



Business Affairs and Audit Committee
11:00 a.m.
December 5, 2024
Mary Ann Jennings Hovis Memorial Board Room
Martin Hall, Third Floor, Radford, VA

DRAFT
Minutes

Committee Members Present

Dr. Betty Jo Foster, Chair
Mr. George Mendiola Jr., Vice Chair
Ms. Jeanne S. Armentrout
Ms. Joann Craig
Mr. James C. Turk

Committee Member Absent

Mr. Jonathan D. Sweet

Board Members Present

Mr. Marquett Smith, Rector
Mr. Tyler W. Lester, Vice Rector
Mr. Dale S. Ardizzone
Ms. Betsy D. Beamer
Ms. Callie M. Dalton
Mr. William C. Davis
Ms. Jennifer Wishon Gilbert
Ms. Lisa W. Pompa
Mr. David A. Smith
Dr. Matthew Close, Faculty Representative

Others Present:

Dr. Bret Danilowicz, 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. 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
Dr. Angela Joyner, Vice President for Economic Development and Corporate Education
Mr. Peter McCann, Director, Emergency Management
Ms. Margaret McManus, University Auditor

Mr. Ed Oakes, Associate Vice President for Information Technology Services
Dr. Eric Plummer, Chief of Police
Ms. Susan Richardson, University Counsel
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 Advancement and Alumni Relations

Call to Order

Dr. Betty Jo Foster, Chair, formally called the meeting to order at 11:15 a.m. in the Mary Ann Jennings Hovis Board Room, Martin Hall. Dr. Foster welcomed everyone to the December meeting of the Business Affairs and Audit Committee.

Approval of Agenda

Dr. Foster asked for a motion to approve the December 5, 2024, meeting agenda, as published. Ms. Joann Craig so moved, Mr. James Turk seconded, and the motion was carried unanimously.

Approval of Minutes

Dr. Foster asked for a motion to approve the minutes of the September 5, 2024, Business Affairs and Audit Committee meeting, as published. Mr. George Mendiola Jr. so moved, Ms. Craig seconded, and the motion was carried unanimously.

Reports

University Auditor's Report

University Auditor Margaret McManus presented an oral report on the quarterly review of the University Discretionary Fund and the following internal audit reports: Fiscal Year 2024 Inventory Audit and the College Transition Audit of the School of Nursing. Ms. McManus further provided an overview of the audit process for the committee's information. She presented Radford University's audit report from the Office of the State Inspector General's Cybersecurity Audit for Virginia Higher Education Institutions and a quarterly follow-up audit status report. She also discussed the essential relationship between the Board of Visitors and the internal audit function, and she provided an overview of the essential conditions outlined by The Institute of Internal Auditors. A copy of the reports was included with the board materials.

Financial Update

Vice President Rob Hoover presented an overview of Radford University financial processes; a review of internal budget processes, and a list of priorities for Fiscal Year 2026. A copy of the reports was included in the board materials.

Action Items:

Recommendation for Approval of a revision in the Internal Audit Charter Policy

University Auditor Margaret McManus reviewed the proposed revision of the Internal Audit Charter Policy. Dr. Foster asked for a motion to recommend the proposed revision of the Internal Audit Charter Policy, as presented, to the full Board for Approval. Ms. Craig so moved, Ms. Jeanne Armentrout seconded, and the motion carried unanimously. A copy of the proposed resolution is attached hereto as ***Attachment A*** and is made a part hereof.

Recommendation for Approval to adopt the University's Crisis and Emergency Management Plan

Dr. Eric Plummer, Chief of Police for Radford University, reviewed the University's Crisis and Emergency Management Plan. Dr. Foster asked for a motion to recommend the University's Crisis and Emergency

Management Plan, as presented, to the full Board for approval. Ms. Craig so moved, Mr. Mendiola seconded, and the motion carried unanimously. A copy of the proposed resolution is attached hereto as ***Attachment B*** and is made a part hereof.

Adjournment

With no further business to come before the committee, Dr. Foster adjourned the meeting at 12:20 p.m.

Respectfully submitted,

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

RADFORD UNIVERSITY BOARD OF VISITORS
Business Affairs & Audit Committee
December 5, 2024

Action Item
Approval of Revised Internal Audit Charter Policy

Item:

Board of Visitors approval of revision to the Internal Audit Charter Policy.

Background:

The Internal Audit Charter was first approved by the Board of Visitors during the establishment of the internal audit function (now called the Office of Audit & Advisory Services) for Radford University, in 1985. The Internal Audit Charter has been revised several times, most recently in February 2018.

The Internal Audit Charter describes the general purpose, authority, and responsibility of the Office of Audit and Advisory Services. The Internal Audit Charter also serves as a foundational guide to assist with conforming to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework (IPPF), which are the Global Internal Audit Standards and the Topical Requirements.

In 2024, after a multi-year project, The Institute of Internal Auditors significantly revised the structure of the IPPF, including the model Internal Audit Charter. Revisions are needed to Radford University's Internal Audit Charter to assist with compliance with The Institute of Internal Auditors' requirements. The revised Internal Audit Charter Policy was approved by the President's Cabinet on November 25, 2024.

Action:

Radford University Board of Visitors approval of revised Internal Audit Charter (University Policy GEN-PO-1005).

RADFORD UNIVERSITY BOARD OF VISITORS
Business Affairs & Audit Committee
December 6, 2024

Action Item
Adoption of the Crisis and Emergency Management Plan

Item:

Adoption of the Crisis and Emergency Management Plan in accordance with Virginia Governor's Executive Order 41 and § 23.1-804 of the Code of Virginia.

