Management Analyst in the State of Delaware. She most recently served as Accounting Manager for Fox Kids Worldwide, Inc. Ms. Burris has extensive experience in the field of accounting and has practiced for over eight years both domestically and internationally.

Salary: \$50,000 for 12 months
Rank: Accounting Manager and Assistant Instructor, Educational Foundation

APPOINTMENT OF DIRECTOR OF MATERIEL MANAGEMENT

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Mr. Bill S. Davis as Director of Materiel Management, effective October 1, 1998.

Mr. Davis received a Bachelor of Arts in 1992 from Virginia Wesleyan College. Since May 1993, he has been employed as the Director of Purchasing for the City of Chesapeake.

Salary: \$69,500 for 12 months
Rank: Director of Material Management and Assistant Instructor

APPOINTMENT OF COORDINATOR OF INTERNATIONAL RECRUITMENT

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Mr. John A. Favazzo as Coordinator of International Recruitment in the Office of International Admissions, effective October 10, 1998.

Mr. Favazzo received a Bachelor of Arts in Communication Arts in 1993 from Marist College. Since 1996, he has been serving as Coordinator of International Recruitment in the Office of International Admissions as a non-permanent employee. From 1993-95, Mr. Favazzo was Assistant Director of Admissions and Coordinator of International Student Recruitment at Marist College.

Salary: \$30,000 + Bonus for 12 months
Rank: Coordinator of International Recruitment, Office of International Admissions, and Assistant Instructor

**APPOINTMENT OF DIRECTOR OF EDUCATIONAL OPERATIONS
INFORMATION TECHNOLOGY PROGRAM**

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Mr. Geoffrey Haynes as Director of Educational Operations for the Information Technology Program (ITPro), effective November 17, 1998.

Mr. Haynes received a Master of Human Resource Development in 1997 from George Washington University and a Bachelor of Science in Economics in 1973 from the University of London. Prior to coming to Old Dominion University, he was employed by Commonwealth College, now know as Bryant and Stratton College, as an Assistant Dean and Academic Dean.

Salary: \$51,000 for 7 months
Rank: Director of Educational Operations, Information Technology Program(ITPro),
and Instructor

**APPOINTMENT OF DIRECTOR OF TEACHER EDUCATION SERVICES
FOR THE DARDEN COLLEGE OF EDUCATION**

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Ms. Wanda G. Lastrapes as Director of Teacher Education Services for the Darden College of Education, effective September 10, 1998.

Ms. Lastrapes received a Master of Education and a Bachelor of Arts in Speech Education, in 1984 and 1979 respectively, from the University of Southwestern Louisiana. She is currently a doctoral student in Urban Services with an Education Concentration at Old Dominion University. Since 1996, she has been employed as a Graduate Assistant in Teacher Education Services at Old Dominion University.

Salary: \$46,000 for 12 months
Rank: Director of Teacher Education Services for the Darden College of Education and
Instructor

**APPOINTMENT OF ASSISTANT DIRECTOR OF
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Ms. ReNee Milligan as Assistant Director of Equal Opportunity/Affirmative Action, effective October 25, 1998.

Ms. Milligan received a Juris Doctor in 1993 from the University of Baltimore, School of Law, a Master of Arts in Corporate Communications in 1987 from Norfolk State University and a Bachelor

of Science in Mass Communications in 1985 from Virginia Commonwealth University. Since 1995, she has been employed as the Equal Opportunity Manager at Old Dominion University.

Salary: \$60,000 for 12 months (Acting pay while serving as Acting Director of Equal Opportunity/Affirmative Action.) Base salary is \$43,600 as Assistant Director of Equal Opportunity/Affirmative Action.

Rank: Assistant Director of Equal Opportunity/Affirmative Action and Assistant Professor

**APPOINTMENT OF ASSISTANT DIRECTOR OF THE
PENINSULA HIGHER EDUCATION CENTER**

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Mr. Robert L. Norman as Assistant Director of the Peninsula Higher Education Center, effective August 25, 1998.

Mr. Norman received a Master of Arts in U.S. History in 1987 from Florida State University and a Bachelor of Arts in Broadcast and Film Communication in 1968 from the University of Alabama. Since 1996, he has been employed by Old Dominion University as an Enrollment Services Specialist at the Naval Air Station, Norfolk, and as Facilities Coordinator of the Peninsula Higher Education Center. Mr. Norman is a retired Army officer.

Salary: \$32,000 for 12 months

Rank: Assistant Director, Peninsula Higher Education Center, and Instructor

**APPOINTMENT OF AREA COORDINATOR
RESIDENCE LIFE**

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Ms. Je Nell Padilla as Area Coordinator, Residence Life, effective November 1, 1998.

