

RADFORD UNIVERSITY

Board of Visitors

BUSINESS AFFAIRS AND AUDIT COMMITTEE

1:00 P.M.

DECEMBER 1, 2022

MARY ANN JENNINGS HOVIS MEMORIAL BOARD ROOM

MARTIN HALL, THIRD FLOOR, RADFORD, VA

DRAFT MINUTES

COMMITTEE MEMBERS

Mr. Marquett Smith, Chair
Mr. Robert A. Archer, Vice Chair
Ms. Lisa Throckmorton
Mrs. Jennifer Wishon Gilbert
Mr. Mark S. Lawrence

BOARD MEMBERS PRESENT

Dr. Debra K. McMahon, *Rector*
Dr. Rachel D. Fowlkes
Mr. Tyler Lester
Mr. George Mendiola Jr.
Mr. David A. Smith
Mr. James C. Turk

OTHERS PRESENT:

Dr. Bret Danilowicz, President
Ms. Stephanie Jennelle, Interim Vice President for Finance and Administration
Ms. Margaret McManus, University Auditor
Ms. Karen Castele, Secretary to the Board of Visitors and Special Assistant to the President
Mr. Mike F. Melis, Senior Assistant Attorney General, Commonwealth of Virginia
Dr. Marten denBoer, Interim Provost and Senior Vice President for Academic Affairs
Mr. Craig Cornell, Vice President for Enrollment Management
Dr. Susan Trageser, Vice President for Student Affairs
Ms. Penny White, Interim Vice President for Advancement and University Relations
Dr. Angela Joyner, Vice President for Economic Development and Corporate Education
Mr. Rick Farthing, Director, Capital Planning and Construction
Mr. Ed Oakes, Associate Vice President for Information Technology Services
Ms. Laura Quesenberry, Interim University Budget Director

CALL TO ORDER

Mr. Marquett Smith, Chair, formally called the meeting to order at 1:00 p.m. in the Mary Ann Jennings Hovis Memorial Board Room in Martin Hall. Mr. Smith welcomed everyone to the December meeting of the Business Affairs and Audit Committee.

APPROVAL OF AGENDA

Mr. Smith asked for a motion to approve the December meeting agenda, as published. Mr. Robert A. Archer so moved, Ms. Lisa Throckmorton seconded, and the motion carried unanimously.

APPROVAL OF MINUTES

Mr. Smith asked for a motion to approve the minutes of the September 8, 2022 meeting of the Business Affairs and Audit Committee, as published. Mr. Mark S. Lawrence so moved, Mr. Archer seconded, and the motion carried unanimously.

REPORTS

University Auditor's Report

University Auditor Margaret McManus presented the entrance conference document for the FY 2022 audit on behalf of the Auditor of Public Accounts. The audit is expected to be completed in March 2023, which is an accelerated timeframe to accommodate the SACSCOC reaffirmation timeline. She also presented an oral report on the quarterly review of the University Discretionary Fund. She updated the committee on the FY 2023 goal regarding completing information technology audits by reporting that a contract has been executed with a vendor to co-source those audits. She presented a revised FY 2023 Audit Plan and a follow-up audit status report, both of which were provided in the Board materials.

Finance and Administration Goals Update

Interim Vice President for Finance and Administration Stephanie Jennelle presented an update to the goals for FY23 for the Division of Finance and Administration. The update included the following:

- Stabilization and Development of Internal Workforce, which included an update on the classification and compensation study that is underway with an external vendor, Gallagher.
- Expand Relevant Decision-Making Information, which included an overview of the University's auxiliary reserve allocation and planned utilization.
- Enhancement of Campus Infrastructure, which included Dr. Eric Plummer, Chief of Police for Radford University, presenting an overview of the Radford University Police Department. The presentation included the Radford University Police Department Mission Statement, the education of the officers, as well as engagement with the campus community and law enforcement agencies in adjoining areas. Additionally, Ms. Jennelle announced an Information Technology Services initiative to provide additional malware and phishing protection for faculty and staff email accounts.

Faculty Handbook Updates

Ms. Jennelle presented an information update to the Administrative and Professional Faculty and Teaching and Research Faculty Handbooks regarding the Virginia Sickness and Disability Program (VSDP) language that now includes an overall explanation of VSDP and directs employees to the Virginia Retirement System VSDP site to ensure timelier dissemination of information. A copy of this update was provided in the Board Materials.

Capital and Information Technology Project Update

Ms. Jennelle provided an update on active Capital Projects and Information Technology Projects. These projects include the Artis Center for Adaptive Innovation and Creativity. At this time the building is 35% complete and the exterior construction, including framing and masonry, is in progress. The Information Technology Services team completed the migration of the Enterprise Resource Planning system to the cloud. A copy of this update was provided in the board materials.

ADJOURNMENT

With no further business to come before the committee, Mr. Smith adjourned the meeting at 2:00 p.m.

Respectfully submitted,

Pamela Fitchett
Executive Assistant to the
Vice President for Finance and Administration
and Chief Financial Officer

End of Board of Visitors Materials