Background:

The first Radford University Emergency Operations Plan (EOP) was adopted by the Radford University Board of Visitors on September 4, 2008. The EOP, now referred to as the Crisis Management Emergency Plan, as been reviewed and adopted by the Board of Visitors every four years thereafter.

In 2019 Virginia's Governor signed Executive Order 41 which describes the overarching strategic preparedness initiatives for State Agencies. Emergency preparedness is a core responsibility of all executive branch agencies and public institutions of higher education. Executive Order 41 directs *"that all State Agencies implement the emergency management initiatives prescribed in this Order to enhance emergency preparedness in our Commonwealth, focusing on continuity of government, continuity of operations, and the operational capability to fulfill their roles in the event of a disaster."* As part of this order, each State Agency shall appoint an Emergency Management Coordinator with responsibility for duties that requires in part the: *"development, adoption, and maintenance of a written Crisis and Emergency Management Plan with respect to public institutions of higher education, and compliance with all related requirements in § 23.1-804 of the Code of Virginia."*

Code of Virginia § 23.1-804, Institutional crisis and emergency management plan, requires in part, that: *"Every four years, each public institution of higher education shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure that the plan remains current, and the revised plan shall be adopted formally by the governing board. Such review shall also be certified in writing to the Department of Emergency Management."*

The Radford University Crisis and Emergency Management Plan (CEMP) provides all-hazard guidance intended to preserve life, protect property, and contain an incident, emergency, or event on campus in order to continue the University's mission. The CEMP establishes incident organization to direct and control operations by assigning broad responsibilities to specific entities for disaster mitigation, prevention, preparedness, response, and recovery. The CEMP also provides the framework within which more detailed emergency plans and procedures can be developed and maintained.

This plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place. Rather, it supplements those procedures with an organizational structure that provides for the immediate focus of management on response operations and the early transition to recovery operations.

The Plan includes; the Basic Plan, which provides high-level strategic guidance and a conceptual management framework; Annexes which provide operational guidance relative to University

functional areas, foreseeable hazards, and other key information; and Appendices which contain supplement information relevant to all CEMP elements.

The CEMP may be utilized, in whole or in part, whenever incident conditions exist where immediate action is required. Incident response should be prioritized based on several considerations of; protect life safety, secure critical infrastructure and facilities, or to resume teaching and research programs.

Should an incident, emergency, or event require University response, the Executive Policy Group (EPG) may be convened. The EPG provides leadership support to emergency operations, addresses the safety and welfare of students, faculty, staff, and visitors, and assures, to the extent possible, the continuity and timely resumption of University operations.

Additionally, the EPG approves overall priorities and strategies for incident response and recovery, approves any temporary polices, identifies and approves financial resource allocations, approves suspending classes and events or closing the university, approves press releases and external communications, approves returning to normal operations, and remains accessible to the Emergency Management Team for updates and guidance.

In the event of an incident that may cause significant impact to university operations or last for an extended period, members of the Emergency Management Team (EMT) may be activated which may require the use Emergency Operations Center (EOC) to centralize the command, control, and coordination necessary to manage the incident. Upon activation of the CEMP, the EOC may be partially or fully activated (physically or virtually) depending on the type and scope of the incident, emergency, or event.

The EMT provides overall incident management and coordination, determines the scope and impact of the incident, serves as the primary information collection and dissemination clearinghouse, issues communication through Marketing & Communications, identifies resource needs and shortfalls and makes requests for resources, coordinates with local, state, and federal government agencies, maintains situational awareness and a common operating picture throughout the incident, re-assigns/deploys individuals and resources in support of response and recovery operations, and implements university business continuity of operations plan.

The Office of Emergency Management has led efforts with university stakeholders, in conducting a comprehensive review and update to ensure the plan remains current and operable as deemed necessary. Modifications to the previously adopted plan include format and wording changes to adopt best practices; establishment of the Executive Policy Group; update from Incident Management Team to Emergency Management Team; adoption of the Departmental EOC Structure in lieu of Emergency Support Function; establishment & updates of Hazard Annexes versus Functional Annexes; and inclusion of language to account for our Roanoke locations.

Action:

Radford University Board of Visitors adoption of the Crisis and Emergency Management Plan, as presented.

Radford University Board of Visitors
RESOLUTION
Adoption of the Crisis and Emergency Management Plan
December 6, 2024

Adoption of the Radford University Crisis and Emergency Management Plan;

WHEREAS, the Board of Visitors of Radford University is concerned with the health and well-being of its students, faculty and staff and desires that the best possible emergency service be available to them; and

WHEREAS, the President is concerned with the health and well-being of its students, faculty and staff and desires that the best possible emergency service be available to them; and

WHEREAS, the *Code of Virginia § 23.1-804* states that all public institutions of higher education shall develop, adopt, and keep current a written crisis and emergency management plan; and

WHEREAS, every four years, each institution shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the Board of Visitors; and

WHEREAS, such review shall be certified in writing to the Virginia Department of Emergency Management; and

WHEREAS, such a plan has been developed by university staff in compliance with Virginia Department of Emergency Management planning standards and best practices as established by the Federal Emergency Management Agency planning guides.

NOW THEREFORE, BE IT RESOLVED that the Radford University Board of Visitors does hereby officially adopt the Radford University Crisis and Emergency Management Plan.

End of Board of Visitors Materials

