



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. 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. 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