



Business Affairs and Audit Committee
11:00 a.m.
September 11, 2025
Kyle Hall, Room 340, Radford, VA

DRAFT
Minutes

Committee Members Present

Ms. Jeanne S. Armentrout, Chair
Ms. Joann S. Craig, Vice Chair
Dr. Betty Jo Foster
Mr. George Mendiola, Jr.
Mr. Jonathan D. Sweet

Committee Members Absent

Mr. James C. Turk

Board Members Present

Ms. Jennifer Wishon Gilbert, Vice Rector
Mr. Dale S. Ardizzone
Ms. Betsy D. Beamer
Mr. William C. Davis
Ms. Jennifer Wishon Gilbert
Ms. Mary Anne Holbrook
Mr. Anthony Moore
Mr. David A. Smith
Dr. Matthew Close, Faculty Representative

Others Present

Dr. Bret Danilowicz, President
Mr. Ryan Bowyer, Chief of Staff, Office of the President
Ms. Karen Castele, Secretary to the Board of Visitors and Special Assistant to the President
Mr. Jorge Coartney, Associate Vice President for Facilities Management
Ms. Crystal Cregger, Director of University Services
Mr. Derek Neal, Chief Executive Officer, Radford University Foundation
Mr. Paul Ely, Director of Capital Planning and Construction
Ms. Allison Gallimore, Manager of Business Operations, Finance and Administration
Ms. Lisa Ghidotti, Executive Director of Government Relations and Strategic Initiatives
Dr. Dannette Gomez-Beane, Vice President for Enrollment Management and Strategic Communications
Dr. Rob Hoover, Vice President for Finance and Administration and Chief Financial Officer
Dr. Angela Joyner, Vice President for Economic Development and Corporate Education
Ms. Susie Kuliasha, Senior Executive Assistant for the Office of the President

Dr. Jeanne Mekolichick, Associate Provost for Research, Faculty Success and Strategic Initiatives
Ms. Margaret McManus, University Auditor
Mr. Ed Oakes, Associate Vice President for Information Technology Services and Chief Information Officer
Dr. David Perryman, Associate Vice President of Strategic Communications
Ms. Connie Phillips, Assistant Budget Director for Operations
Ms. Susan Richardson, University Counsel
Ms. Lauren Snelson, Assistant Director of University Services
Mr. Chris Stafford, Assistant Budget Director for Financial Planning and Analysis
Ms. Michele Thacker, Director of Finance and Administration, Facilities
Dr. Susan Trageser, Vice President for Student Affairs
Dr. Bethany Usher, Provost and Senior Vice President for Academic Affairs
Ms. Penny White, Vice President for University Advancement
Dr. Andrea Zuschin, Director of Compliance and Title IX Coordinator

Call to Order

Ms. Jeanne S. Armentrout, Chair, formally called the meeting to order at 10:55 a.m. in Kyle Hall, Room 340, Radford, Virginia. Ms. Armentrout welcomed everyone to the September meeting of the Business Affairs and Audit Committee.

Approval of Agenda

Ms. Armentrout asked for a motion to approve the September meeting agenda, as published. Mr. George Mendiola so moved, Ms. Joann Craig seconded, and the motion was carried unanimously.

Approval of Minutes

Ms. Armentrout asked for a motion to approve the minutes of the June 6, 2025, Business Affairs and Audit Committee meeting, as published. Ms. Craig so moved, Mr. Jonathan Sweet seconded, and the motion was carried unanimously.

Reports

University Auditor's Report

University Auditor Margaret McManus presented oral reports related to auditor independence, the internal quality assurance program, and the quarterly review of the University Discretionary Fund. She also presented the Internal Audit Charter and information on the essential relationship between the Board of Visitors and the internal audit function. She presented reports related to prior and projected audit department activity, five audit reports, and a follow-up audit status report. Fiscal year 2025 goals were reported upon, and similar goals for FY 2026 have been established. A copy of the reports was included with the board materials.

Capital Projects and Information Technology Services Updates

Associate Vice President for Facilities Management Jorge Coartney provided an update on active and future Capital Projects. These projects included Tyler and Norwood Halls renovations, Co-Gen Project, Campus Utilities Infrastructure, Dalton Hall renovation, the Roanoke Innovation Corridor, and the River Campus. An update on Information Technology Services and Capital Projects was provided in the board materials.

Financial Update

Vice President for Finance and Administration Rob Hoover presented the financial performance report for 2024-25, which included a review of the year-end financial activity and a summary of past due accounts written off as of June 30, 2025. A copy of this report was provided in the board materials.

Action Items

Recommendation for Approval of FY2026 Audit Plan

University Auditor Margaret McManus presented the proposed FY2026 Audit Plan. Ms. Armentrout asked for a motion to recommend the FY2026 Audit Plan, as presented, to the full Board for approval. Mr. Mendiola so moved, Ms. Craig seconded, and the motion was carried unanimously. A copy of the proposed resolution is attached hereto as ***Attachment A*** and is made a part hereof.

Recommendation for Approval of the 2026-32 Six-Year Capital Plan

Associate Vice President for Facilities Management Jorge Coartney presented the proposed 2026-32 Six-Year Capital Plan. Ms. Armentrout asked for a motion to recommend the 2026-32 Six-Year Capital Plan, as presented, to the full Board for approval. Mr. Jonathan Sweet so moved, Ms. Craig seconded, and the motion was carried unanimously. A copy of the proposed resolution is attached hereto as ***Attachment B*** and is made a part hereof.

Recommendation for Approval of the 2025 Six-Year Plan

Vice President Hoover presented the proposed 2025 Six-Year Plan. Ms. Armentrout asked for a motion to recommend the proposed 2025 Six-year Plan, as presented, to the full Board for approval. Ms. Craig so moved, Mr. Sweet seconded, and the motion was carried unanimously. A copy of the proposed resolution is attached hereto as ***Attachment C*** and is made a part hereof.

Recommendation for Approval of the 2025-26 Operating Budget

Vice President Hoover reviewed the proposed 2025-26 Operating Budget. Ms. Armentrout asked for a motion to recommend the 2025-26 Operating Budget, as presented, to the full Board for approval. Mr. Sweet so moved, Mr. Mendiola seconded, and the motion was carried unanimously. A copy of the proposed resolution is attached hereto as ***Attachment D*** and is made a part hereof.

Recommendation for Approval of the A/P Faculty Handbook Revision

Vice President Hoover presented to the committee the proposed changes to the Administrative and Professional (AP) Faculty Handbook. Information was provided regarding the update which was to amend the timeline for AP Faculty evaluations and revised performance expectations. The update changes the performance cycle to follow the fiscal year, July 1 to June 30, instead of October 25 to October 24, which was the prior cycle. The update also amended the deadlines for annual evaluations and revised performance expectations from November 1 and November 30, respectively, to timeframes dependent on the annual performance cycle. Ms. Armentrout asked for a motion to recommend the A/P Faculty Handbook Revision, as presented, to the full Board for approval. Mr. Mendiola so moved, Ms. Craig seconded, and the motion was carried unanimously. A copy of the proposed resolution is attached hereto as ***Attachment E*** and is made a part hereof.

ADJOURNMENT

With no further business to come before the committee, Ms. Armentrout adjourned the meeting at 12:27 p.m.

Respectfully submitted,

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