



**Radford**  
UNIVERSITY

**Business Affairs and Audit Committee**  
**10:30 a.m.**  
**December 4, 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  
Mr. James C. Turk, Jr.

**Board Members Present**

Mr. Tyler W. Lester, Rector  
Ms. Jennifer Wishon Gilbert, Vice Rector  
Ms. Betsy D. Beamer  
Ms. Callie Dalton  
Mr. William C. Davis  
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  
Mr. Brandon Buchanan, Staff Auditor  
Mr. Jorge Coartney, Associate Vice President for Facilities Management  
Ms. Crystal Cregger, Director of University Services  
Ms. Allison Gallimore, Manager of Business Operations, Finance and Administration  
Ms. Lisa Ghidotti, Executive Director of Government Relations and Strategic Initiatives  
Dr. Dianne 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. Fallon Kreye, Procurement Specialist  
Dr. Donna McCloskey, Dean of the Davis College of Business and Economics  
Ms. Margaret McManus, University Auditor  
Dr. Jeanne Mekolichick, Associate Provost for Research, Faculty Success and Strategic Initiatives  
Mr. Derek Neal, Chief Executive Officer, Radford University Foundation

Mr. Ed Oakes, Associate Vice President for Information Technology Services and Chief Information Officer  
Dr. David Perryman, Associate Vice President of Strategic Communications  
Ms. Susan Richardson, University Counsel  
Mr. Barry Schmitt, Principle/Financial Advisor for Captrust (via Zoom for presentation only)  
Mr. Scott Shull, Director of Technology Support  
Ms. Lauren Snelson, Assistant Director of University Services  
Ms. Dawn Taylor, Audit Manager  
Ms. Leah Taylor, Assistant Vice President for Human Resources  
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 December meeting of the Business Affairs and Audit Committee.

### **Approval of Agenda**

Ms. Armentrout asked for a motion to approve the December meeting agenda, as published. Mr. Jonathan Sweet so moved, Mr. George Mendiola, Jr., seconded, and the motion carried unanimously.

### **Approval of Minutes**

Ms. Armentrout asked for a motion to approve the minutes of the September 11, 2025, Business Affairs and Audit Committee meeting, as published. Dr. Betty Jo Foster so moved, Mr. Sweet seconded, and the motion carried unanimously.

### **Reports**

#### **University Auditor's Report**

University Auditor Margaret McManus presented an oral report on the September 2025 quarterly review of the University Discretionary Fund. She also presented audit reports on FY2025 Change and Petty Cash Funds, FY2025 Payroll Review, and the Quarterly Follow-up Audit Status Report. She also presented the Internal Audit Strategy. 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; a list of priorities for Fiscal Year 2027; and an update on the Roanoke Academic Health Sciences Center. A copy of the reports was included in the board materials.

#### **Retirement Committee Update**

Principle/Financial Advisor for Captrust, Barry Schmitt provided an update on behalf of the Retirement Committee. A copy of the report was included in the board materials.

### **Action Item**

#### **Recommendation for Approval of the Discrimination and Harassment Policy Revision**

Vice President Hoover presented to the committee proposed changes to the Discrimination and Harassment Policy.

Ms. Armentrout asked for a motion to recommend the Discrimination and Harassment Policy revision as presented to the full Board for approval. Dr. Foster so moved, Mr. Mendiola seconded, and the motion

carried unanimously. A copy of the proposed resolution is attached hereto as ***Attachment A*** and is made a part hereof.

**ADJOURNMENT**

With no further business to come before the committee, Ms. Armentrout adjourned the meeting at 11:49 a.m.

Respectfully submitted,

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