

**DRAFT – SUBJECT TO BOARD APPROVAL**

**OLD DOMINION UNIVERSITY**

**BOARD OF VISITORS  
Thursday, June 13, 2013**

**MINUTES**

The annual meeting of the Board of Visitors of Old Dominion University was held on Thursday, June 13, 2013, at 1:15 p.m. in the Board Room of Webb University Center on the Norfolk campus. Present from the Board were:

Fred J. Whyte, Rector  
Jeffrey W. Ainslie  
Kenneth E. Ampy  
Frank Batten, Jr.  
David L. Bernd  
John F. Biagas  
J. William Cofer  
Dee D. Gilmore  
Luke M. Hillier  
Marc Jacobson  
Andrea M. Kilmer  
Pamela C. Kirk  
Barry M. Kornblau  
Robert J. O’Neill  
Frank Reidy  
Ronald C. Ripley  
Judith O. Swystun  
Kevin Muchiri (*Student Representative*)

Absent were: None

Present from the administration were:

John R. Broderick, President	Jennifer Mullen
Alonzo Brandon	Earl Nance
Karen Eck	Ellen Neufeldt
William Edmunds	September Sanderlin
Robert L. Fenning	Wood Selig
Velvet Grant	Carol Simpson
David Harnage	Bill Sizemore ( <i>The Virginian-Pilot</i> )
Scott Harrison	Don Stansberry
Elizabeth Kersey	Cecelia Tucker
Donna W. Meeks	James D. Wright
Karen Meier	

## **CALL TO ORDER AND APPROVAL OF MINUTES**

The Rector called the meeting to order at 1:19 p.m. and asked for approval of the minutes of the Board meeting held on April 26, 2013. Upon a motion made by Mr. Ainslie and seconded by Mr. Kornblau, the minutes were approved by all members present and voting. (*Ainslie, Ampy, Batten, Bernd, Biagas, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, O'Neill, Reidy, Ripley, Swystun*)

## **RECTOR'S REPORT**

The Rector introduced the proposed Code of Ethics for Board approval, noting that under new legislation, all Boards were directed to adopt a Code of Ethics. University Counsel Earl Nance drafted a proposed Code in collaboration with his colleagues across the State and shared it with the Executive Committee. Mr. Nance noted that the proposed Code is “boilerplate” and “aspirational” and does not carry any penalties, but complies with the directive. He incorporated changes as suggested by the Executive Committee members.

A motion was made by Mr. Ainslie to approve the following Code of Ethics as presented. The motion was seconded by Mr. Ampy unanimously approved by all members present and voting. (*Ainslie, Ampy, Batten, Bernd, Biagas, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, O'Neill, Reidy, Ripley, Swystun*)

### **RESOLUTION TO ADOPT A CODE OF ETHICS FOR THE OLD DOMINION UNIVERSITY BOARD OF VISITORS**

RESOLVED, that upon the recommendation of the Executive Committee and pursuant to §23-2.04.5 of the *Code of Virginia* (which shall become effective July 1, 2013) the Board of Visitors approves the adoption of a Code of Ethics, as detailed below.

## **Code of Ethics**

### **OLD DOMINION UNIVERSITY**

Integrity is one of the core values of Old Dominion University. Thus, we are committed to lawful and ethical behavior in all of the university's activities. At ODU, we insist that all members of the university community –board members, employees, students, and volunteers – comply with all laws, regulations, policies and ethical norms applicable to them. More generally, we are to be honest, fair, and trustworthy ourselves and to take care that other members of the university community are as well.

The Board of Visitors of Old Dominion University acknowledges the Code of Ethics established for its employees, students, volunteers and vendors ([University Policy 1002 – Code of Ethics](#)), and adopts its own Code of Ethics for members of the Board.

We, as members of the Old Dominion University Board of Visitors, will:

- Obey the laws, regulations, and policies applicable to our positions and university-related activities;
- Utilize our best efforts to protect and preserve university resources and ensure their proper use;
- Avoid both conflicts of interest and the appearance of such conflicts;
- Promptly complete Conflict of Interest Training and Certification as required for board membership;
- Safeguard confidential information;
- Make procurement decisions impartially and objectively;
- Ensure, through open communication with the University's internal and state auditors, that effective internal controls are in place to safeguard the transactional integrity of our activities;
- Treat other members of the University community with dignity and respect;
- Ensure, through the establishment of appropriate policies and procedures, that enforceable measures are in place to protect members of the University community from illegal discrimination or harassment; and
- Report any illegal or unethical action that comes to our attention, so the University can investigate and take corrective steps.

This Code of Ethics was adopted by the Board of Visitors of Old Dominion University on June 13, 2013.

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Rector Whyte welcomed Ms. Bo Ram Yi as the new student representative to the Board and thanked the four members whose terms of service were ending – Bob O'Neill, Ken Ampy, Frank Batten and Pam Kirk.

## **PRESIDENT'S REPORT**

The Rector called on President Broderick for his report. The President discussed the JLARC Report that has been featured recently in the newspaper. It is a five-segment report that will be released over the course of the year prior to the state of the General Assembly session. The first segment, which was just released, focuses on trends in higher education. The second is a review of auxiliary enterprises (which will be released on September 9<sup>th</sup>), followed by a review of academic cost and efficiency (which will be released December 9<sup>th</sup>). The reviews of administrative efficiency and strategies and practices will be released in 2014. This ties in to the Higher Education Advisory Committee and the Governor's and General Assembly's initiative to continue to review and assess higher education, but also against our national peers.

The first report focuses on where institutions spend their funds on instruction and other functions such as research, student services and student financial aid that enhance the academic mission of the University. The report also addresses how institutions receive their funds, both private and public, noting that state funds per student, adjusted for inflation, declined 22% between 1991 and 2011. The report also shows that four institutions – ODU, VCU, GMU and JMU – accounted for the majority of the 40% increase undergraduate enrollment. President Broderick commented that

if the same chart showed instead the increases in in-state student enrollments, ODU would likely lead the pack. The report does show, by and large, that Virginia does an outstanding job compared to its regional and national competition in terms of graduation rates, whether its four, five or six years. The report also talks about the overall Virginia presentation about tuition costs and shows that only two institutions – ODU and JMU – increased their tuition at a lower rate than the average of other institutions in their Carnegie classification. The report also focuses, as it should, on student debt upon graduation. For a public institution, Old Dominion ranks very well, which shows that we have priced our tuition competitively in the marketplace we serve.

President Broderick said that he will continue to brief the Board on these JLARC reports as they are published. The next report, scheduled for release in September, will review how colleges and universities spend money on housing, dining, intercollegiate athletics and student recreation. Rector Whyte stated that he and the President reviewed the report in more details and Old Dominion University has fared well.

The President highlighted the following activities and initiatives at the University:

#### Academic Affairs

- The first four undergraduates of the Modeling, Simulation and Visualization Engineering program received their BS degrees in May. One student, Spencer Lane who is 18-years old, will attend MIT for graduate study this fall.
- Dr. Hans-Peter Plag was recruited for the senior faculty position to help lead the Sea-Level Rise Climate Change initiative. Dr. Plag is an internationally known expert in climate change and joins the oceanography program from the University of Witwatersrand, South Africa.
- The College of Business and Public Administration moved up in *U.S. News and World Report's* ranking of MBA degrees from 140 to 117.
- The Master of Arts degree in International Studies has received “NATO Selected” status and is now accredited with the NATO Alliance. Going forward it will be recommended throughout member and partner nations.

#### Research:

- University researchers recently issued two new U.S. patents covering “optical recognition systems” and “wound care systems” for a total patent portfolio of 97.
- Old Dominion and Hampton University students were selected again by the U.S. Department of Energy to compete in the Solar Decathlon scheduled for October 2013 in Irvine, California.

#### National Recognition:

- *U.S. News and World Report* ranks the Darden College of Education among the nation’s top 65 best graduate schools.
- ODU was named to the *President's Higher Education Community Honor Roll* for the second consecutive year
- ODU was named *Bronze Bicycle Friendly University* by the League of American Bicyclists
- ODU was selected for inclusion in *Princeton Review's Guide to 322 Green Colleges*

#### Student Engagement and Enrollment Services:

- SEES implemented a program that assists students in creating a supplemental transcript of their experiential learning that helps ODU graduates stand out in the job market and on graduate school applications.
- SEES and Academic Affairs are partnering on a new entry program for students that will teach them about the needed skills for making the transition from high school to college. Topics will focus on academic success and making good choices, i.e. syllabus navigation, study skills, academic honesty, good behavior and alcohol and drug education.
- ODU students contributed over 381,000 volunteer hours during the 2012-2013 academic year.

#### Administration and Finance:

- The U.S. Department of Transportation's South Atlantic-Region Small Business Transportation Resource Center (SBTRC) for Virginia, North Carolina, West Virginia and Kentucky was awarded to the Business Gateway. The center will provide services to disadvantaged business enterprises and will assist VDOT with achieving higher DMBE participation.
- The Monarch Project, an innovative initiative launched through ODU's Office of Finance, received national recognition for its cost-saving programs for students and the University from the Southern Association of College and University Business Officers (SACUBO).
- ODU was selected as the grand finalist in SACUBO's Best Practices competition at the association's annual conference in Atlanta.

#### University Advancement:

- Pending approval by their full boards, ODU Foundations completed their 2012 audits successfully with unqualified opinions and no adjustments.
- Development staff made over 1020 personal visits with donors and prospects during the past fiscal year.
- April 2013 was ODAF's most successful month in its history for the annual fund, raising \$1.4 million - - first time ever raising over \$1 million in one month.
- From January through April 2013, the annual fund received \$2.7 million in cash compared to last year's \$1.2 million.
- The "Power of One" program brought in 250 new members who were referred by current ODAF members. ODAF members who made referrals received 25 priority points per referral.

#### Athletics:

- 53 ODU student athletes earned *C-USA Commissioner's Honor Roll* recognition with GPAs of 3.0 or better during the spring semester.
- Five ODU student athletes earned *Commissioner's Medals* with GPAs of 3.5 or better.
- The Women's Golf team was recognized by the NCAA for the second consecutive year for earning a perfect score of 1000 in the latest NCAA Division I Academic Progress Rate.
- 12 athletic teams earned 3.0 GPAs or higher for the Spring 2013 semester.
- ODU officially joins Conference USA on July 1. Rebranding and marketing efforts in Hampton Roads will begin the week of July 1st.

Spring Commencement Highlights:

- Total Number of Graduates: 3149
- Number of Student Participants: 2621
- Speakers and Honorary Degree Recipients: RADM Barry C. Black (Ret.), Chaplain, U.S. Senate; Dr. Ines Bustillo, Director, United Nations Economic Commission for Latin America and the Caribbean
- Speaker: The Honorable J. Randy Forbes, U.S. House of Representatives
- Honorary Degree Recipient: Mr. John Duffy, Composer

Personal:

- Authored article for *The Virginian-Pilot* on teaching a course on “The College and University Presidency”
- Commencement Addresses: Tidewater Community College, Thomas Nelson Community College, and Norfolk Collegiate

At the conclusion of his report, President Broderick recognized and thanked Ken Ampy, Frank Batten, Pam Kirk and Bob O’Neill for their service on the Board of Visitors.

## **REPORTS OF STANDING COMMITTEES**

### **AUDIT COMMITTEE**

The Rector called on Mr. Batten for the report of the Audit Committee. Mr. Batten reported that Deane Hennett, University Auditor, updated the Committee on Commonwealth audit issues and noted internal audits in progress and other projects and initiatives underway. Mr. Hennett also presented the proposed internal audit plan for fiscal year 2013-2014. The Committee approved the plan as submitted.

