

Radford University
Board of Visitors
Business Affairs Committee
Minutes

APPROVED

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

November 12, 2008

MINUTES

Committee Members Present:

Mr. Stephen A. Musselwhite, Business Affairs Committee Chair
Ms. Mary Ann Hovis
Mr. C. Nelson Harris
Mr. Darius Johnson
Mr. Ronald Wesley

Board Members Present:

Mr. Thomas Fraim
Ms. Nancy Artis
Dr. Cora Salzberg
Mr. Walter Rugaber
Mr. Mark Pace
Dr. R. Wayne Saubert (non-voting, advisory faculty representative)
Ms. Juliann Abercrombie (non-voting, advisory student representative)

Others Present:

Ms. Penelope W. Kyle, President
Dr. Wil Stanton, Provost
Dr. Norleen Pomerantz, Vice President for Student Affairs
Mr. Danny Kemp, Vice President for Information Technology & Chief Information Officer
Ms. Jo Kiernan, Special Assistant to the President
Ms. Greer Saunders, Assistant Attorney General
Ms. Evelyn Wilson, Associate Vice President for Finance & Administration
Ms. Margaret McManus, University Auditor
Ms. Lisa Ridpath, Budget Director
Faculty, staff, guests and media

Call to Order:

Mr. Stephen Musselwhite, Business Affairs Committee Chair, called the meeting to order at 1:50 p.m.

On a motion made by Ms. Mary Ann Hovis the agenda was amended and approved.

On a motion by Ms. Mary Ann Hovis, seconded by Mr. Thomas Fraim the minutes of the September 3, 2008, Business Affairs Committee meeting were approved. Mr. Ronald Wesley abstained.

Mr. Musselwhite introduced Ms. Lisa Ridpath, Budget Director. Ms. Ridpath gave an overview of the fiscal year 2009 Budget Reduction Plan. The University received a 5 percent cut totaling \$2.5 million. The guiding principle of the plan is to preserve the core mission of the University, educating our students, and continue implementation of the Strategic Plan, 7-17. Savings are being realized from organizational restructuring, eliminating positions, delaying the filling of some vacant positions, applying the bonus redistribution from the Tuition Moderation Fund and interest on tuition, and reducing operating expenditures.

Mr. Musselwhite called for approval of the presented action item. On a motion by Ms. Mary Ann Hovis, seconded by Mr. Ronald Wesley, it was approved to adopt the proposed budget reduction plan and delegation of administrative authority to the President to prepare and submit the plan in the appropriate format once instructions are provided by the Governor's Office.

Mr. Nelson Harris entered the meeting at 2:05 p.m.

Mr. Musselwhite introduced Ms. Evelyn Wilson, Associate Vice President for Finance and Administration. Ms. Wilson explained that Radford University is proceeding with obtaining Level II authority for additional decentralization opportunities as authorized by the BOV and provided some background information to the Committee. Ms. Wilson explained that Level II legislation requires certain operational and functional criteria be approved by the BOV.

The first criterion is BOV adoption of the University's Small, Women and Minority (SWaM) Plan. Ms. Wilson presented the SWaM Plan and responded to questions on the University's procurement practices related to the SWaM Plan.

Mr. Musselwhite called for approval of the presented action item. On a motion by Mr. Darius Johnson, seconded by Mr. Mark Pace it was approved to adopt the University's Small, Women and Minority (SWaM) Plan.

The second criterion is BOV adoption of the Rules Governing Procurement of Goods, Services, Insurance, and Construction. These Rules incorporate the procurement standards found in the Commonwealth Purchasing Manual for Institutions of Higher Education and their Vendors. This action enables the University to follow the same procurement guidelines and benefits as the other VASCUPP (Virginia Association of State Colleges and University Purchasing Professionals) schools.

Mr. Musselwhite called for approval of the presented action item. On a motion by Mr. Ronald Wesley, seconded by Ms. Mary Ann Hovis it was approved to adopt the Rules Governing Procurement of Goods, Services, Insurance, and Construction.

The third criterion is BOV adoption of Radford University's Information Technology Strategic Plan. Mr. Danny Kemp, Vice President for Information Technology and Chief Information Officer, presented the plan. Mr. Kemp noted the plan was closely tied to the Radford University Strategic Plan, 7-17, and that it had been circulated for review and comment.

Mr. Musselwhite called for approval of the presented action item. On a motion by Ms. Mary Ann Hovis, seconded by Mr. Thomas Fraim it was approved to adopt the Radford University Information Technology Strategic Plan.

Ms. Wilson presented the final criterion which is BOV adoption of a resolution delegating the duties and responsibilities under the memoranda of understanding for Level II operational authority.

Mr. Musselwhite called for approval of the presented action item. On a motion by Ms. Mary Ann Hovis, seconded by Mr. Ronald Wesley it was approved to adopt the resolution delegating the duties and responsibilities under the memoranda of understanding of Level II operational authority to the President of the University acting through appropriate designees.

Mr. Musselwhite introduced Ms. Margaret McManus, University Auditor. Ms. McManus presented the Committee with the Office of Audit and Advisory Services charter, FY 2008 Activity Report, FY 2009 Audit Plan, and the FY 2009 financial budget and staffing plan for the department.

Ms. McManus presented an oral report on the discretionary account review for the quarters ended March 31, June 30, and September 30, 2008. One hundred percent of expenditures were reviewed and all were found in compliance with the Board's guidelines.

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Ms. McManus presented an audit follow-up status report which included follow-up work done on the points from the fiscal year 2007 Auditor of Public Account (APA) audit. Additionally, Ms. McManus presented an audit report on a review of Intercollegiate Athletics. Ms. McManus also presented the results of a recent quality assurance review.

On a motion made by Ms. Mary Ann Hovis, seconded by Mr. Darius Johnson the meeting adjourned at 2:50 p.m.

Lisa Ridpath, Recorder

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