Ms. Padilla received a Master of Education in Guidance and Counseling and a Bachelor of Arts in Social Work, in 1985 and 1976 respectively, from Colorado State University. She has completed work toward a Ph.D. in Educational Foundations at the University of Wyoming. Since November 1997, Ms. Padilla has been a consultant at the Center for Language Minority Education and Research (CLMER) at California State University.

Salary: \$28,500 for 12 months

Rank: Area Coordinator and Instructor, Residence Life

**APPOINTMENT OF ASSISTANT ADMISSIONS DIRECTOR FOR THE
INFORMATION TECHNOLOGY PROGRAM**

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Ms. Mary Poirier as Assistant Admissions Director for the Information Technology Program (ITPro), effective September 10, 1998.

Ms. Poirier received a Bachelor of Science in Education, Occupational and Technical Studies, in 1997 from Old Dominion University. In June of 1998 she was hired as a Program Support Technician for ITPro. Prior to that, Ms. Poirier was employed by Old Dominion University as the Program Coordinator for Student Employment in the Career Management Center.

Salary: \$35,000 for 12 months
Rank: Assistant Admissions Director for the Information Technology Program (ITPro)
and Assistant Instructor

**APPOINTMENT OF COORDINATOR OF ACADEMIC CONTINUANCE
AND UNDERGRADUATE SERVICES**

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Ms. Sandra M. Waters as Coordinator of Academic Continuance and Undergraduate Services, Academic Affairs, effective October 10, 1998.

Ms. Waters received a Master of Science in Journalism in 1981 from the University of Illinois - Urbana and a Bachelor of Science in Communications in 1980 from the University of Wisconsin-Superior. She has been employed at Old Dominion University since June 1983 in the following capacities: Information Technician, Facilities Coordinator, Assistant Registrar, Academic Advisor/Assistant Administrator, and Director of Undergraduate Advising for the College of Business and Public Administration. She is a member of the National Academic Advising Association.

Salary: \$40,000 for 12 months
Rank: Coordinator of Academic Continuance and Undergraduate Services and Instructor
Office of Academic Affairs

**APPOINTMENT OF RESOURCE MANAGER
FOR ACADEMIC TELEVISION SERVICES**

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the appointment of Mr. Carl T. Wiles as Resource Manager for Academic Television Services, effective September 10, 1998.

Mr. Wiles received a Bachelor of Science in Industrial Arts in 1960 from Memphis State University. He has been a member of the Old Dominion University staff since 1984, initially serving as the Director of Printing and Mailing for eight years and then as Business Manager for Academic Television Services. Before joining Old Dominion University, Mr. Wiles completed a career in the U.S. Air Force as a Lieutenant Colonel.

Salary: \$48,750 for 12 months
Rank: Resource Manager for Academic Television Services and Assistant Instructor

EMERITUS APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the granting of the title of emeritus to the following faculty members upon their retirement from the University. A summary of each faculty member's accomplishments is attached to this resolution.

Name and Rank

Effective Date

Vernon McCart
Fine and Performing Arts Reference Librarian and Librarian III

October 1, 1998

Regula A. Meier
Associate Professor of Foreign Languages and Literatures

May 31, 1998

Vernon A. McCart

Mr. McCart received a Master of Library Science in 1972 from North Texas State University and a Master of Music with a specialty in piano and a Bachelor of Music with a specialty in theory, in 1967 and 1965 respectively, from Wichita State University. Mr. McCart joined the University Library in 1976 as a Music Librarian and Librarian I. He was promoted to Librarian II in 1980 and to Fine and Performing Arts Librarian and Librarian III in 1990.

Mr. McCart has made significant contributions to the University during his years of service. He has provided many years of reference assistance to students, staff and faculty working on class assignments, trying to locate information on a broad range of subjects, and carrying out research projects. He has been an invaluable resource to the University for Library resources on music and has been a strong force in building a collection of books on musicology, teaching, music history and other areas as well as building the Library's collection of musical scores. Mr. McCart also played a significant role in making the Diehn Composers Room a resource and space in which the University takes pride.

Regula A. Meier

Ms. Meier received an M.A. in Education, Evangelisches Oberseminar, Zurich in 1952 and a B.A. in Education from Evangelisches Lehrerseminar, Zurich in 1951. She joined the faculty in 1960 as a part-time instructor of German and French. She became an Assistant Professor of German in 1968, received tenure in 1973 and was promoted to Associate Professor in 1980.

