

MINUTES OF A SPECIAL MEETING OF THE EXECUTIVE COMMITTEE OF
THE BOARD OF VISITORS OF VIRGINIA COMMONWEALTH UNIVERSITY
HELD ON AUGUST 5, 1968

A special meeting of the Executive Committee of the Board of Visitors of Virginia Commonwealth University was held on the 5th day of August, 1968 at 3:00 o'clock in the afternoon in the President's dining room of the Hibbs Building, Virginia Commonwealth University, in the City of Richmond, Virginia, pursuant to due notice.

Present were all of the members of the Committee except Messrs. Hunton and Wilson. Present by invitation was Mr. Wygal, Executive Administrator.

Mr. Wayne served as Chairman of the meeting and Mr. Brent as Secretary thereof.

Mr. Wygal then discussed with the Committee various matters relating to the operating policies of the University of both an administrative and academic nature and also the manner in which the activities of various administrative committees might be coordinated with Board committees.

A general discussion was then held in connection with the manner in which matters of importance might be handled from a procedural viewpoint in order that definitive action at Board level might be taken in a deliberate and efficient manner. After considerable discussion, on motion duly made, seconded and unanimously carried, it was determined that all matters requiring Board action would first be fully presented to the Executive

Committee by the appropriate committee of the Board or by an appropriate administrative official. The Executive Committee upon receiving a report will act thereon on behalf of the Board if appropriate or refer the matter to the Board of Visitors for action with its recommendation. In order that the Board of Visitors may function efficiently and upon full information, the Executive Committee will meet prior to each Board meeting so that an Agenda may be prepared with supporting information to be mailed to each Visitor in advance of the Board meeting to the extent that this may be practical. In this manner it is hoped that significant matters of business will be fully developed by an appropriate committee or the administration and then screened and considered by the Executive Committee before action at Board level is taken.

Mr. Wygal then reported that the Virginia Council of Higher Education had unanimously determined that the University would have one representative on each of its committees rather than each of the component parts of the University being represented on such committees. After a discussion thereof, on motion duly made, seconded and unanimously carried, it was determined that it would be appropriate for the University to be so represented and that reconsideration of the Council's action would not be requested.

Mr. Wygal then presented a proposed budget for the fiscal year 1968-69 for the office of the Executive Administrator which was generally reviewed and a copy of which is attached hereto. After consideration of the proposed budget, on motion


duly made, seconded and unanimously carried, it was determined that graphic design and the various matters related thereto should be given first priority in the appropriation of available special funds and that everything possible should be done to further the work of the Student Affairs Committee in this connection so that suitable assistance might be employed at the earliest time possible with the hope that at least the minimum requirements might be met early in the approaching academic year.

Mr. Brent then pointed out that the Executive Committee had not to this time determined when it would hold regular meetings whereupon, on motion duly made, seconded and unanimously carried, it was concluded that regular meetings of the Executive Committee would be held on the next to the last Monday in each month in order that such meetings might be held one week prior to the present monthly meetings of the Board of Visitors. Special meetings will, of course, be called as necessary especially in connection with the activities of the Executive Committee related to the selection of a President.

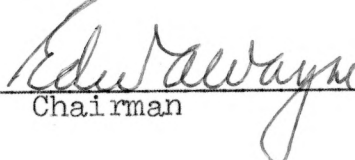
It was then suggested that in order to accommodate the busy schedule of many members of the Board of Visitors, it would be desirable for the meetings of the Board to commence at 10:00 o'clock in the morning rather than 11:00 o'clock with the understanding that the meetings would be concluded prior to lunch. After a discussion thereof, on motion duly made, seconded and unanimously carried, it was determined that all future meetings of the Board would be held at 10:00 o'clock in the forenoon rather than 11:00 o'clock until further action by the Executive

Committee or the Board.

There being no further business to come before the meeting the same, on motion duly made, seconded and unanimously carried, adjourned.


Secretary

APPROVED:


Chairman