

**Virginia Commonwealth University
Board of Visitors
Meeting Planner**

	Frequency A: Annually Q: Quarterly; AN: As Necessary/Req uired			Planned Timing Based on Fiscal Year (July 1 - June 30)				Notes
	A	Q	AN	Q1	Q2	Q3	Q4	
				Sept	Nov	Feb	Apr	
A. General								
1. Annual Meeting	X						X	
2. Establish and maintain a board website consistent with state law	X		X					
3. Maintain minutes of open session meetings and consistent with state law, meet in closed session when applicable		X	X	X	X	X	X	Includes posting minutes on the BOV website.
4. Become well acquainted with the BOV Bylaws	X			X				
5. Ensure that the institution is operating appropriately with regard to governance		X		X	X	X	X	
6. Each member to complete the assessment of board performance			X					At least every two years; before June 30
7. Annual BOV Orientation for new and returning board members	X		X	X				
8. New board members to attend the SCHEV new board member orientation within first two years of service	X							SCHEV sets the date of this meeting (typically in Oct. or Nov.)
9. Participate in further training on board governance								At least every two years. Curriculum needs to be approved by SCHEV. Typically at the BOV Retreat in Oct.
10. Annual BOV Retreat	X							October
11. Invite the Attorney General's appointee or representative to all meetings of the board, executive committee, and board committees		X	X	X	X	X	X	

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B. Officers of the Board								
1. Election of Officers	X		X					Before June 30 See bylaws for filling vacancies.
2. Election of two members-at-large for the Executive Committee	X			X				
C. Committees								
1. Rector-Elect, in consultation with the Rector, will appoint the members of each standing committee	X							Before June 30
2. Rector-Elect will designate the Chair and Vice Chair of each committee	X							Before June 30
3. Approve Committee charters and meeting planners	X			X				
4. Standing committees to report to the Board		X		X	X	X	X	
5. Standing committees to make recommendations to the full board for approval and ratification		X		X	X	X	X	
D. Evaluation of the President								
1. Meet with the President to deliver an evaluation of the President’s performance.	X			X				
2. Changes to the President’s contract (majority vote)			X					
3. Review and approve the President’s annual performance goals	X			X				
E. Other Senior Leadership								
1. Ratify the Provost and executive/senior vice presidential appointments that are made by the president (upon consultation with the Rector)			X					
2. Evaluate and approve the annual salary compensation and bonus, if	X			X				

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any, for the Chief Audit and Compliance Executive								
3. Approve tenure appointments			X					
4. Ratify the dean appointments that are made by the president (upon consultation with the Rector)			X					
F. Compliance and Legal								
1. Board members must individually file an annual financial disclosure statement and completion of required conflict of interest training	X							
2. Consult as necessary with University Counsel regarding legal issues concerning the University		X	X	X	X	X	X	
G. Other								
1. Set tuition and fees	X						X	
2. Set the budget	X						X	May be delayed due to state budget, but must be before June 30
3. Report to the Chairmen of the House Committees on Appropriations and Education and the Senate Committees on Finance and Appropriations and on Education and Health the salary by position of any executive officer that exceeds for the previous fiscal year the salary limit for the president set forth in the general appropriation act	X							By Sept. 1
4. Submit and make publicly available on the VCU website the annual financial statements for the fiscal year ending the preceding June 30 and the accounts and status of any ongoing capital projects to the Auditor of Public Accounts	X			X				

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5. Submit to the General Assembly and the Governor and make publicly available on the BOV website an annual executive summary of the BOV's interim activity and work	X							No later than the first day of each regular session of the General Assembly (January).
6. Solicit the input of faculty senate representatives at least twice per academic year on topics of general interest to the faculty		X		X	X	X	X	The immediate past president of the faculty senate serves on the BOV as a non-voting member and provides quarterly reports.
7. Review the written policy allowing for governing all-virtual meetings as necessary and in compliance with FOIA and participation of its members in meetings by electronic communications	X			X				