During her many years of service to Old Dominion University, Ms. Meier was a highly successful instructor and an energetic and influential member of the Department of Foreign Languages and Literatures. She provided leadership as chair of the department from 1991-97, was one of the department's most effective classroom instructors, and remained active in scholarship, publishing two World bibliography books, a study worksheet text, and a number of journal articles and papers. Ms. Meier also served on numerous college and University committees, received many prestigious honors and awards, and has been involved in important liaison work with the international community in Hampton Roads for many years.

**REVISIONS TO THE BOARD OF VISITORS POLICY ON
ACADEMIC RANK AND PROMOTION IN RANK**

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the following revisions to the Academic Rank and Promotion in Rank Policy, originally approved by the Board of Visitors on June 12, 1980; revised February 24, 1984; revised June 20, 1985; revised December 13, 1988; revised September 27, 1990; revised March 11, 1991; revised April 9, 1992; revised April 8, 1993; revised April 10, 1997; and revised April 9, 1998. The recommended changes are shaded.

Rationale: The procedures for soliciting external reviews for faculty seeking eminent scholar designation have been revised to place the responsibility for soliciting external review upon the department chair so as not to place undue burden on the Eminent Scholars Committee. It is already the practice in most departments that the department chair solicits external review letters.

Policy 1410 - Section I.E.

E. Special Honors - The following designations have been established in order to recognize faculty members of unusual merit and service to the university. Only faculty members holding the rank of full professor may be considered for Eminent Scholar designation, and only tenured faculty members will be considered for University Professor designation.

Eminent Scholars - A select number of full professors may be designated as eminent scholars. Nomination will be by any tenured departmental colleague in the nominee's discipline. The chair shall conduct a secret ballot of all tenured members of the department. Upon affirmation by a majority of those voting, the chair shall forward the nomination to the University Eminent Scholars Committee. The chair and the dean of the college shall

evaluate the credentials and submit independent evaluations to the committee. The committee may, by an affirmative vote of at least five members, recommend designation to the provost and vice president for academic affairs who will make the final designation no later than April 15.

The Eminent Scholars Committee shall be comprised of one eminent scholar from each college, selected by the college promotion and tenure committee, plus one eminent scholar chosen by the Faculty Senate in order to reflect the affirmative action goals of the university. The committee will establish its own procedures and select its own chair.

Nominees shall have met the following criteria:

1. The standards established by the State Council of Higher Education for designation as eminent scholar;
2. Service in the rank of full professor at Old Dominion University for three academic years;
3. A scholarly publication record which will have clearly established a national reputation as a scholar in the nominee's discipline. The reputation must rest on the publication of scholarly work which will have been reviewed positively in national journals or a substantial number of favorably evaluated articles in national referred journals; substantial success in obtaining external funding for research -- in those disciplines in which such success is expected; and positive evaluation by scholars external to the university who will have been solicited by the **department/school chair committee**.

Designation may also be made of persons who will have achieved national stature in the creative arts as reflected in a record of productivity and attested to by persons who are nationally recognized as distinguished in the nominee's field.

Departments nominating candidates are responsible for demonstrating that nominees meet the criteria above.

Designation of persons as eminent scholars upon their initial appointment to the university shall be made by the provost and vice president for academic affairs after recommendation by the Eminent Scholars Committee, based upon the procedures outlined in paragraph one and using the criteria specified above.

REVISIONS TO THE BOARD OF VISITORS POLICY ON TENURE

RESOLVED, that upon the recommendation of the Academic Affairs Committee, the Board of Visitors approves the revisions to the Tenure Policy, originally approved by the Board of Visitors on June 12, 1980; revised February 24, 1984; revised November 19, 1987; revised December 13, 1988; revised September 27, 1990; and revised April 9, 1998. The recommended changes are shaded.

Rationale: The schedule for appeals from faculty who have been denied tenure has been revised to allow the appeals to be filed in time for consideration by the Board of Visitors at the June meeting.

Policy 1411, Section V.J.

- J. The faculty member may request by May 1 that the president review a negative decision of the provost and vice president for academic affairs. The president should make a decision on the review by June 1. If the president upholds the decision of the provost and vice president for academic affairs, the faculty member may request a further review by the Board of Visitors or its designated committee by June 7 ~~15~~. The decision of the Board of Visitors or its designated committee is final. The Board of Visitors will make its decision by July 25 ~~15~~.

James Bullington, Director of the Center for Global Business and Executive Education, presented information on the activities and programs conducted by the Center and its long-range financial viability. Dr. Williams commented positively on her experience in the Visitor-in-Residence Program and complimented the administrative staff for their assistance. Ms. Haddad expressed concern about comments she has received from adult students who have experienced difficulty in applying to Old Dominion University and having their transcripts evaluated at the orientation for Weekend College students.