The Committee then received, in closed session, details of recent audits and reviews performed in the President’s areas, Administration and Finance and Academic Affairs. Specifically covered were audits of Foundation Relations and a follow-up of International Student and Scholar Services.

### **ACADEMIC AND RESEARCH ADVANCEMENT COMMITTEE**

The Rector called on Mr. Ampy for the report of the Academic and Research Advancement Committee. Mr. Ampy reported that the Committee met in closed session to discuss a request for the exceptional hire of a faculty member and the appointment of a faculty member with tenure.

Committee members approved by unanimous vote the request for the exceptional hire of a faculty member. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was unanimously approved by all members present and voting. (*Ainslie, Ampy, Batten, Bernd, Biagas, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, O’Neill, Reidy, Ripley, Swystun*)

## APPROVAL OF REQUEST FOR EXCEPTIONAL HIRE

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the request to proceed with an exceptional hire of a faculty member in the Department of Chemistry and Biochemistry, Dr. Alvin A. Holder, effective June 13, 2013.

Rationale: The policy on Hiring Procedures for Instructional and Administrative Faculty provides for a special opportunity to hire an exceptionally well-qualified candidate for a faculty or faculty administrative position without conducting a search upon the request of the President to the Board of Visitors. If approved, the appointment would be as Associate Professor of Chemistry and Biochemistry, tenure track.

Dr. Holder is an experimental synthetic inorganic chemist with diverse research interests including bioinorganic and biomedical research. He would bring unique skills to ODU that would complement the Department's existing synthetic organic and biochemistry expertise. Inorganic chemistry is a core area of chemistry required by the American Chemical Society (ACS) for an ACS-accredited degree, and the Department currently has no one in this area.

Dr. Holder makes new metal-containing molecules that have biomedical applications in treating cancer and diabetes. He is also active in the area of renewable energy, making new metal-containing catalysts for the production of hydrogen. Biomedicine and renewable energy are research areas specifically targeted for development by ODU. He is an outstanding chemist (46 publications) and has been awarded a prestigious five-year NSF CAREER grant.

Dr. Holder is a minority faculty member who has the potential to make a strong contribution to education. He is heavily engaged in research with undergraduates (~50 in all) and mentored many minority students. Synthetic chemistry is attractive to undergraduates because it is very accessible. Students can make new compounds that may have important applications in medicine or renewable energy. To have a high profile minority faculty member in the Department as a role model and mentor will enhance the Department's program at both the graduate and undergraduate levels.

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Committee members approved by unanimous vote the appointment of a faculty member with tenure. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was unanimously approved by all members present and voting. (*Ainslie, Ampy, Batten, Bernd, Biagas, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, O'Neill, Reidy, Ripley, Swystun*)

## APPOINTMENT OF FACULTY MEMBER WITH TENURE

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Dr. Hans-Peter Plag as Professor with the award of tenure in the Department of Ocean, Earth and Atmospheric Sciences in the College of Sciences, effective June 10, 2013.

Salary: \$140,000 for 10 months  
Rank: Professor of Ocean, Earth and Atmospheric Sciences

This following contains my recommendation for the initial appointment with tenure of Dr. Hans-Peter Plag as Professor of Ocean, Earth and Atmospheric Sciences in the College of Sciences. Dr. Plag has most recently held the Exxaro Chair on Global Change and Sustainability at the rank of Full Professor with the University of Witwatersrand, South Africa. He will join ODU as Senior Faculty for the Sea Level Rise and Climate Change Initiative.

The ODU Faculty Handbook states “The main purposes of tenure are to recognize the performance of faculty members who have given years of dedicated service to the university, to protect academic freedom, and to enable the university to retain a permanent faculty of distinction in order to accomplish its mission.” [Faculty Handbook, p. 50]. The Faculty Handbook policy on Initial Appointment of Teaching and Research Faculty provides for an initial appointment with tenure provided that the “request for an initial appointment with tenure must first be initiated by the chair, voted on by the departmental tenure committee, and approved in writing by the Dean.” The policy also says: “Normally, an initial appointment with tenure will be granted only to a faculty member who already achieved a distinguished academic reputation and holds a tenured position at another institution.”

Unanimous recommendations in support of tenure for Dr. Plag were received from the departmental, college, and university promotion and tenure committees, as well as from the department’s chair and the college dean. Based on my own independent evaluation of the materials submitted, including the above recommendations, it is my judgment that Dr. Plag easily meets the standards for tenure at the rank of Full Professor in the Department of Ocean, Earth and Atmospheric Sciences at Old Dominion University.

Dr. Plag received his Ph.D. *summa cum laude* (1988) and Diploma (1982; equivalent to M.S.) in geophysics from the Free University of Berlin, Germany. He undertook postdoctoral research (1987-1992) before being appointed as Assistant Professor (1992-1997) at the University of Kiel, Germany. Dr. Plag became Head of the Global Reference Department of the Geodetic Institute, Norwegian Mapping Authority (1997-2004) and in 2000 was simultaneously awarded a Professor II position at the Mathematical Institute of the University of Oslo. Professor II is a highly prestigious title that is exclusive to Norway, given to full Professors who are research faculty in other institutions, but who teach part time (20% or less) at the University. From 2004 to 2012, Professor Plag held a joint position as Research Professor at the Nevada Bureau of Mines and Geology and the University of Nevada, Reno, where he still holds an Adjunct Professor position with the Nevada Geodetic Laboratory. He became Visiting Professor at Steven Institute of Technology, New Jersey (July 2010 to present) and in 2012 assumed the Exxaro Chair of Global Change and Sustainability, as Professor and Director of the Global Change and Sustainability Research Institute (GCSRI) at the University of Witwatersrand.

Dr. Plag has taught many different courses and seminars related to geophysics, hydrogeology, mathematical models, and sustainability across the full range of undergraduate and graduate levels. He has supervised numerous M.S. and Ph.D. students, and has given public lectures and keynote addresses. He has demonstrated effectiveness as a teacher. One of his external referees notes that he is “a strong advocate of a community-wide collaborative model, such as “community workbenches,” and collaborative teaching of distance learning.”



A Fellow of the International Association of Geodesy since 2007, Dr. Plag has an exceptionally strong record of scholarly publications in the area of geophysics, geodesy, and sea level rise. He has authored over 70 publications in peer-reviewed journals, books and proceedings, more than 80 other contributions to books, proceedings and newsletters, and is lead author on several community white papers on climate change, sea level rise, and sustainability. He is editor of 3 books and numerous special issues and has given more than 250 invited and contributed presentations at scientific meetings. Dr. Plag has been Principal Investigator or Co-PI on numerous grants including from the NSF, NASA, U.S. Geological Survey, U.S. Department of Energy, and European Science Foundation. His external references say he has been “a leader in the scientific community,” has “senior stature in the scientific community, and is internationally well recognized for his work,” and has made “first class contributions to the field of geodesy.” Other comments include that he is “one of the few people in the world who completely understands the sea level equation,” he “thinks outside the box,” and has “unusually broad interests and expertise.” One referee says that Dr. Plag is “deeply concerned about the effect of climate change on society, and has numerous connections to international organization with regard to that.” Each of the external referees comments on his energy, enthusiasm, and strong organizational and leadership skills.

Dr. Plag has demonstrated excellence in service as co-chair of program committees for the International Geoscience Program (IGCP), the American Geophysical Union (AGU), and the Global Earth Observation System of Systems (GEOSS) Group on Earth Observations (GEO), among other international scientific organizations. He has served as editor (for Geodesy) for the journal *Physics and Chemistry of the Earth* since 1996, and as a member of the editorial board for the *Journal of Geodynamics* since 1994. As service to his institution, in addition to his roles as Director of the GCSRI at the University of Witwatersrand, he was an active member on several committees at the University of Nevada, Reno, including their Faculty Senate.

In recognition of his substantial contributions as a scholar and teacher, his considerable service to his profession, and in concurrence with all of the recommendations received, I strongly recommend Dr. Hans-Peter Plag for an appointment with tenure in the Department of Ocean, Earth and Atmospheric Sciences at the rank of Professor. We are fortunate indeed to attract him to Old Dominion University.

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Committee members approved by unanimous vote the resolutions on 23 faculty appointments, 25 administrative appointments, and two emeritus/emerita appointments. The following resolutions were brought forth as recommendations of the Academic and Research Advancement Committee and were unanimously approved by all members present and voting. (*Ainslie, Ampy, Batten, Bernd, Biagas, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, O'Neill, Reidy, Ripley, Swystun*)

## FACULTY APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic and Research Advancement 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. Kareem A. Ahmed Assistant Professor of Mechanical and Aerospace Engineering (Tenure Track)	\$79,000	7/25/13	10 mos

Dr. Ahmed received a Ph.D. and an M.S. in Mechanical Engineering, in 2009 and 2006 respectively, from the University at Buffalo, The State University of New York and a B.S. in Mechanical Engineering Technology in 2004 from the State University of New York at Alfred. Since 2011, he has been Senior Engineer at United Technologies Corporation.

Ms. Suzanne L. Benfield Lecturer of Nursing	\$61,000	7/25/13	10 mos
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Ms. Benfield received an M.S. in Nursing in 2012 from the University of North Dakota and a B.S. in Nursing in 2009 from the University of Wisconsin Green Bay. Since 2009, she has been Simulation Lab Coordinator at Medical Careers Institute. Prior to that, Ms. Benfield was a Registered Nurse at Sentara Norfolk General Hospital.

Ms. Stephanie R. Caggiano Instructor of Information Technology and Decision Sciences	\$53,000	7/25/13	10 mos
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Ms. Caggiano received an M.S. in Computer Science and an M.S. in Mathematics, in 2000 and 1994 respectively, from The College of William and Mary and a B.S. in Mathematics and Economics in 1993 from James Madison University. Since 2012, she has been a Software Developer at NBT Solutions. Ms. Caggiano has also been a Mathematics Instructor for Westwood College Online since 2005.

Dr. Yunbyeong Chae Assistant Professor of Civil and Environmental Engineering (Tenure Track)	\$77,000	7/25/13	10 mos
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Dr. Chae received a Ph.D. in Structural Engineering in 2011 from Lehigh University and an M.S. and B.S. in Engineering, in 2001 and 1999 respectively, from Seoul National University, South Korea. Since 2011, he has been a Research Scientist in the ATLSS Engineering Research Center at Lehigh University.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Mr. Andrew H. Cohen Instructor of Finance/Bloomberg Trading Room Manager	\$72,000	4/10/13	12 mos

Mr. Cohen received an M.B.A. in 1990 from New York University and a B.S in Management from the State University of New York at Binghamton. Since 2012, he has been Manager of the Bloomberg Trading Room in a part-time capacity. Mr. Cohen has 15 years of Wall Street experience.

Ms. Sara B. Forbus Lecturer of Nursing	\$61,000	7/25/13	10 mos
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Ms. Forbus received a Master of Science in Nursing in 2005 from Old Dominion University, an M.A. in Health Services Management in 1995 from Webster University-St. Louis and a B.S. in Nursing in 1985 from Northern Michigan University. Since 2006, she has been a Lecturer of Nursing and Adjunct Nursing Instructor at Old Dominion University.

