

**RADFORD UNIVERSITY
BOARD OF VISITORS
Business Affairs Committee**

April 4, 2008

MINUTES

Members Present:

Mr. Mark Pace, Business Affairs Committee Chair
Ms. Mary Ann Hovis

Others Present:

Ms. Donna VanCleave, Vice President for Finance and Administration
Ms. Evelyn Wilson, Associate Vice President for Finance and Administration
Ms. Margaret McManus, University Auditor
Ms. Lisa Ridpath, Budget and Financial Manager

Call to Order:

The Business Affairs Committee met at the Roanoke Higher Education Center, Roanoke, Virginia. Mr. Mark Pace, Committee Chair, called the meeting to order at 11:50 a.m.

Minutes of the November 1, 2007, Business Affairs Committee meeting were approved.

Mr. Pace turned the meeting over to Ms. Donna VanCleave to discuss the Public-Private Educational Facilities Act (PPEA). The PPEA was adopted by the General Assembly in 2002 and provides an additional option for initiating and financing capital outlay projects. The Commonwealth developed a set of model procedures to be followed by entities pursuing a PPEA project. Each public entity must adopt guidelines in order to participate. Ms. VanCleave presented Radford University's proposed Guidelines for Projects under the PPEA. On a motion by Ms. Hovis, second by Mr. Pace, it was approved to present these Guidelines to the Board of Visitors for their approval.

Radford University Board of Visitors
Business Affairs Committee
April 4, 2008
Minutes

Ms. Margaret McManus, University Auditor, presented the following items:

- President's Discretionary Fund summary for quarters ending September 30, 2007 and December 31, 2007. It was reported that all expenditures were in compliance with the guidelines for the fund.
- Final report on the review of the Payment Card Industry Standard.
- Discussion of a review performed for management regarding Athletics deposits and expenditures in FY 2007.
- Overview of the management points that the Auditor of Public Accounts (APA) identified in the 2007 audit. These points were in the areas of Athletics financial operations, reporting capital assets, and completing employment eligibility forms. It was also noted that Radford University received a "clean" opinion on the audit. The APA will present the 2007 audit report at the committee's next meeting.

Mr. Pace asked that representatives from the Athletic and Human Resources Departments attend the next Business Affairs Committee meeting to discuss the audit findings in their areas.

Ms. VanCleave gave an update on RU's Emergency Preparedness Program. The alert notification system and siren/public address system are operational. An Office of Emergency Preparedness has been established with Dr. Dennie Templeton assuming the role of Director. The RU Police Department has received additional training and equipment. RU's web site has a permanent *RU on Alert* web page. A Risk Advisory Committee has been established which is chaired by Dr. Norleen Pomerantz. Safety upgrades to facilities are continuing.

Mr. Jack Bulls, Jr. and Ms. Catherine Underwood from Branch & Associates joined the meeting at 1:10 p.m. They briefed the Committee on their experiences with higher education capital projects. Mr. Bulls distributed copies of "Rules You Should Know before You Build Your Important Project" written by Jack Miller. Mr. Pace thanked Mr. Bulls and Ms. Underwood for their presentation.

The 2007 report of Account Receivable Write-offs was presented for the Committee's review.

Ms. VanCleave led a discussion of 2008-09 Tuition and Fees. Comparisons/rankings of RU with other Virginia public higher education institutions and peer group institutions were presented. Factors that will affect tuition and fee rates for 2009-10 include assumptions in RU's Six-Year Plan, base budget adequacy funding shortfalls, and 2009 budget pressures (including state and federal mandates, RU's new administrative computer system, start-up of the

Radford University Board of Visitors
Business Affairs Committee
April 4, 2008
Minutes

Psychology and Physical Therapy doctoral programs, the masters program for Occupational Therapy, and campus safety and security enhancements.) The Business Affairs Committee will discuss tuition and fees at their next meeting and determine rates to recommend to the full Board of Visitors.

Ms. VanCleave presented an overview of the 2008 General Assembly actions including operating budget, capital outlay, and other legislation affecting higher education.

In 2005 the General Assembly enacted the Restructured Higher Education Financial and Administrative Operations Act. The Act allows institutions that achieve performance targets towards state goals to receive a graduated level of autonomy from state oversight. The 2008 General Assembly passed legislation (awaiting the Governor's approval) defining Level II criteria as required by the Restructuring Act. The legislation will provide additional decentralization opportunities for RU in two of three approved functional areas. Approved areas are information technology, procurement, and capital projects. A recommendation will be made to the BOV on the two areas to request additional decentralization authority. The State Council of Higher Education will certify institutions performance at their May 13, 2008 meeting.

Adjournment

The meeting adjourned at 3:00 p.m.

Hilda Dickerson, Administrative Assistant

Respectfully submitted,
Carlene Alvis, Secretary
Radford University Board of Visitors