ADMINISTRATION AND FINANCE COMMITTEE

Mr. Hamm asked Mr. Kornblau for the report of the Administration and Finance Committee. Mr. Kornblau reported that the Committee heard a report from Vice President Harnage on the status of land acquisition for the University Village and an update on the design of the Convocation Center. Vice President Harnage reported that the administration continues to work with the Bureau of Real Property Management on the administrative approval process for the acquisition of land within the University Village. Once those approvals are in place, the University will issue contracts for the parcels associated with the Convocation Center and the parking garages.

Vice President Harnage also briefed the Committee on the design phase of the Convocation Center. The University is working with the designers on fine-tuning the program design for

the building, and on the selection of materials and finishes for the building. It is anticipated that the Committee will have an opportunity to review the design during the Spring.

Vice President Harnage reported on the Banner 2000 System Implementation. He explained that the system solves the Year 2000 problem by replacing system hardware and software, consolidates the database for all university systems, provides a strong internal control environment in all systems, and provides a system with strong access controls over all data.

The system was purchased in December 1997 and installed in January of 1998. The finance system was completed and went live July 1. The Human Resources and Payroll system is 83% complete and scheduled to go live on January 1; the financial aid system is 55% complete and scheduled to go live February 1; and the student system is 76% complete and the recruiting, admissions and scheduling components are live, with the remaining segments scheduled to go live on April 16.

This has truly been a university-wide effort, involving over 360 individuals in 43 work groups representing the offices of finance, financial aid, student services, human resources and the computer center. A detailed project plan has been developed containing over 3,000 detailed tasks to be performed. The plan is on the World Wide Web linked to Old Dominion University's home page and is linked to a product that sends e-mail to staff reminding them of due dates and deliverables.

With the finance system already in operation, all payments are now processed locally. 21,464 checks totaling approximately 69 million dollars have been processed locally through the Banner system. The new system has resulted in a reduction of approximately 4,000 checks being issued due to the ability to combine State and local payments on one check. A mock payroll and registration are being conducted during December to test the student and Human Resources systems in anticipation of these functions going live during the spring semester. Once the payroll system is implemented, payroll processing will be decentralized and all payroll checks will be processed locally. The project is on schedule and the University anticipates completing the total project as originally planned.

The committee concluded its meeting with a review of standing reports. In the Capital Outlay Project Status Report, it was reported that the TELETECHNET building is in the final stages of construction, with punch list items being completed and equipment being installed. It is anticipated that the building will be occupied and used during the Spring semester. Construction of the Virginia Beach Higher Education Center is progressing well. Exterior walls are complete and addition of brick and limestone is underway. The mechanical and electrical rough-ins as well as the framing of the interior first floor is complete, and roof installation should be completed by early next week in order for the building to be enclosed. Substantial completion of the building is scheduled for late June 1999.

The Committee discussed the architectural design of buildings and decided that this would be a topic of further discussion at a future meeting.

Due to time constraints, the Committee did not hear a report from the University Auditor in executive session.

INSTITUTIONAL ADVANCEMENT COMMITTEE

The Rector called on Ms. Gifford for the report of the Institutional Advancement Committee. Ms. Gifford reported that Thomas Sweeney, President of the Alumni Association, provided an overview of the Association's activities and initiatives. He emphasized the Association's commitment to relationship building within the university community. Ms. Gifford complimented Mr. Sweeney for the excellent job he has done so far this year.

Vice President Broderick shared with the Committee several national articles about the University, including one from *USA Today* about faculty using simulation to study the Chesapeake Bay and another about two University students now running a Webb Center coffee business that was distributed nationally by The Associated Press.

Vice President Broderick also presented the University's new 32-page, four-color alumni magazine. The publication will be distributed three times a year to approximately 70,000 alumni and friends of the University.

Nancy Coberly, Capital Campaign Director, reported that the Capital Campaign has raised \$39,217,821 to date. Major gifts have been received from the Brock Foundation, NationsBank, Jean McClellan, Richard Cheng, Wachovia Bank and the Gwalthmey Trust since the last board meeting. Ms. Coberly reported on major gift prospect solicitation and announced that the Annual Scholarship Luncheon had more than 200 attendees.

Karen Travis, Associate Director of University Events, discussed the highly successful Old Dominion University/SACLANT Symposium entitled, "Atlantic Partnership: NATO's Focus for the New Millennium." The two-day conference was attended by more than 360 representatives and dignitaries from approximately 32 countries. In addition, ambassadors from 10 nations participated in discussions of how NATO must evolve in the next millennium and go beyond the role that brought it into existence in 1949. Ms. Travis also provided dates of upcoming University events.