Dr. Deborah C. Gray Lecturer of Nursing	\$72,000	7/25/13	10 mos
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Dr. Gray received a Doctor of Nursing Practice in 2012 from Old Dominion University, a Post-Masters Adult N.P. Certificate in 1990 from the University of South Florida, an M.S. in Nursing in 1986 from McGill University and a B.A. in Public Policy Analysis in 1980 from the University of North Carolina. She has been a Graduate Teaching Assistant for the doctoral and master's nursing programs at Old Dominion University. Dr. Gray has also been a Nurse Practitioner since 1991.

Ms. Margaret L. Green Visiting Professor of Dental Hygiene, Acting Chair of the School of Dental Hygiene	\$100,000	4/25/13	12 mos
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Ms. Green received an M.S. in Dental Hygiene in 1971 from Columbia University and a B.S. in Education in 1970 from California State University. Since 1996, she has been an Adjunct Professor in the School of Dental Hygiene at Old Dominion University. Ms. Green has been a Clinician in a private periodontal dental practice since 1979 and has extensive experience as a consultant, examiner, and speaker.

Ms. Tiffany M. Hall Lecturer of Teaching and Learning	\$45,500	7/25/13	10 mos
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Ms. Hall received an Ed.S. in Administration and Supervision in 2005 from Cambridge College, an M.A. in Pre-Elementary Education in 2000 from Norfolk State University, a B.S. in Administrative Systems Management and Business/Technology Education in 1997 from Virginia State University and is currently enrolled in the Ph.D. program in Curriculum and Instruction at Old Dominion University. Ms. Hall has been a Title II Resource Specialist at Arrowhead Elementary School in Virginia Beach and was a Graduate Research Assistant at the Old Dominion University Research Foundation from 2007-10.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Cheryl W. Honeycutt Lecturer of Nursing	\$61,000	7/25/13	10 mos

Ms. Honeycutt received an M.S. in Nursing in 2009 from Old Dominion University and a B.S. in Nursing in 1981 from George Mason University. Since 2010, she has been a Lecturer of Nursing and Adjunct Clinical Instructor at Old Dominion University.

Dr. Paul S. Kim Assistant Professor of Music (Tenure Track)	\$48,000	7/25/13	10 mos
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Dr. Kim received a D.M.A. in Orchestral Conducting in 2012 from Shenandoah Conservatory, an M.M. in Orchestral Conducting Performance in 2006 from the University of Maryland, and an M.A. in Music and a B.S. in Chemistry, in 2004 and 2001 respectively, from the University of Virginia. He has been a Founding Music Director for Crossroads Youth Orchestra, Principal Conductor of McLean Youth Orchestra and Assistant Conductor for the Richmond Philharmonic Orchestra.

Ms. Amy M. Kitts Lecturer of Engineering Technology	\$64,000	7/25/13	10 mos
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Ms. Kitts received an M.E. and B.S. in Civil Engineering, in 2002 and 2001 respectively, from Virginia Tech. Since 2008, she has been a Lecturer of Engineering Technology at Old Dominion University and a Faculty Associate at the University of North Carolina at Charlotte.

Mr. Jonathan W. Lopez Lecturer of Sociology and Criminal Justice	\$45,000	7/25/13	10 mos
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Mr. Lopez received an M.A. in Applied Sociology in 2006 from Old Dominion University and a B.A. in Sociology in 2004 from Christopher Newport University. Since 2006, he has been a Lecturer and Adjunct Professor of Sociology and Criminal Justice at Old Dominion University.

Mr. David Mallin Assistant Professor of Communication and Theatre Arts (Tenure Track)	\$58,000	7/25/13	10 mos
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Mr. Mallin received an M.F.A. in Cinematography from the American Film Institute and a B.A. in Visual Media from The American University. Since 2012, he has been a Visiting Assistant Professor of Theatre and Cinema at Virginia Tech. Mr. Mallin was the Founding Partner and Director of Photography for Cloudchaser Films from 2002-12. (salary includes a \$5000 stipend for serving as Director of the Film Program)

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Chondra K. Malson Lecturer of Communication Disorders and Special Education, Clinical Supervisor - Communication	\$55,000	7/10/13	12 mos

Ms. Malson received a Certificate of Advanced Graduate Studies in Education in 2007 from Regent University, an M.Ed. in Communication Disorders in 1997 from Georgia State University and a B.S. in Speech Pathology in 1994 from James Madison University. Since 2010, she has been Clinical Instructor at the University of Virginia.

Ms. Jamela M. Martin Lecturer of Nursing	\$64,793	7/25/13	10 mos
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Ms. Martin received an M.S.N. and B.S.N in 2010 and 2004 respectively from the University of Virginia and a B.A. in Interdisciplinary Studies in 2000 from North Carolina State University. She is expected to receive a Ph.D. in Nursing from the University of Virginia in 2013. Since 2010, she has been Pediatrics Clinical Instructor in the School of Nursing at the University of Virginia.

Dr. Anne M. P. Michalek Lecturer of Communication Disorders and Special Education Clinic Coordinator - Communication	\$55,000	7/10/13	12 mos
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Dr. Michalek received a Ph.D. in Special Education, an M.S. in Speech-Language Pathology and a B.S. in Speech-Language Pathology/Audiology, in 2012, 1999, and 1997 respectively, from Old Dominion University. Since 2006, she has been an Adjunct Assistant Professor and an Adjunct Clinical Supervisor in the Department of Communication Disorders and Special Education at Old Dominion University.

Dr. Jeffry Moe Assistant Professor of Counseling and Human Services (Tenure Track)	\$61,000	7/25/13	10 mos
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Dr. Moe received a Ph.D. in Counselor Education and Supervision and an M.A. in Community Counseling, in 2007 and 2003 respectively, from the University of Toledo and a B.S. in Psychology in 2001 from Ohio State University. Since 2007, he has been an Assistant Professor for the program in Counselor Education at the University of Houston – Victoria. (salary includes a stipend of \$3,000 for serving as an Evaluator/Advisor)

Dr. Joshua Pretlow, III Assistant Professor of Educational Foundations and Leadership (Tenure Track)	\$64,000	7/25/13	10 mos
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Dr. Pretlow received a Ph.D. in Higher Education and a B.A. in Government, in 2011 and 1999 respectively, from the University of Virginia and an M.T. in History and Social Science in 2005 from Virginia Commonwealth University. Since 2012, he has been an Assistant Professor of Criminal Justice and Human Services at the University of Cincinnati.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Mamadou Diouf Seck Assistant Professor of Engineering Management and Systems Engineering (Tenure Track)	\$78,000	7/25/13	10 mos

Dr. Seck received a Ph.D. in Systems and Information Sciences in 2007 from Université Paul Cézanne, France, an M.S. in Systems and Information Sciences in 2004 from Université de Provence, France, an M.Eng. in Industrial Engineering and Informatics in 2004 from Ecole Polytechnique Universitaire de Marseille, France and a DUT in Industrial Engineering in 2001 from IUT de Bourges, Université d'Orléans, France. Since 2008, he has been Assistant Professor of Systems Engineering at Delft University of Technology, the Netherlands.

Mr. David Shields Assistant Professor of Art (Tenure Track)	\$51,000	7/25/13	12 mos
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Mr. Shields received an M.F.A. in Graphic Design in 1992 from Savannah College of Art and Design and a B.F.A. in Graphic Design in 1987 from Louisiana Tech University. Since 2012, he has been an Adjunct Instructor of Graphic Design at Old Dominion University. Prior to that, Mr. Shields was a Professor of Communication Design at Texas State University-San Marcos.

Ms. Leanne White Lecturer, Director of Advising for the College of Health Sciences	\$50,000	7/25/13	12 mos
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Ms. White received an M.A. in History and a B.A. in Communication, in 2007 and 2002 respectively, from Old Dominion University. Since 2008, she has been Assistant Director of Advising in the College of Sciences.

Dr. Xiaoyu Zhang Assistant Professor of Mechanical and Aerospace Engineering (Tenure Track)	\$78,000	7/25/13	10 mos
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Dr. Zhang received a Ph.D. in Mechanical Engineering in 2010 from the University of Connecticut and an M.S. in Engineering Mechanics and B.S. in Aerospace Engineering, in 2005 and 2002 respectively, from Nanjing University of Aeronautics and Astronautics, China. Since 2010, he has been a Postdoctoral Research Associate at Idaho National Laboratory.

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## ADMINISTRATIVE FACULTY APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the following administrative faculty appointments.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Karina Arcaute Grant Writer, Batten College of Engineering and Technology, and Assistant Professor	\$50,000	7/10/13	12 mos

Dr. Arcaute received a Ph.D. in Materials Science and Engineering and an M.S. in Mechanical Engineering, in 2008 and 2004 respectively, from the University of Texas at El Paso and a B.S. in Chemical Engineering in 2001 from Instituto Tecnológico de Chihuahua. From 2001 – 2011, she was a Graduate Research Assistant and then Program Manager/Research Coordinator for W. M. Keck Center for 3D Innovation at the University of Texas at El Paso.

Mr. Lamar J. Barrett Assistant Men’s Basketball Coach and Assistant Instructor	\$90,000	4/25/13	12 mos
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Mr. Barrett received a B.S. in Business Administration in 1994 from Elizabeth City State University. Since 2010, he has been Assistant Men’s Basketball Coach at American University. Prior to that, Mr. Barrett was Assistant Men’s Basketball Coach at Brown University.

Ms. Natalie Barrett Assistant Field Hockey Coach and Instructor	\$45,000	4/25/13	12 mos
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Ms. Barrett received a Masters of Arts in Exercise/Leisure and Sport and a Bachelor of Business Administration, in 2010 and 2009 respectively, from Kent State University. Since 2011, she has been Assistant Field Hockey Coach at Syracuse University. Prior to that, Ms. Barrett was Assistant Field Hockey Coach at Christopher Newport University.

Dr. Erin M. Bentrim Director of Assessment and Planning, Student Engagement and Enrollment Services, and Assistant Professor	\$78,000	5/10/13	12 mos
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Dr. Bentrim received a Ph.D. in Educational Psychology and Research and an M.Ed. in Student Personnel Services, in 2002 and 1993 respectively, from the University of South Carolina and a B.A. in English in 1991 from Wofford College. Since 2006, she has been the Director of Student Affairs Assessment at the University of North Carolina at Greensboro.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Erin Bunton Associate Director, Office of Student Conduct and Academic Integrity, and Instructor	\$48,000	6/10/13	12 mos

Ms. Bunton received an M.S.Ed. in Higher Education, Student Affairs from Old Dominion University and a B.A. in Sociology from Bradley University. Since 2011, she has been Interim Assistant Director in the Office of Student Conduct and Academic Integrity at Old Dominion University.

Mr. John P. Costanzo Assistant Director, Tri-Cities Higher Education Center, and Instructor	\$50,000	6/10/13	12 mos
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Mr. Costanzo received an M.B.A. in 1997 from Averett University and a B.A. in History in 1987 from Old Dominion University. Since 2000, he has been Human Resources Director, Executive Director/Director of Operations, Chief Executive Officer, Deputy Division Chief – Training, and Executive Director, U.S. Army.

Ms. Kristyn N. Danson Communications Coordinator, Batten College of Engineering & Technology, and Instructor	\$45,000	4/25/13	12 mos
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Ms. Danson received a Master of Public Administration in 2010 from Old Dominion University and a Bachelor of Business Administration in Marketing in 2004 from the College of William and Mary. Since 2011, she has been Public Relations and Marketing Specialist in the College of Engineering and Technology at Old Dominion University.

