

Business Affairs and Audit Committee  
9:45 a.m.

Dr. David Perryman, Associate Vice President for Strategic Communications  
Ms. Connie Phillips, Assistant Director, Budget Operations  
Dr. Eric Plummer, Chief of Police

## Financial Update

Vice President Hoover presented a financial update for fiscal year 2024, a review of the 2025 legislative actions, and anticipated FY 2025 budget overview. A copy of these updates was provided in the board materials.

## Action Items

### Recommendation for Approving Rebate for Tuition Increase

Vice President Hoover reviewed information recommending a 1.5% tuition rebate for undergraduate in-state students in the amount of the tuition increase of 1.5% in the 2024-25 academic year. This rebate is applicable to traditional programs approved for a 1.5% increase by the Board of Visitors in March 2024. This rebate is not applicable to differential program rates. Mr. Lester asked for a motion to recommend the resolution for Approval of a Rebate for the 2024-25 Tuition Increase, as presented, to the full Board for approval. Mr. Archer so moved, Dr. Brown seconded, and the motion carried unanimously. A copy of the proposed resolution is attached hereto as ***Attachment A*** and is made a part hereof.

### Recommendation for Approving Administrative and Professional Faculty Handbook Revisions

Vice President Hoover presented to the committee the proposed changes to the Administrative and Professional (AP) Faculty Handbook. Information was provided regarding updates to the AP Faculty Handbook to remove the requirement of annual contract renewal letters. Revised language states that the AP Faculty members can expect to continue employment contingent on job performance and position viability with the University. However, non-renewal does not require establishment or documentation of just cause. Other minor corrective edits were recommended as well. Mr. Lester asked for a motion to recommend the resolution for Approval of the Radford University AP Faculty Handbook Revisions, as presented, to the Board for approval. Mr. Mendiola so moved, Dr. Brown seconded, and the motion carried unanimously. A copy of the proposed resolution is attached hereto as

**RADFORD UNIVERSITY  
BUSINESS AFFAIRS AND AUDIT COMMITTEE  
June 6, 2024**

**Action Item  
Recommendation to Approve a Rebate for the 2024-25 Tuition Increase**

**WHEREAS**, on March 22, 2024, the Radford University Board of Visitors voted to increase tuition by 1.5% for all undergraduate traditional programs with a commitment to reevaluate the university's financial outlook after Virginia's state budget was finalized; and

**WHEREAS**, upon the recommendation of the university administration, the Business Affairs and Audit Committee has evaluated the current economic status of the university with the additional investment by the Commonwealth of Virginia and the shared commitment to making education accessible and affordable for current and future students; and

**NOW, THEREFORE, BE IT RESOLVED** that the Business Affairs and Audit Committee recommends that the Radford University Board of Visitors approve a rebate for undergraduate in-state students in the amount of the tuition increase of 1.5% in the 2024-25 academic year. This rebate is applicable to traditional programs approved for increase by the Board of Visitors in March 2024. This rebate is not applicable to differential program rates.

**RADFORD UNIVERSITY BOARD OF VISITORS**  
**Business Affairs and Audit Committee**  
**June 5, 2024**

**Action Item**

**Approval of the Radford University Administrative and Professional Faculty Handbook Revision**

**Item:**

Board of Visitors approval of the Radford University Administrative and Professional (AP) Faculty Handbook Revisions.

**Summary:**

The AP Faculty Handbook has been updated to remove the requirement of annual contract renewal letters. Language states that AP faculty members can expect to continue employment contingent on job performance and position viability with the University. However, non-renewal does not require establishment or documentation of just cause.

Within the termination for cause section, language was added to include unsatisfactory job performance, consistent with the Classified Handbook. Within the Annual Leave section, language was updated to be consistent with University practice related to leave carry-forward.

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termination action and the effective date thereof within ten (10) business days. The written notification will state specifically the reasons for the termination and shall inform the individual of his or her right to access the grievance procedure for AP members to appeal the termination decision.

## **1.5 REASSIGNMENT**

AP members may be reassigned at any time. Reassignment may involve a change in administrative title or supervisory responsibilities, reassignment to another position or department, or salary adjustment commensurate with responsibilities. Neither notice of non-reappointment nor removal for cause is required to affect a reassignment.

Tenured and tenure-track administrators holding rank may be assigned full-time teaching duties with appropriate adjustments in salary should their administrative assignments be terminated.

### **1.11.2 Annual Leave**

Personnel on 12-month appointments earn 192 hours of annual leave per year. Newly hired AP members are granted 48 hours of annual leave at the time they are hired and for their first 12 months of employment earn 6 hours of annual leave per pay period. At the beginning of the second year of employment, AP members earn 8 hours of annual leave per pay period.

Personnel on 9-, 10-, and 11-month appointments earn leave for the pay periods actually worked and at the same rate as 12-month appointments. The number of days of annual leave granted at the time of hire to new AP members on 9-, 10-, and 11-month appointments is prorated based on the number of months for which they are appointed.

AP members should record annual leave as approved by their supervisor.

AP members with less than five consecutive years of full-time service at Radford University may accrue annual leave and carry over up to a maximum of 240 hours of leave from one calendar year to the next. AP members with five or more consecutive years of full-time service at Radford University may accrue annual leave and carry over up to a maximum of 280 hours of leave from one calendar year to the next.

Upon voluntary separation of employment AP members are eligible for payment of unused annual leave following the below scale based on their most recent full-time Radford University service.

#### **Annual Leave Payout upon voluntary separation:**

Less than 5 years	Zero payout of unused Annual Leave
5 – 9 years	240 hours maximum payout of unused Annual Leave

**RADFORD UNIVERSITY BOARD OF VISITORS**

**Resolution  
June 7, 2024**

**Approval of the Radford University AP Faculty Handbook Revisions**

**BE IT RESOLVED**, the Radford University Board of Visitors approves the Administrative and Professional (AP) Faculty Handbook revisions as presented within the proposed action item.



End of Board of Visitors Materials