Charles Roddy, Assistant Vice President for Institutional Advancement and Director of Alumni Relations, introduced Tiffany Wright, president of the Student Ambassadors. Ms. Wright provided the Committee with an overview of the organization's history and purpose, and spoke about the group's plans to expand its membership from 52 to 75 in order to more effectively serve the University community. She also reviewed upcoming events. Ms. Gifford commented that the Board should be proud of the fine group of young men and women representing the University.

The Committee recessed and reconvened in Executive Session and approved a resolution for naming buildings and rooms. The following resolution, which was brought forth as a

recommendation of the Institutional Advancement Committee, was approved. Ms. Perry abstained.

RESOLUTION TO NAME BUILDINGS AND AREAS WITHIN BUILDINGS

RESOLVED, that upon the recommendation of the Institutional Advancement Committee, the Board of visitors approves the naming of the following buildings, centers or areas as follows:

- New Administration Building for Donna L. and James V. Koch
- Library Building for Douglas and Patricia Perry
- Library Administrative Area for Lee and Helen Gifford
- Library Digital Service Center for Bette Browning
- Library Entry Plaza for Edward and Janice Reed
- Library Photocopy Corridor for Ira and Jean Steingold
- Library Research Study for Sady Villafranca
- Entrepreneurial Center for NationsBank
- Child Study Center Lobby for the Lions Charity Foundation of District 24-D
- Child Study Center Parenting Center for the Kiwanis Clubs of Norfolk and Virginia Beach
- Child Study Center Classrooms for The Norfolk Foundation
- Child Study Center Childhood Speech & Language Center for the Tidewater Scottish Rite
- Child Study Center Classrooms for the Thistle Foundation

Mr. Hamm expressed his appreciation to Ms. Gifford for her work on behalf of the Board, especially for the events she attends, her interaction with students, and her diligent fund-raising efforts.

STUDENT AFFAIRS COMMITTEE

Rector Hamm called on Rev. Paige for the report of the Student Affairs Committee. Rev. Paige reported that the Committee focused its efforts on the review of the Report of the Task Force on Alcohol Abuse. The report recommended eleven initiatives for combating alcohol use and abuse among students, and the Committee voted to endorse those initiatives.

Mr. Villanueva raised concerns about how the University interacts with the student body, and the Committee agreed that the University administration should be tasked with devising a plan for doing so and reporting an update to the Committee.

A motion was made to accept the University's Alcohol Task Force Report. The motion was seconded and approved with a vote of eleven in favor and one opposed.

REPORT OF BYLAWS REVIEW COMMITTEE

With the absence of Ms. Rollison, Chair of the Bylaws Review Committee, no report was given.

REPORT OF THE NOMINATING COMMITTEE

Dr. Russell reported that the Nominating Committee, comprised of Kenneth Samet, Ronald Villanueva and himself, recommends Ms. Joan D. Gifford for the position of Vice Rector to serve the remainder of the 1998-2000 term. The Rector asked for additional nominations from the floor and none were offered, whereupon a motion was made and duly seconded to elect Ms. Joan D. Gifford as Vice Rector. The motion passed unanimously.

Mr. Hamm indicated that Ms. Gifford's election as Vice Rector now leaves a vacancy in the position of Chair of the Institutional Advancement, and he asked Ms. Perry, currently Vice Chair of the Committee, to serve as Chair. Ms. Perry agreed. Mr. Hamm asked her to suggest to him an individual to serve in the role of Vice Chair.

NEW BUSINESS

Mr. Hamm suggested to the Committee chairs and to the administration that every attempt be made to limit presentations made to the Board and their committees to 10-15 minutes.

Mr. Villanueva asked if Joan Gifford would state her position for the record as Vice Rector of Old Dominion University. Ms. Gifford made the following statement, "I have a vision for this University; I don't have an agenda and I don't have anything else. But I have a real vision that we become, and we are becoming, the premier university on the east coast, and that we give the finest education to our young people that is possible. That will ensure the future of not only this University, but the future of our young people, which is the future of our nation. Education will solve most of our problems. If we can reach the goal of getting everyone we possibly can educated, we will find that the other ills of our society will start to be healed. And that is my goal - my dedication to the young people."

Mr. Villanueva also suggested that it would be fitting for the Board to express its appreciation to the Coach and players on the Field Hockey Team, on the occasion of their winning the national championship, by either a letter or resolution of commendation. A motion was made, duly seconded, and unanimously approved.

With no further business to be discussed, the meeting adjourned at 3:15 PM