Ms. Mary C. Deneen Assistant Vice President for Finance/University Controller and Instructor	\$128,700	5/25/13	12 mos
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Ms. Deneen received an M.S. in Accounting in 2000 from Old Dominion University and a B.A. in Political Sciences in 1983 from Randolph-Macon College. Since 2013, she has been Director of Finance for the Research Foundation at Old Dominion University. Prior to that, Ms. Deneen was Senior Director of Accounting (Controller) for Norfolk Public Schools and Assistant Controller for Norfolk State University.

Mr. Kieran P. Donohue Special Assistant to the Head Men's Basketball Coach and Assistant Instructor	\$75,000	5/10/13	12 mos
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Mr. Donohue received a B.A. in History in 1997 from the University of Virginia. Since 2000, he has been Associate Head Coach and Assistant Coach at American University.



<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Tyler Fortman Assistant Director, Office of Student Conduct and Academic Integrity and Assistant Professor	\$42,000	5/25/13	12 mos

Dr. Fortman received a Ph.D. in Clinical and School Psychology, an M.A. in School Psychology, and a B.A. in Psychology, in 2011, 2008, and 2006 respectively, from The Ohio State University. Since 2012, he has been a Conduct Officer/Residence Hall Director at Old Dominion University. Prior to that, Dr. Fortman was a Resident Psychologist at Sarah Lawrence College.

Ms. Tia T. Freeman Director of Marketing and Communications, Darden College of Education, and Assistant Instructor	\$60,000	5/10/13	12 mos
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Ms. Freeman received B.S. in International Relations in 1990 from Georgetown University. Since 2009, she has been Marketing and Public Relations Coordinator at Thomas Nelson Community College.

Mr. Jeffrey Jones Head Men's Basketball Coach and Assistant Instructor	\$440,000	4/1/13	12 mos
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Mr. Jones received a B.A. in Psychology in 1982 from the University of Virginia. Since 2000, he has been Head Men's Basketball Coach at American University. Prior to that, Mr. Jones was Associate Head Men's Basketball Coach at the University of Rhode Island and Head Coach at the University of Virginia. (salary comprised of \$206,800 from state/University funds and supplemental income of \$233,200, which is from non-state/non-University funds)

Dr. Latishua E. Lewis Assistant Director of Student Transition and Family Programs and Assistant Professor	\$40,000	6/10/13	12 mos
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Dr. Lewis received a Ph.D. in Educational Leadership and Policy Studies in 2012 from the University of Missouri, an M.A. in Human Resources Management and Human Resources Development in 2003 from Webster University and a B.S. in Public Relations in 1999 from the University of Central Missouri. Since 2007, she has been Student Development Coordinator at the University of Missouri.

Ms. Rachel Ann Lux Instructional Services Librarian and Librarian I	\$53,000	7/10/13	12 mos
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Ms. Lux received a Master of Library and Information Science in 2013 from the University of Illinois at Urbana-Champaign, a Master of Science in Journalism in 2006 from Boston University and a B.A. in English Literature and Speech Communication in 2004 from Augustana College. Since 2011, she has been Graduate Assistant to the Instructional Services Librarian and Reference and Instructional Services at the University of Illinois at Urbana-Champaign.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Mr. William R. Miller Assistant Director, Undergraduate Advising, College of Business and Public Administration, and Instructor	\$40,000	6/10/13	12 mos

Mr. Miller received a Master of Science in Education and a Bachelor of Science in Human Services Counseling, in 2011 and 2009 respectively, from Old Dominion University. Since 2012, he has been Career Fair Coordinator, On-Campus Recruiting Coordinator and Student Employment Fiscal Coordinator in the Career Management Center at Old Dominion University.

Ms. Tamara Morgan Assistant Director of Fitness and Wellness and Instructor	\$46,000	6/10/13	12 mos
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Ms. Morgan received a Master's Degree in Nutritional Science and a Bachelor's Degree in Health Promotion and Education, in 2008 and 2003 respectively, from the University of Cincinnati. Since 2011, she has been Healthy Lifestyles Director at the West Side YMCA of Greater New York.

Ms. Neudy C. Nunez Assistant Director for Academic Initiatives, Office of Housing and Residence Life, and Instructor	\$50,000	6/25/13	12 mos
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Ms. Nunez received an M.S. in Higher Education Administration and a B.A. in English, in 2010 and 2005 respectively, from Florida International University. Since 2010, she has been Area Coordinator for the Department of Residential Life and Housing at Nova Southeastern University.

Ms. Mary Elizabeth Parker Instructor of Early Care and Education, Children's Learning and Research Center	\$39,500	5/25/13	12 mos
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Ms. Parker received an M.S.Ed. in Early Childhood Education PK-3 and a B.S. in Interdisciplinary Studies: Teacher Preparation in 2013 from Old Dominion University. She has been a Student Teacher at Cedar Road Elementary School and a Teaching Assistant in the Infant Room in the Children's Learning and Research Center at Old Dominion University.

Delegate Kenneth R. Plum Contributing Author for the Old Dominion University State of the Region Report, College of Business and Public Administration	\$7,000	12/1/12	2.5 mos
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Delegate Plum received a B.A. from Old Dominion University and an M.Ed. from the University of Virginia. He is a retired teacher and school administrator with Fairfax County Public Schools, where he served as Director of Adult and Community Education. Delegate Plum is a member of the Virginia House of Delegates, representing the 36<sup>th</sup> District. He has served in the House of Delegates from 1978-80 and 1982-present. He has been a contributing author each year since 2004.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Vera Riddick Director of Student Financial Aid and Instructor	\$95,000	4/25/13	12 mos

Ms. Riddick received an M.P.A. in 2009 from Old Dominion University and a B.S. in Business Management in 1995 from Hampton University. Since 1994, she has been Assistant Director, Senior Associate Director and Interim Director of Student Financial Aid at Old Dominion University.

Mr. Scott Silsdorf Director of Transportation and Parking Services and Instructor	\$83,000	6/25/13	12 mos
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Mr. Silsdorf received a Master of City and Regional Planning and an M.S. in Transportation Engineering in 1998 from California Polytechnic State University and a B.S. in Architecture in 1991 from the University of Virginia. Since 2012, he has been an Independent Transportation Consultant. Prior to that, Mr. Silsdorf published a transportation and planning blog while in Japan and served as Manager of the Planning Department and Lead Transportation Planner for Parson Brinckerhoff in Norfolk.

Mr. Shawn K. Smith Senior Research Associate for Assessment and Instructor	\$62,000	5/10/13	12 mos
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Mr. Smith received an M.A. in Applied Sociology in 2004 from Old Dominion University, a B.A. in Advertising Research in 1999 from West Virginia University and is currently enrolled in the Ph.D. program in Criminology and Criminal Justice at Old Dominion University. From 2010-2012, he was a Statistical Learning Lab Coordinator/Technologist at Norfolk State University. Mr. Smith has also been an Instructor of Sociology and Criminal Justice at Old Dominion University since 2005.

Mr. Bryant L. Stith Assistant Men's Basketball Coach and Assistant Instructor	\$90,000	5/10/13	12 mos
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Mr. Stith received a B.A. in Sociology in 1992 from the University of Virginia. Since 2006, he has been Head Varsity Boys Basketball Coach at Brunswick High School, also serving as Athletic Director since 2010. Prior to that, Mr. Stith played professional basketball in the NBA.

Ms. Allison N. Wiggins Outreach Coordinator, Office of International Programs, and Instructor	\$34,000	5/25/13	12 mos
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Ms. Wiggins received an M.S.Ed. in Higher Education in 2011 from Old Dominion University and a B.A. in International Business and Economics in 2009 from Mount Union College. Since 2013, she has been the Front Desk Manager in International Programs at Old Dominion University, and she also served as Assistant Director for Communications for a year. Ms. Wiggins was also a Study Abroad Advisor in International Programs and Services at San Jose State University.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Mr. David G. Zelenka Major Gift Officer and Assistant Instructor	\$75,000	6/10/13	12 mos

Mr. Zelenka received a B.A. in Political Science/Economics from The Ohio State University. Since 2011, he has been Associate Director of Law School Development and Director of Annual Giving at The George Washington University. Prior to that, he was a Financial Aid Specialist at Duke University Divinity Graduate School.

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### EMERITUS/EMERITA APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the granting of the title of emeritus/emerita to the following faculty members. A summary of their accomplishments is included.

<u>Name and Rank</u>	<u>Effective Date</u>
Dennis A. Darby Professor Emeritus of Ocean, Earth and Atmospheric Sciences	July 1, 2013
Michele L. Darby Eminent Scholar Emerita, University Professor Emerita and Professor Emerita of Dental Hygiene	July 1, 2013

#### DENNIS A. DARBY

Dennis A. Darby received a B.S. and M.S. in geology from the University of Pittsburgh in 1966 and 1968, respectively, and a Ph.D. in geology with a minor in oceanography from the University of Wisconsin, Madison, in 1971. In 1974, after teaching at Hunter College of the City University of New York for three years, Darby joined Old Dominion as an assistant professor of geology. He achieved the rank of professor of geology in 1988. He served as chair of the Department of Geology and Physical Sciences from 1978-1981. He joined the new Department of Ocean, Earth, and Atmospheric Sciences in 1995 and served as graduate program director from 2008 to 2009.

During his 39 years at Old Dominion University, Darby inspired and mentored hundreds of students, helping them to become successful and productive scientists. He guided a cadre of graduate students and their research projects. Throughout his career, he actively engaged in cutting-edge research aimed at characterizing atmospheric and oceanic processes related to climate change. As part of this, he pioneered the tracing of ice-rafted grains to their sources around the Arctic Ocean and participated in several ice-breaker expeditions to the Arctic Ocean including as chief scientist on the Healy-Oden Trans-Arctic Expedition in 2005. This international expedition was only the second surface vessel crossing of the central Arctic. Darby

published more than 70 peer-reviewed research papers in prestigious journals and has been awarded over \$9 million in external funding for his research, mostly from the highly competitive National Science Foundation.

#### MICHELE L. DARBY

Michele L. Darby, eminent scholar, University professor, chair of the Gene W. Hirschfeld School of Dental Hygiene and former graduate program director, received a B.S. in Dental Hygiene in 1971 and an M.S. in Dental Hygiene in 1972 from Columbia University. She joined Old Dominion University as an assistant professor in 1974, was promoted to Professor in 1984 and achieved eminent scholar status in 1989. Her research focuses on oral disease processes, ergonomics and oral care product effects.

Darby is associate editor of the International Journal of Dental Hygiene, member of the Oral Health Institute Grant Review Committee, member of the Sunstar Foundation World Dental Hygienist Award selection committee, and editorial review board member for major journals. In addition to three major textbooks, *Research Methods for Oral Health Professionals*; *Mosby's Comprehensive Review of Dental Hygiene*, 6<sup>th</sup> ed; and *Dental Hygiene Theory and Practice*, 2<sup>nd</sup> ed. (Elsevier), she has over 50 peer-reviewed publications.

Darby has lectured across North America, Europe, Asia and the Middle East. She is a recipient of the Warner Lambert-ADHA Award for Excellence in Dental Hygiene, the Rufus Alan Tonelson Distinguished Faculty Award from the Old Dominion University Alumni Association, the Virginia State Council on Higher Education Outstanding Faculty Award, the Faculty Advisor Award from the American Dental Hygienist' Association for her work with the Student American Dental Hygienists' Association, and the Outstanding Achievement Award from the Friends of the Old Dominion University Library.

In 2007-08 Darby served as president of the ODU Women's Caucus. She served as a Fulbright Distinguished Scholar at Jordan University of Science and Technology in Irbid, Jordan. She received the award for the Distinguished Dental Hygiene Alumna 2011, School of Dental Medicine, from the University of Pittsburgh. In 2012 the Gene W. Hirschfeld School of Dental Hygiene was awarded the Health Heroes Award from *Inside Business* for community engagement.

