

Radford University
Board of Visitors
Business Affairs Committee
Minutes

APPROVED

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

September 3, 2008

MINUTES

Board Members Present:

Mr. Mark Pace, Business Affairs Committee Chair
Ms. Mary Ann Hovis
Mr. Thomas Fraim
Ms. Nancy Artis
Mr. Darius Johnson
Dr. Cora Salzberg

Others Present:

Ms. Penelope W. Kyle, President
Ms. Donna VanCleave, Vice President for Finance and Administration
Dr. Norleen Pomerantz, Vice President for Student Affairs
Ms. Margaret McManus, University Auditor
Ms. Lisa Ridpath, Budget Director
Dr. Dennie Templeton, Director of Emergency Preparedness
Ms. Greer Saunders, Assistant Attorney General
Faculty, staff, guests and media

Call to Order:

Mr. Mark Pace, Business Affairs Committee Chair, called the meeting to order at 1:32 a.m.

On a motion by Ms. Mary Ann Hovis the agenda and the minutes of the April 23, 2008, Business Affairs Committee meeting were approved.

Ms. Donna VanCleave introduced Dr. Dennie Templeton, Director of Emergency Preparedness. Dr. Templeton gave an overview of the National Incident Management System (NIMS). NIMS is a unified approach to incident management used in the United States to coordinate emergency preparedness and incident

management among various federal, state, and local agencies. It allows responders to better cooperate and communicate during times of crisis. NIMS was mandated nationally in 2004 and adopted by the Commonwealth of Virginia in 2005. In July 2008 guidelines for institutions of higher education were released.

Dr. Templeton announced that the Virginia Department of Emergency Management will conduct a full scale response exercise at Radford University on October 22, 2008.

Dr. Templeton also presented Radford University's Emergency Operations Plan (EOP). The EOP establishes legal and organizational basis for responses to emergency situations. The 2008 General Assembly required that each public institution of higher education adopt an EOP.

Ms. VanCleave explained that Radford University is proceeding with obtaining Level II authority for additional decentralization opportunities as authorized by the BOV. She explained that Level II authority requires several items be approved by the BOV. One such requirement of a Level II institution is BOV approval of Information Technology Management Policies. Ms. VanCleave presented IT policies for Accessibility; Infrastructure, Architecture, and Ongoing Operations; Project Management; and Security. These policies are basically identical to policies adopted by Level III institutions and will be adopted by other institutions seeking Level II authority. The policies will take affect after the university's Memorandum of Understanding with the Governor's office is approved. In November, the Information Technology Strategic Plan as well as policies and procedures for Procurement will be presented to the Board for approval.

Ms. VanCleave stated that the current Policy on University-Related Foundations, which was adopted by the BOV on May 23, 2007, needed a minor revision. Recently the Radford University Foundation Board adopted new articles of incorporation and by-laws which were drafted by their legal counsel. One of the recommendations of the attorney was to establish an Audit Committee. The Policy on University-Related Foundations also calls for the establishment of an Audit Committee with the requirement that a University designated representative serve on this Committee. In order for the Audit Committee to remain independent the legal counsel recommended that no Foundation officer or university representative serve on the Committee. Therefore, the Policy on University-Related Foundations needs to be amended to omit that requirement.

Ms. VanCleave introduced Ms. Lisa Ridpath, Budget Director. Ms. Ridpath gave an update on the preliminary close cash-based budget for fiscal year 2008.

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Mr. Pace called for approval of the presented action items. On a motion by Ms. Hovis, second by Mr. Johnson it was approved to adopt the National Incident Management System approach to emergency management.

On a motion by Ms. Hovis, second by Mr. Fraim, Radford University's Emergency Operations Plan was approved.

On a motion by Ms. Hovis, second by Mr. Johnson, the Policies and Procedures for Level II Operating Authority for Information Technology were approved.

On a motion by Ms. Hovis, second by Ms. Artis, a revision to the University-Related Foundations Policy was approved.

The meeting adjourned at 2:40 p.m.

Hilda Dickerson, Administrative Assistant

Respectfully submitted,
Kathy Thompson, Secretary
Radford University Board of Visitors