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Committee members approved by unanimous vote the proposed revision to the Guidelines for Appointment and Promotion of Librarians. The revision resolves conflicting language that appears in two different policies. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was unanimously approved by all members present and voting. (*Ainslie, Ampy, Batten, Bernd, Biagas, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, O'Neill, Reidy, Ripley, Swystun*)

## **APPROVAL OF PROPOSED REVISION TO THE GUIDELINES FOR APPOINTMENT AND PROMOTION OF LIBRARIANS**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revision to the Guidelines for Appointment and Promotion of Librarians, effective July 1, 2013.

Rationale: The proposed change arose because of a conflict between the Faculty Grievance Policy and the Guidelines for Appointment and Promotion of Librarians. The Faculty Grievance Policy states that it applies to faculty and professional librarians. However, the Guidelines for Appointment and Promotion of Librarians refer librarians to the Grievance Policy for Faculty Administrators.

The Faculty Senate, the University Libraries Promotion Committee, and the University Librarian felt the Guidelines for Appointment and Promotion of Librarians should be amended to refer librarians to the Faculty Grievance Policy instead of the Faculty Administrator Grievance Policy. They noted that librarians are faculty in their instructional, research and service roles, have a well-established promotion system that parallels the faculty system for promotion, have a seat on Faculty Senate and are eligible to be appointed to Faculty Senate committees.

### **Guidelines for Appointment and Promotion of Librarians**

#### **I. Appointment and Promotion in Rank**

All appointments to and promotions in rank are based upon the evaluation of the librarian's professional performance and the established requirements for each rank. The library rank structure is equivalent to the teaching/research faculty rank structure.<sup>1</sup>

The following ranks are established for librarians at the Old Dominion University Library:

A. Librarian IV. Appointment or promotion to this rank is the highest honor that the university can bestow upon academic librarians. These are librarians who have made outstanding contributions to the university and to their profession. They shall have demonstrated excellence in professional performance, continued academic study, and additional professional service. Although few will excel equally in all three areas, those appointed or promoted to the rank of librarian IV shall have made demonstrable contributions in each area. A candidate with a doctorate and a minimum of ten years of professional library experience may be appointed or promoted to this rank. In cases of unusual merit, a candidate with the master's degree in librarianship, a second master's degree, and six years as a librarian III or an equivalent rank may also be appointed or promoted to librarian IV.

For initial appointment to the position of university librarian, the candidate should meet the requirements for librarian IV. In the event of an opening in that position, the librarians shall have input toward the selection of the new university librarian and shall meet with all final candidates.

B. Librarian III. Appointment or promotion to the rank of librarian III is based upon established excellence of professional performance, continued academic study, and professional service, with pre-eminence and/or high quality contributions in one or more of these areas. Degree requirements for this rank include the master's in librarianship and either a second master's degree or thirty credit hours approved by the university. The candidate is considered for promotion during the fifth year in rank as a librarian II or may be appointed to this rank after nine years of professional library experience. Exceptions should be made only in cases of unusual merit.

C. Librarian II. Appointment or promotion to the rank of librarian II requires a master's degree in librarianship, a minimum of fifteen credit hours approved by the university, and three

years of professional library experience. A candidate with a master's degree in librarianship and five years of professional library experience is also considered. Evidence of promise in professional performance, continued academic study, and additional professional service is also required.

- D. Librarian I. Appointment to the rank of librarian I requires a master's degree in librarianship from a library school accredited by the American Library Association. Evidence of promise in professional performance is also required.

To be considered for promotion in rank, the librarian must make written application to the Library Promotion Committee. The librarian will follow the calendar as given in the Schedule for Faculty Seeking Promotion in Rank found in the Appendix. The Library Promotion Committee is responsible for initial consideration of all applications for promotions in rank, appointments to rank for newly hired librarians, and also requests for extended contracts. The committee consists of five members elected by the Library faculty and chosen from those librarians with rank of librarian II or above with one or more years of experience in the library. The committee reviews the application and documentation and forwards its recommendation to the university librarian. The university librarian forwards his or her recommendation and that of the Library Promotion Committee to the provost and vice president for academic affairs. On the basis of all the evaluations and recommendations, the provost and vice president for academic affairs makes a decision concerning promotion for the coming year. If the provost and vice president for academic affairs decides against promotion, the librarian may request a review by the president. The decision of the president is final.

## **II. Evaluative Criteria for Promotion**

An annual review of the performance of each librarian of the Old Dominion University Library staff will be conducted in order that he or she may receive full credit and reward for his or her contribution to the library and to the university. The criteria on which this evaluation will be based are as follows:

- A. Professional Performance. The basic quality which must be evident for promotion in academic rank is the ability to perform at a high professional level in areas which contribute to the educational and research mission of the university such as reference service, collection development, management, bibliographic organization and control. Each librarian should have the maximum possible latitude in fulfilling these responsibilities.

Demonstration of high standards of professionalism should include:

1. Demonstrated in-depth knowledge of job.
2. Effectiveness in providing information to the university community and in the development and use of library resources.
3. Performance characteristics such as innovativeness and creativity, adaptability and acceptance of responsibility.
4. Demonstrated ability as an administrator, if applicable to the librarian's position description.

Additional evidence for promotion in rank may include:

- B. Continued Academic Study. This category includes a formal, practical effort to broaden one's academic base, to acquire an additional graduate degree, or to pursue a course of study related to professional growth.
- C. Additional Professional Service. This category includes activities, beyond those of required professional performance and continued academic study, in which the librarian exercises professional expertise in the service of the library, the university, the profession, or the community.

The following activities will be among those considered in evaluation of additional professional service:

1. Teaching
2. Organization of workshops, institutes or similar meetings.
3. Public appearances, such as presenting book reviews or addresses.
4. Contributions to the advancement of the profession such as active participation in professional and learned societies as a member, as an officer, as a committee member, or as a committee chair.

5. Activities related to inquiry and research, such as writing, editing, abstracting or reading for a professional journal, publishing in scholarly journals, presenting papers, reviewing books and other literature, developing grant proposals, serving as a member of a team of experts, review committee or similar body, developing or applying computer programs, etc.
6. Preparation of library in-house publications such as manuals, guides, bibliographies, newsletters, etc.
7. Active and effective service to the library, to the university, to university-related agencies or other community agencies.

The application and interpretation of all guidelines used in the evaluation of the librarians should be consistent with the principles of academic freedom as stated in the 1940 "Statement of Principles of Academic Freedom and Tenure." The basic responsibility for the evaluation of the librarian's performance rests on the university librarian, assistant university librarian, and/or the department head.

Evaluation will be based on the aforementioned criteria with evidence supplied by each librarian. Additional evidence may be supplied by request of the Library Promotion Committee. The evaluation process will conform with the Faculty Administrator Performance Appraisal Program as stated in this Handbook.

### **III. Salary Increments**

Annual salary increments for librarians are based on the "Board of Visitors Policies and Procedures on the Compensation and Personnel Administration Plan for Administrative and Professional Faculty" in this Handbook. Initial recommendations for salary increments are made by the university librarian, who determines the salary increments from information supplied by the librarian's supervisor. The salary increments for librarians are within the total salary budget assigned to the library by the provost. After being notified by the university librarian of the salary increment, any librarian may request that the salary decision be reviewed by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.

### **IV. Grievance Policy**

Grievance policy and procedures for librarians follow the "Faculty Grievance Policy ~~"Grievance Policy for Faculty Administrators"~~" as found in this Handbook.

### **V. Renewal and Non-Renewal of Appointments**

Two types of appointments are normally awarded to librarians: (1) annual appointment, and (2) extended appointment.

- A. Annual Appointment. The university librarian recommends to the president or his or her designee all librarian appointments, either initial appointment or renewal. For renewal, the university librarian writes each individual a letter in early spring indicating intent to recommend same. Prior to the beginning date of employment or normally during the month of June for renewal appointment, each individual is sent a "Notice of Appointment."
- B. Extended Appointment. The main purpose of the extended appointment is to provide and protect academic freedom and job security for librarians. The extended appointment is a pledge by the university of continuing employment to a librarian for a period of three years. The extended appointment is not a pledge of a specific administrative position or job assignment. Annual salary for each year of the extended appointment shall be in accordance with section III, Salary Increments. Changes in rank or position shall not affect the extended appointment.

The terms of the extended appointment are as follows:

1. Librarians at the librarian I rank are not eligible for extended appointment.
2. Librarians at the librarian II or III ranks are eligible for extended appointment after five full years of service in the library.
3. Librarians at the librarian IV rank are eligible for extended appointment after two full years of service to the library.

The Library Promotion Committee considers the applications for extended appointments using the same criteria as stated in section II, Evaluative Criteria for Promotion. The committee will recommend to the university librarian that the librarian be considered for an extended appointment or that the librarian remain on an annual appointment basis.

- C. Resignation and Release from Appointment. The obligation to give due notice of termination of employment is reciprocal. A librarian, as part of his or her responsibility to



the university and the profession, should make every effort to give the library administration adequate time to find a replacement if he or she desires to leave Old Dominion University. Release from a notice of appointment will be granted by the university only in exceptional cases, normally involving circumstances beyond the individual's control. In the case of a librarian who has signed a reappointment notice, release from appointment to take another position will be considered if (1) the offer of or the invitation to apply for another position did not come as a result of any solicitation or encouragement by the librarian, or (2) the position in question represents an opportunity for significant professional advancement.

When a librarian is unable to complete the term of service specified in the "Notice of Appointment," he or she must request release from the terms of that appointment. To request a release from appointment, the librarian should submit a letter to the university librarian for his or her review and approval. The letter should state the reason for the release, the release date and the last actual working day, if remaining annual leave must be utilized. A minimum of 30 days' notice, in addition to accrued leave, is expected.

Release from appointment is recommended by the university librarian and is subject to the approval of the provost and vice president for academic affairs or his or her designee.

A librarian may voluntarily resign from his or her appointment, by June 30. A minimum of 30 days' notice, in addition to any accrued leave days, is expected. The letter of resignation, including the reason for and the effective date of resignation, should be sent to the university librarian.

- D. Non-Renewal of Appointment. The university librarian may recommend the non-renewal of appointment for the librarian whose evaluated performance is below acceptable professional standards. Said recommendation is made by the university librarian to the provost and vice president for academic affairs or his or her designee in accordance with the following timetable established by the university and published in this Handbook:
  - 1. At least ninety (90) days for librarians in their first twenty-four months of service.
  - 2. At least one hundred and eighty (180) days for librarians with more than twenty-four months of service.
- E. Termination with Cause. The procedures for termination with cause for librarians follow the procedures for "Notice of Termination of Administrative Faculty Members" holding rank without departmental designation as found in this Handbook.

-Adopted by the Board of Visitors  
June 14, 1979  
Revised June 20, 1991

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<sup>1</sup> See the "Policy and Procedures Concerning Academic Rank and Promotion in Rank," Section II.

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In the report from the Provost, Carol Simpson provided updates on the *2009-2014 Strategic Plan*, changes in leadership in the Office of Research and the Darden College of Education, and planning for the joint School of Public Health with EVMS.

In the report from the Office of Research, Karen Eck, Director of Research Development, reported on recent research awards from the National Science Foundation, the Department of Energy, and the Center for Innovative Technology in Virginia; intramural and matching funding to faculty in FY2013 totaling more than \$950,000; and three new patents issued to University researchers, bringing the University's total patent portfolio to 102.

## **ADMINISTRATION AND FINANCE COMMITTEE**

The Rector called on Mr. Ainslie for the report of the Administration and Finance Committee. Mr. Ainslie reported that the Committee met first in joint session with the Academic and Research Advancement Committee in order to receive a briefing on the proposed 2013-2014 Operating Budget and Plan. Chief Operating Officer David Harnage provided an overview of the collaborative operating budget process and noted that the budget was developed in efforts to maximize the use of funding and reallocate resources to institutional priorities. The focus of the proposed allocations is to address the University's four critical success factors—Academic Enterprise, Student Recruitment and Enrollment Management, Campus Infrastructure, and Campus Life and Student Activities. Vice President Fenning then presented the details of the proposed Operating Budget and Plan, as well as comparative information relative to the other Virginia research, doctoral institutions and national peers.

At the conclusion of the joint session, Committee members approved by unanimous vote the administration's recommended FY2013-2014 Operating Budget and Plan. The following resolution was brought forth as a recommendation of the Administration and Finance Committee and was unanimously approved by all members present and voting. (*Ainslie, Ampy, Batten, Bernd, Biagas, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, O'Neill, Reidy, Ripley, Swystun*)

**(RESOLUTION APPEARS ON FOLLOWING PAGE)**

## RESOLUTION APPROVING 2013-2014 OPERATING BUDGET AND PLAN

RESOLVED, that upon the recommendation of the President and the Administration and Finance Committee, the Board of Visitors approves the proposed expenditure plan as displayed below and as contained in TABLE 2 of the University's 2013-2014 Operating Budget and Plan.

**TABLE 2**  
**UNIVERSITY EXPENDITURE SUMMARY**  
*(in thousands)*

<b>EXPENDITURES</b>	2012-13 Proposed Budget Plan	2013-14 Proposed Budget Plan
<b>E&amp;G</b>		
Instruction	\$111,732	\$120,353
Research & Sponsored Programs	\$5,365	\$5,060
Public Service	\$305	\$265
Academic Support	\$43,827	\$45,158
Student Services	\$13,250	\$15,231
Institutional Support	\$31,617	\$34,539
Operations & Maintenance of Plant	\$26,184	\$28,852
Scholarships & Fellowships	\$1,800	\$1,800
<b>Subtotal</b>	<b>\$234,080</b>	<b>\$251,259</b>
Auxiliary Services	\$93,616	\$96,726
Grants & Contracts	\$32,609	\$28,868
Gifts & Discretionary	\$9,984	\$11,435
Scholarships & Fellowships	\$45,959	\$48,895
Student Loan Funds	\$120,000	\$133,000
<b>Total University Expenditures</b>	<b>\$536,249</b>	<b>\$570,183</b>
<b>Summary of University Revenues &amp; Expenditures</b>		
Revenues	\$543,065	\$575,042
Expenditures	\$536,249	\$570,183
Contributions to/(Use of) Fund Balance	\$6,816	\$4,859

Rick Berry, Executive Director of Construction and Procurement Services, presented to the Committee the updated information on the University's SWAM (Small, Women, and Minority-Owned Business) procurement performance and the proposed FY2013-2014 SWAM Plan. The proposed SWAM Plan Aspirational Goal for FY2013-2014 would be the highest among the Commonwealth's public institutions. Committee members approved by unanimous vote the administration's SWaM Procurement Plan for Fiscal Year 2014. The following resolution was brought forth as a recommendation of the Administration and Finance Committee and was unanimously approved by all members present and voting. (*Ainslie, Ampy, Batten, Bernd, Biagas, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, O'Neill, Reidy, Ripley, Swystun*)

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**RESOLUTION TO APPROVE THE UNIVERSITY'S  
SWAM PROCUREMENT PLAN FOR FISCAL YEAR 2014**

RESOLVED, that upon the recommendation of the Administration and Finance Committee, the Board of Visitors approves the University's proposed SWaM Procurement Plan for Fiscal Year 2014.

**SWaM Procurement Plan**  
**Fiscal Year 2014**

**PURPOSE:** The purpose of the Old Dominion University Small, Women-Owned, and Minority-Owned (SWaM) owned program is to increase opportunities, participation and contract awards for Department of Minority Business Enterprise (DMBE) certified SWaM businesses in order to achieve the Commonwealth of Virginia's SWaM Aspirational Targets. Further, the FY14 SWaM Plan incorporates the Secretary of Administration's supplier diversity memo dated April 20, 2012 as a goal statement for the University.

- I. The University's FY 2012, 2013 and 2014 SWaM aspirational target expenditures for Small, Women-Owned and Minority-Owned businesses as a percentage of projected discretionary expenditures are listed below. These targets include expenditures with both prime contractors and subcontractors.

	MBE	WBE	SBE	TOTAL
<b>FY2012 Aspirational Targets</b>	8%	6.5%	33%	47.5%
<b>FY2012 Actual Expenditures</b>	8.72%	8.98%	37.03%	54.73%
<b>FY2013 Aspirational Targets</b>	8%	6.5%	33 %	47.50%
<b>FY2013 Projected Expenditures*</b>	7.63%	8.13%	32.29%	48.05%
<b>FY2014 Aspirational Targets</b>	8%	6.5%	33%	47.5%

\*FY13 4<sup>th</sup> Quarter has been projected based on expenditures reported for the first half of the 4<sup>th</sup> Quarter.

University SWaM reporting for fiscal year 2012 was as follows:

FY2012 Quarterly Expenditure History - <b>DMBE</b> Certified Vendors								
Qtr	Total Quarterly Expenditures	MBE Expenditures		WBE Expenditures		SBE Expenditures		Total SWaM
	Amount	Amount	%	Amount	%	Amount	%	%
1 <sup>st</sup>	\$14,048,747	\$1,346,363	9.58%	\$1,154,746	8.22%	\$5,505,968	39.19%	56.99%
2 <sup>nd</sup>	\$6,870,363	\$892,150	12.99%	\$743,885	10.83%	\$2,537,873	36.94%	60.75%
3 <sup>rd</sup>	\$7,184,191	\$450,836	6.28%	\$773,371	10.76%	\$2,594,647	36.12%	53.16%
4 <sup>th</sup>	\$10,926,428	\$714,383	6.54%	\$834,267	7.64%	\$3,812,805	34.90%	49.07%
<b>FY12</b>	<b>\$39,029,729</b>	<b>\$3,403,732</b>	<b>8.72%</b>	<b>\$3,506,270</b>	<b>8.98%</b>	<b>\$14,451,293</b>	<b>37.03%</b>	<b>54.73%</b>
<b>FY12 ASPIRATIONAL TARGETS</b>		<b>8.00%</b>		<b>6.50%</b>		<b>33.00%</b>		<b>47.50%</b>

University SWaM reporting for fiscal year 2013 was as follows:

FY2013 Quarterly Expenditure History - <b>DMBE</b> Certified Vendors								
Qtr	Total Quarterly Expenditures	MBE Expenditures		WBE Expenditures		SBE Expenditures		Total SWaM
	Amount	Amount	%	Amount	%	Amount	%	%
1 <sup>st</sup>	\$16,215,776	\$1,598,364	9.86%	\$946,902	5.84%	\$5,315,571	32.78%	48.48%
2 <sup>nd</sup>	\$9,741,363	\$692,918	7.11%	\$1,052,478	10.80%	\$2,954,495	30.33%	48.25%
3 <sup>rd</sup>	\$8,620,503	\$522,455	6.06%	\$998,080	11.58%	\$3,181,214.94	36.90%	54.54%
4 <sup>th</sup> *	\$11,525,881	\$703,434	6.10%	\$749,365	6.50%	\$3,435,384	29.81%	42.41%
<b>FY13YTD</b>	<b>\$46,103,523</b>	<b>\$3,517,172</b>	<b>7.63%</b>	<b>\$3,746,825</b>	<b>8.13%</b>	<b>\$14,886,665</b>	<b>32.29%</b>	<b>48.05%</b>
<b>FY13 ASPIRATIONAL TARGETS</b>		<b>8.00%</b>		<b>6.50%</b>		<b>33.00%</b>		<b>47.50%</b>

\*FY13 4<sup>th</sup> Quarter has been projected based on expenditures reported for the first half of the 4<sup>th</sup> Quarter.

## II. Designation of Procurement Champion

Rick Berry, CPPO  
 Executive Director of Construction & Procurement Services  
 Old Dominion University  
 4401 Powhatan Avenue, Suite 111  
 Norfolk, VA 23529-0308  
 Phone: (757) 683-3109  
 E-mail: [rberry@odu.edu](mailto:rberry@odu.edu)

## III. SWaM Procurement Processes and Strategies

### A. Summary of the Purchasing Process

Old Dominion University has implemented a combination of centralized and decentralized purchasing processes. The University utilizes the Commonwealth of Virginia's e-Procurement system, eVA, as its primary procurement tool, supplemented by the purchasing charge card, unless otherwise allowed by University policies and procedures.

Therefore, eVA is the University's primary mechanism to; (1) solicit competition from DMBE certified small businesses, and (2) identify SWaM contract award information.

*Note: Small businesses shall include businesses that have received the DMBE small business certification, which shall not exclude women-owned and minority-owned businesses when they have received DMBE small business certification.*

All decentralized departments authorized to use eVA shall have \$5,000 delegated purchasing authority.

## **B. Procurement Process**

### **Mandatory**

#### **Sources**

The University recognizes and will use those mandatory sources defined in the *Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors*.

### **Contract**

#### **Procurements**

The University will utilize Old Dominion University, Commonwealth VaPP, VASCUPP and other cooperative contracts when deemed advantageous.

### **All Departmental Users:**

\$0 - \$5,000

Transactions under \$5,000 may be processed via small purchase procedure (up to \$500 or as otherwise approved by Procurement Services), purchasing charge card (PCard) up to the cardholder's transaction limit, generally not to exceed \$4,999.99, or eVA.

All departments shall utilize a Department of Minority Business Enterprise (DMBE) certified small business up to their delegated limit where available and when prices are fair and reasonable.

>\$5,000-\$50,000

All procurement transactions that exceed \$5,000 shall be submitted to Procurement Services via eVA (eVA users) or paper requisitions (non-eVA users) for appropriate processing, unless otherwise allowed by University policies and procedures.

Procurement Services' Procurement Officers are authorized to use independent judgment, analysis and eVA procurement tools available, and may award to a DMBE certified small business up to \$10,000 where available and when prices are fair and reasonable.

All non-contract, non-exempt purchase transaction requests between \$5,000 - \$50,000 may be processed via eVA QuickQuote, unless award can be made to a DMBE certified business up to \$10,000, as described above, unless otherwise allowed by University policies and procedures. eVA has proven to be the most efficient and effective tool to increase SWaM vendor participation in procurement processes.

\$50,001+ Procurement Services shall utilize eVA's "Virginia Business Opportunities" (VBO) to post all formal solicitations.

**Sole Source** Sole source procurements shall be reviewed to ensure that only one source is practicably available. Sole source documentation is requested from University Departments, reviewed/approved by the appropriate Buyer, and the Executive Director of Construction & Procurement Services. Sole source procurements over \$500,000 require additional approval by the Vice President of Administration and Finance. All sole source procurements that exceed \$50,000 shall be posted on eVA's VBO website. The Procurement Services staff shall make every effort to encourage SWaM participation whenever available.

**Emergency** Emergency purchases exist when an immediate purchase is required to protect life, safety or property, to prevent substantial economic loss or prevent interruption of services. Emergency requests are generated by University departments, reviewed/approved by the appropriate Procurement Officer, and the Executive Director of Construction & Procurement Services. Emergency procurements over \$500,000 require additional approval by the Vice President of Administration and Finance. All emergency procurements that exceed \$50,000 shall be posted on eVA's VBO website. The Procurement Services staff shall make every effort to encourage SWaM participation whenever available.

**Subcontractors** The University has strengthened and revised previous language that requires bidders and offerors to provide their proposed plan of intent to utilize SWaM businesses during the performance of the contract. (See Attachment A) This information may be required with bid/proposal submittals.

The University requires reports from vendors that have been awarded contracts indicating intent to utilize SWaM businesses as subcontractors during the performance of the contract. These reports indicate the amount of spend to SWaM vendors by the appropriate category. Reports are collected by the Department of Procurement Services. The University may deem the vendor to be in breach of contract and may withhold final payment or a part of the retainage should the vendor fail to provide required reports.

#### **IV. SWaM Business Outreach**

The University will:

- Actively participate in SWaM Vendor Fair opportunities which may include but is not limited to the following:
  - annual SWaMFest sponsored by the Virginia Association of State Colleges and University Purchasing Professionals (VASCUPP)

- Virginia Business Opportunities Fair sponsored by the Virginia Minority Supplier Development Council (VMSDC)
- Grow Sales Seminars sponsored by Department of Business Assistance
- City of Virginia Beach Minority Business Council Expo
- Power Breakfast and Profits in Partnerships Luncheons sponsored by VMSDC
- Identify and encourage, SWaM vendors to:
  - register in eVA
  - certify as a SWaM vendor with DMBE
  - meet centralized and decentralized purchasing staff
  - participate in vendor fair opportunities
  - better understand University and Commonwealth procurement laws, policies and procedures
- conduct a SWaM/Procurement training program for all major decentralized buyers to better achieve SWaM aspirational targets.
- work with the University's prime contractors to encourage subcontracting opportunities, partnerships and joint ventures with certified SWaM firms.
- expand efforts with major University contractors to capture Tier III SWaM expenditures.
- communicate and identify supplier diversity opportunities, mentor new vendors, make referrals, capture, and monitor utilization results.
- reach out to alumni business owners to provide information regarding DMBE certification and future business opportunities.
- compare the University's self-certified vendor database with the Commonwealth of Virginia Department of Minority Business Enterprise (DMBE) database and identify self certified vendors who are not DMBE certified. Mail information to these vendors encouraging them to complete the DMBE certification process in an effort to more accurately report the University's spend to DMBE SWaM certified vendors.
- distribute information regarding SWaM certification to the University's term contractors who identified their business as small, woman-owned or minority-owned but are not currently certified through DMBE.
- contact local Chamber of Commerce offices and obtain new business registration information. Provide DMBE certification and eVA registration information to these new businesses.

## **V. Internal Monitoring Mechanisms**

The University utilizes the Commonwealth of Virginia e-Procurement system, *eVA*, as its primary procurement tool, supplemented by the Purchasing Charge Card. *eVA*, therefore, is the University's primary mechanism to:

- solicit competition from DMBE certified small businesses
- identify SWaM contract award information.

The University will:

- include terms and conditions in all formal solicitations, where appropriate, that will state the University's SWaM aspirational targets, require prime contractors to state their intent to assist in achieving these efforts, and include a mechanism to monitor actual spend to SWaM sub-contractors. (See Attachment A)



- coordinate with other agencies and organizations in an effort to enhance the University's SWaM program.
- collect and analyze prime contractor reports that will capture SWaM sub-contractor information in order to supplement BANNER SWaM spend reports.
- evaluate the size and content of blanket and term contracts prior to solicitation to ensure they are appropriately bundled and that any negative impact on SWaM vendors is considered.
- research alternate sources (U.S. Communities, various municipal contracts, etc.) to identify additional contracts that have been awarded to SWaM vendors which the University is authorized to use.
- utilize BANNER as its primary source of information for SWaM spend reporting. SWaM sub-contractor reports have been developed to capture appropriate data for construction, services, and major goods contracts.
- capture data and report based on
  - Department of Minority Business Enterprise's certified SWaM vendor list
  - vendor's W-9 self certification
  - purchasing charge card transactions with DMBE certified SWaM vendors
- The University will collect SWaM vendor spend data and compare to the University's SWaM aspirational targets and monitor progress quarterly. Major decentralized departments will be made aware of their progress in achieving SWaM aspirational targets and will be counseled in areas where SWaM participation and awards may be increased.

**VI. Compliance**

The University certifies that its policies and procedures comply with the SWaM purchasing regulations and/or guidelines set forth in the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors.

**ATTACHMENT A  
BID/PROPOSAL CONTRACT LANGUAGE FOR GOODS, SERVICES AND CONSTRUCTION**

**Small, Woman, and Minority (SWaM) Owned Business Participation:**

1. Old Dominion University is committed to the establishment, preservation, strengthening of small businesses, small businesses owned by women and minorities and to encouraging their participation in State procurement activities. The University's 2014 SWaM aspirational target for firms certified by DMBE is:
 

i. Minority Business Enterprises	8%
ii. Women Business Enterprises	6.5%
iii. Small Business Enterprises	33%

Please tailor your firm's SWaM plan response to assist the University in meeting its aspirational target(s).
2. The University also encourages Bidder's/Offeror's to provide for participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities. Submission of a report of past efforts to utilize the goods and services of such businesses, and plans for involvement on any resulting contract are required. By submitting a response, Bidder/Offeror certifies that

all information provided in response to this solicitation is true and accurate. Failure to provide the information required by this solicitation may ultimately result in response being deemed non-responsive, and ultimately rejected.

3. While it is the University's intent to enter into an exclusive agreement with one Bidder/Offeror, whenever possible, all potential Bidders/Offerors are encouraged to subcontract any applicable services by partnering with qualified vendors that have also been certified as small, small woman-owned, small minority-owned, businesses through the Commonwealth of Virginia's Department of Minority Business Enterprise (DMBE).
4. In order for Bidders/Offerors to be given consideration for award of a contract, each Bidder/Offeror shall provide with their response (and/or no later than ten (10) business days after request, but prior to award, such statement(s)) setting forth:
  - a. The good faith SWaM owned business participation efforts which the Bidder/Offeror has undertaken in the past: and
  - b. The good faith SWaM owned businesses participation efforts which the Bidder/Offeror intends to undertake in connection with the performance of this contract; including name of firm, contact name and phone number, total dollar amount to be subcontracted, category type (small, women, or minority owned), type of product/services.
5. If, in the statement submitted in the response to above sections 4.a and 4.b, the Bidder/Offeror indicates that it has not undertaken any good faith SWaM business participation efforts in the past and/or does not intend to undertake any such efforts in connection with the performance of any resulting contract, the Bidder/Offeror must **also** submit a statement setting forth the reason why it has not undertaken such efforts in the past and/or does not intend to undertake them in connection with the performance of this contract.
6. Any Bidder/Offeror that can qualify for certification through DMBE must do so prior to the award of any contract. The qualification information shall be evidenced by that information specified in the Bidder's/Offeror's completed and submitted W-9 form.
7. Bidder/Offeror shall agree that when proposing subcontractors that ***are not*** certified through DMBE, it shall become the responsibility of the Bidder/Offeror to ensure those proposed subcontractors become certified through DMBE, when applicable. Failure on the part of the Bidder/Offeror to agree to this responsibility will result in the response being deemed non-responsive and rejected. Prior to the issuance of any contract and/or purchase order, the successful Bidder/Offeror shall provide support documentation to the University validating the efforts of the Bidder/Offeror to get the proposed subcontractors certified. Should the Bidder/Offeror fail to get certified through DMBE those proposed subcontractors that qualify, Bidder/Offeror may be deemed in "breach", and the contract and/or purchase order may be cancelled.
8. Regardless of whether or not the Bidder/Offeror is able to qualify for DMBE certification, selected Bidder/Offeror shall also agree to provide reports to the University's Department of Procurement Services, identifying the subcontractors used during the performance of any subsequent contract, as follows:

**A. Goods and Services – Quarterly Reports:**

- i. DMBE Certified subcontractors:**
  - (a) Firm name;
  - (b) DMBE certification number;
  - (c) DMBE Designation (Small, Woman, Minority);
  - (d) Value of subcontractor’s contract;
  - (e) Amount paid current quarter;
- ii. Non-DMBE Certified subcontractors – Contracts >\$200,000:**
  - (a) Firm name;
  - (b) DMBE certification number;
  - (c) DMBE Designation (Small, Woman, Minority);
  - (d) Value of subcontractor’s contract;
  - (e) Amount paid current quarter;

**B. Construction:**

- i. DMBE Certified subcontractors:**
  - (a) Firm name;
  - (b) DMBE certification number;
  - (c) DMBE Designation (Small, Woman, Minority);
  - (d) Value of subcontractor’s contract;
  - (e) Value as a percentage (%) of total contract;
  - (g) Amount paid current quarter;

**Note:** Contractor(s) may be deemed in “breach of contract” for failure to provide the required subcontractor data and reports as specified above, and the contract and/or purchase order may be cancelled. Additionally, the University may withhold payment(s) for any and all services provided and invoiced during the period, and those same services will remain unpaid until such data and reports are provided.

9. For the purposes of this section, the following definitions shall apply:

**a. Good faith SWaM owned business participation efforts:**

The sum total of efforts by a particular business to provide for equitable participation of SWaM subcontractors in the operations and contracts of such businesses.

- i. For past efforts, this sum total shall be comprised of the record of minority participation over the past two (2) years through employment, retention and promotion: subcontracting or joint ventures in the private sector; or a combination thereof.
- ii. In connection with the performance of this contract, good faith efforts shall mean those measures which are proposed to allow equitable participation of SWaM subcontractors.

**b. Minority Owned Business Enterprise:** a business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals.

**c. Minority Individual:** "Minority" means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

- i. **Asian Americans:** means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marinas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.
  - ii. **African Americans:** means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.
  - iii. **Hispanic Americans:** means all persons having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.
  - iv. **Native Americans:** means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.
  - v. **Eskimos and Aleuts:** means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.
- d. **Small Business Enterprise:** an independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years.
- e. **Woman Owned Business Enterprise:** a business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals.

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Vice President Fenning and Deb Swiecinski, Associate Vice President for Administration and Finance, provided the final report on the outcomes of the Business Process Management Phase 1 initiative involving the comprehensive review of the administrative and business processes. Ms. Swiecinski acknowledged the great work of the project leader, Bill Edmunds, Associate Controller Melanie O'Dell, and the 50 individuals in Finance, Human Resources, and Information Technology Services who were involved in this initiative.

Vice President Fenning briefed the Committee on the many non-capital projects, including large and small-scale renovations and other important projects, occurring during the current academic year.

The Committee then heard standing reports on Capital Outlay Projects Status and Investments.

**INSTITUTIONAL ADVANCEMENT COMMITTEE**

The Rector called on Ms. Kirk for the report of the Institutional Advancement Committee. Ms. Kirk reported that the Committee members approved by unanimous vote the resolution to name the Systems Research and Academics Building Dean’s Suite and Atrium as The Donna Scassera Fischer Dean’s Suite and the Donna Scassera Fisher Atrium. The following resolution was brought forth as a recommendation of the Institutional Advancement Committee and was unanimously approved by all members present and voting. (*Ainslie, Ampy, Batten, Bernd, Biagas, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, O’Neill, Reidy, Ripley, Swystun*)

**RESOLUTION TO NAME THE SYSTEMS RESEARCH AND ACADEMICS BUILDING DEAN’S SUITE AND ATRIUM AS THE DONNA SCASSERA FISCHER DEAN’S SUITE AND THE DONNA SCASSERA FISCHER ATRIUM**

WHEREAS, Old Dominion University has been granted authority by the Commonwealth of Virginia to construct the Systems Research and Academics Building; and

WHEREAS, the Systems Research and Academics Building provides a dynamic space for the Frank Batten College of Engineering and Technology faculty and staff to enhance the student learning experience through project based learning and further advance the innovation and research in the fields of engineering and engineering technology; and

WHEREAS, the Systems Research and Academics Building will become the cornerstone of the engineering and engineering technology student experience to encourage the study of Science, Technology, Engineering, and Mathematics; and

WHEREAS, the Systems Research and Academics Building will attract and retain leading faculty to further advance the field of engineering; and

WHEREAS, Donna Scassera Fischer has been and continues to be a generous supporter, mentor, and leader in numerous local, state and national boards for professional associations, colleges and universities; and

WHEREAS, Donna Scassera Fischer’s philanthropy includes a generous contribution to the University; and

THEREFORE, BE IT RESOLVED, that the Board of Visitors of Old Dominion University approve the naming of the Systems Research and Academics Building Dean’s Suite as The Donna Scassera Fischer Dean’s Suite and Systems Research and Academics Building Atrium as The Donna Scassera Fischer Atrium, and

BE IT FURTHER RESOLVED, that this Resolution be spread across the minutes of the Board of Visitors and an appropriately framed copy be presented to Donna Scassera Fischer and signage be prominently displayed in the Systems Research and Academics Building.

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Vice President Brandon presented dashboard items, a year-in-review, and 2013-2014 goals for University Advancement. Jennifer Mullen Collins, Assistant Vice President for Marketing and Communications, gave an update on marketing and communication efforts.

### **STUDENT ADVANCEMENT COMMITTEE**

The Rector called on Mr. Jacobson for the report of the Student Advancement Committee. Mr. Jacobson reported that Rhonda Harris, Chief of the ODU Police Department, presented proposed revisions to Board Policy 1014: Threat Assessment. She explained that the proposed modifications reflect an existing functioning committee, working with the designees of the offices represented, and adds the Office of Institutional Equity and Diversity. The policy also adds a provision providing victim assistance. Committee members approved the proposed revisions by unanimous vote.

The following resolution was brought forth as a recommendation of the Student Advancement Committee and was unanimously approved by all members present and voting. (*Ainslie, Ampy, Batten, Bernd, Biagas, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, O'Neill, Reidy, Ripley, Swystun*)

### **PROPOSED REVISIONS TO BOARD OF VISITORS POLICY 1014, THREAT ASSESSMENT**

RESOLVED, that upon the recommendation of the Student Advancement Committee, the Board of Visitors approves substantive revisions to Board of Visitors Policy 1014, Threat Assessment Policies and Procedures.

Rationale: This policy has not been amended since the adoption in 2009. The modifications reflect an existing functioning committee rather than the aspirational organization in the original policy. The University has found that the committee works well with the designees of the offices represented. Institutional Equity and Diversity has not been represented for some time. The policy adds provisions providing victim assistance. All other changes have no effect as to implementation of the policy and are suggested for easier interpretation.

**NUMBER:** 1014

**TITLE:** Threat Assessment

**APPROVED:** September 17, 2009

- A. PURPOSE: Old Dominion University is committed to preserving an environment that enables community members to reach their fullest potential. In responding to behaviors of concern, we aspire to protect, as much as possible, the health, safety and welfare of the University community from violence. ~~The University shall form and maintain a group committed to identify threats, evaluate risks, educate the University as to threats, insure~~

~~appropriate response, monitor behaviors of concern, and to periodically evaluate the program's effectiveness with the overall goal of preventing violence.~~

B. AUTHORITY: Virginia Code § 23-9.2:10

C. THE TEAM includes the following ~~or their designees~~:

1. Chief of Police
2. Designee(s) of the Provost & Vice President for Academic Affairs
3. Designee(s) of the Vice President for Student Engagement & Enrollment Services
4. Designee of the ~~Director of~~ Vice President for Human Resources
5. Director of Student Conduct ~~and~~ & Academic Integrity
6. Director of Counseling Services
7. ~~Director of Institutional Equity and Diversity~~
8. University Counsel or designee (ex officio)

In addition, other individuals may be consulted as needed

The President shall appoint the chairperson and the chairperson shall serve at the will of the President.

D. SCOPE: “Behaviors of Concern” include actions and communications that cause concern among community members where the actor may be planning or preparing to carry out an act of violence that places an individual or group at risk of serious harm. Warning signs of impending violence may include, but are not limited to, the following: verbal threats; written threats; homicidal/suicidal ideation or behaviors; and disturbing writings, drawings, self-produced videos or Internet communications containing violent fantasy content. Other indicators that should raise concern about potential violence include an actor’s ideas or plans about injuring him/herself or attacking an institution or its members; communications or writings that suggest the person has an unusual or worrisome interest in school attacks; comments that express or imply the person is considering mounting an attack at an institution; recent weapon-seeking behavior, especially if weapon-seeking is linked to ideas about attack or expressions about interest in attack; communications or writings suggesting the person condones or is considering violence to redress a grievance or solve a problem; and rehearsals of attacks or ambushes.

E. REPORTS OF BEHAVIORS OF CONCERN: All behaviors of concern should be reported to a member of the Team or may be directed to the Old Dominion University Police. **In cases of imminent emergency, always contact the Old Dominion University Police Department.**

**All concerns and complaints must and will be taken seriously and will be reviewed. The TEAM understands that, at times, members of the community will come to the attention of the TEAM when little or no need exists for further assessment or case management.**

1. Any person may make a report of a concern to any member of the Team or anonymously through the Silent Witness Form. ~~Students, faculty, staff,~~

~~volunteers and visitors may make an anonymous report by utilizing the “Silent Witness Form” located on the Old Dominion University Police Department’s website (<http://www.odu.edu/af/police/>).~~ Reports submitted anonymously will be investigated as thoroughly as possible.

2. Any person who believes he/she may become or is a victim of **violence (domestic or other)** ~~violence~~ should immediately notify their supervisor if the person is a member of the faculty, staff, or otherwise a University employee. If the person is a student, that person should contact the Office of Student **Engagement & Enrollment Services**~~Affairs~~. If a protective order exists, a copy of the order should accompany the notification.
3. Persons who report a behavior of concern and persons who assist in the investigation and disposition of such reports shall not be subject to harassment, interference, intimidation, or retaliation. It shall be a violation of University policy to submit a deliberately false or misleading report to the Police or to the Team, or to knowingly or intentionally provide information one knows, or should know, to be false as part of a Team investigation. If a student, faculty member, employee or visitor is discovered to have provided information in violation of this policy, appropriate disciplinary action will be taken.

F. THE RESPONSIBILITIES OF THE TEAM:

1. Educating the campus community to identify and report threats and other behaviors of concern;
2. Evaluating the risk of targeted violence posed by an individual or group reported to the Team;
3. Evaluateing the risk of self harm;
4. ~~Developing~~**Recommending an** the most appropriate response congruent with the investigation and risk assessment, including **victim assistance**, referrals to appropriate University officials, mental health professionals and/or law enforcement agencies;
5. ~~Assisting the potential target(s) of violence in developing and implementing appropriate preventative safety measures;~~
6. Consulting with University community members who have concerns about the safety or well-being of students, faculty or staff members of Old Dominion University;
7. Creating, revising, or recommending policies, ~~and~~ procedures **and protocols** that ~~will~~ advance campus safety and/or threat assessment team functions; and
8. Providing recommended action for those who exhibit behaviors of concern.



- a. Any recommendations made by the Team shall be forwarded to the University ~~official~~~~vice president~~ having general charge or supervision over the person of concern. ~~The vice president shall be responsible for determining whether to refer the individual for counseling, if available, or whether the report otherwise suggests the need for intervention for formative or disciplinary purposes. For the purposes of this paragraph, the Chief Student Affairs Officer shall have charge and supervision over the students; the Vice President for Administration and Finance shall have charge and supervision over vendors and visitors.~~
- b. In the event an investigation necessitates institutional administrative action to condition or to terminate an individual's continued enrollment, residence, employment or other participation in University affairs, such actions will be undertaken pursuant to those policies that are appropriate for such purposes in light of the individual's student, employment, visitor or volunteer status.

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Vice President Neufeldt updated the Committee on international student statistics and student leadership highlights. She showed examples of student initiatives through videos (which were also shared with the full Board).

Bo Ram Yi, Student Representative to the Board of Visitors, reported on the Monarch Citizenship campaign and highlighted the Golden Key and Sigma Pi Better World Book drive where proceeds were given to support literacy at a local elementary school. For this upcoming year, she hopes to develop the social media aspect of the role with Facebook and Twitter. She will further focus on addressing the student concern about employment after graduation.

Chief Harris reviewed the current crime statistics, reporting that since her arrival in February 2012 and the implementation of new policing strategies, robberies have declined by 71%, burglaries declined by 35% and motor vehicle thefts decreased by 28%; officer contacts and interviews of suspicious persons increased by 65%; and surveillance cameras have been installed in every residential area.

Dr. Wood Selig, Athletic Director, provided Academic Progress Reports on our student athletes. All our men's and women's programs met or exceeded APR standards for post-season eligibility.

### **MOTION FOR CLOSED SESSION**

The Rector recognized Ms. Kilmer, who read the following motion: "Mr. Rector, I move that this meeting be recessed, and, as permitted by Virginia Code Section 2.2-3711(A) (1), we reconvene in closed session for the purpose of discussing the evaluation and compensation of the President of the University." The motion was duly seconded and unanimously approved by all members present and voting. (*Ainslie, Ampy, Batten, Bernd, Biagas, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, O'Neill, Reidy, Ripley, Swystun*)

## **RECONVENE IN OPEN SESSION AND FOIA CERTIFICATION**

At the conclusion of the closed session, the meeting was 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 closed session was convened were heard, discussed or considered. The certification of compliance vote was 16 in favor and none opposed. (*Ainslie, Ampy, Batten, Bernd, Biagas, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, O'Neill, Reidy, Ripley, Swystun*)

## **REPORT OF THE PRESIDENTIAL EVALUATION AND COMPENSATION COMMITTEE**

The Rector read the following Resolution of the Board of Visitors: “The Board of Visitors is pleased to announce it has extended the contract of John R. Broderick for one additional year until June 30, 2018, in recognition of a very favorable evaluation from the members of the Board. The Board also reported to increase his salary by 4% effective July 1. The President will also be eligible for general salary increases for State employees approved by the General Assembly.” A motion was made by Capt. Cofer to adopt the resolution. The motion was seconded by Mr. Kornblau and was unanimously approved by all members present and voting. (*Ainslie, Ampy, Batten, Bernd, Biagas, Cofer, Gilmore, Hillier, Jacobson, Kilmer, Kirk, Kornblau, O'Neill, Reidy, Ripley, Swystun*)

## **OLD/UNFINISHED BUSINESS**

President Broderick called the Board members' attention to the editorial that recently appeared in *The Virginian-Pilot* about plans by ODU and EVMS to study a potential partnership to create Virginia's first school of public health.

## **NEW BUSINESS**

The Rector announced that the next meeting of the Board is scheduled for September 26, 2013.

With no further business to be discussed, the meeting was adjourned at 2:32 p.m.