RADFORD UNIVERSITY
Board of Visitors

GOVERNANCE, ADMINISTRATION AND ATHLETICS COMMITTEE MEETING
4:30 P.M.
February 7, 2019
MARY ANN JENNINGS HOVIS MEMORIAL BOARD ROOM
THIRD FLOOR, MARTIN HALL, RADFORD, VA

DRAFT
MINUTES

COMMITTEE MEMBERS PRESENT
Dr. Rachel D. Fowlkes, Chair
Dr. Thomas Brewster
Mr. Gregory A. Burton
Ms. Lisa Throckmorton

COMMITTEE MEMBERS ABSENT
Ms. Georgia Anne Snyder-Falkinham, Vice-Chair

OTHER BOARD MEMBERS PRESENT
Mr. Mark S. Lawrence, Rector
Mr. Robert A. Archer, Vice Rector
Ms. Krisha Chachra
Dr. Susan Whealler Johnston
Ms. Nancy A. Rice
Ms. Myriah Brooks, Student Representative (Non-voting Advisory Member)

OTHERS PRESENT
Dr. Brian O. Hemphill, President
Ms. Karen Casteele, Secretary to the Board of Visitors and Special Assistant to the President
Dr. Kenna M. Colley, Interim Provost and Vice President for Academic Affairs
Mr. Danny M. Kemp, Vice President for Information Technology and Chief Information Officer
Ms. Wendy Lowery, Vice President for University Advancement
Ms. Kitty McCarthy, Vice President for Enrollment Management
Mr. Chad A. Reed, Vice President for Finance and Administration and Chief Financial Officer
Ms. Ashley Schumaker, Chief of Staff and Vice President for University Relations
Dr. Susan Trageser, Vice President for Student Affairs
Mr. Allen Wilson, Senior Assistant Attorney General, Commonwealth of Virginia
Other Radford University faculty and staff

CALL TO ORDER
Dr. Rachel D. Fowlkes, Chair, formally called the Governance, Administration and Athletics Committee meeting to order at 4:43 p.m. in the Mary Ann Jennings Hovis Memorial Board Room in Martin Hall.

APPROVAL OF AGENDA
Dr. Fowlkes asked for a motion to approve the February 7, 2019 agenda, as published. Ms. Lisa Throckmorton so moved, Dr. Thomas Brewster seconded, and the motion carried unanimously.

APPROVAL OF MINUTES
Dr. Fowlkes asked for a motion to approve the minutes of the December 6, 2018 meeting of the Governance, Administration and Athletics Committee, as published. Mr. Gregory A. Burton so moved, Ms. Lisa Throckmorton seconded, and the motion carried unanimously.

INFORMATION TECHNOLOGY REPORT
Vice President for Information Technology and Chief Information Officer Danny M. Kemp provided the Committee with an overview of the Information Technology Subcommittee structure for the Jefferson College of Health Sciences and Radford University merger. The Information Technology Subcommittee has five working groups, including: Administrative Applications; Academic Applications; Network and Infrastructure; Security; and User Support. A Jefferson College of Health Sciences Dataflow and Integration Points flow chart was presented, along with examples of the merger project tasks and weekly project tasks report that are tracked in Zoho Projects. Vice President Kemp also presented a network connectivity plan and information regarding the post-merger support provided by Radford University, Radford University staff at Community Hospital in Roanoke and the Carilion Technology Services Group (TSG). A copy of the presentation is attached hereto as ***Attachment A*** and made a part hereof.

INTERCOLLEGIATE ATHLETICS REPORT
Director of Athletics Robert Lineburg shared the Fall 2018 academic achievements of student-athletes with 73 percent finishing with a GPA of 3.0 or higher, 52 percent recording over a 3.4 GPA and 42 earning a 4.0 GPA. Mr. Lineburg also discussed the required benchmarks to receive the NCAA Division I academic unit distribution starting in 2019-2020. The three benchmarks include graduation success rate, federal graduation rates and academic performance rates. Continuing with his report, Mr. Lineburg reviewed the Athletics resource development with 912 current members in the Highlander Club and the overall revenue of $348,290 to date. The upcoming special events are Winter Celebration and Men's and Women's Basketball Alumni Weekend on February 23, Highlander Pride Weekend on April 25 - 27, RUby's Student-Athlete Awards Banquet on April 29 and the Graduation Cording Ceremony on May 10. A copy of the presentation is attached hereto as ***Attachment B*** and made a part hereof.

OTHER BUSINESS
Dr. Fowlkes discussed with the Committee that one of their most important tasks is to serve as the Nominating Committee for officers of the Board of Visitors. In order to facilitate the process, Dr. Fowlkes proposed a timeline for nominating Board officers to begin service on July 1, 2019. Dr. Fowlkes suggested that, as Chair, she would call for Rector and Vice Rector nominations from the Board members on April 8, 2019 and Board members will have until April 18, 2019, or 10 days as stated in the Bylaws, to respond. The Committee will meet on May 9, 2019 and finalize nominations to bring forward to the Board of Visitors meeting on May 10, 2019. Dr. Fowlkes asked for a motion to move forward with the proposed timeline. Ms. Throckmorton so moved, Mr. Burton seconded and the motion carried unanimously.

ADJOURNMENT

With no further business to come before the committee, Dr. Fowlkes asked for a motion to adjourn. Dr. Brewster made the motion, Ms. Throckmorton seconded, and the motion carried unanimously. The meeting adjourned at 5:39 p.m.

Respectfully submitted,

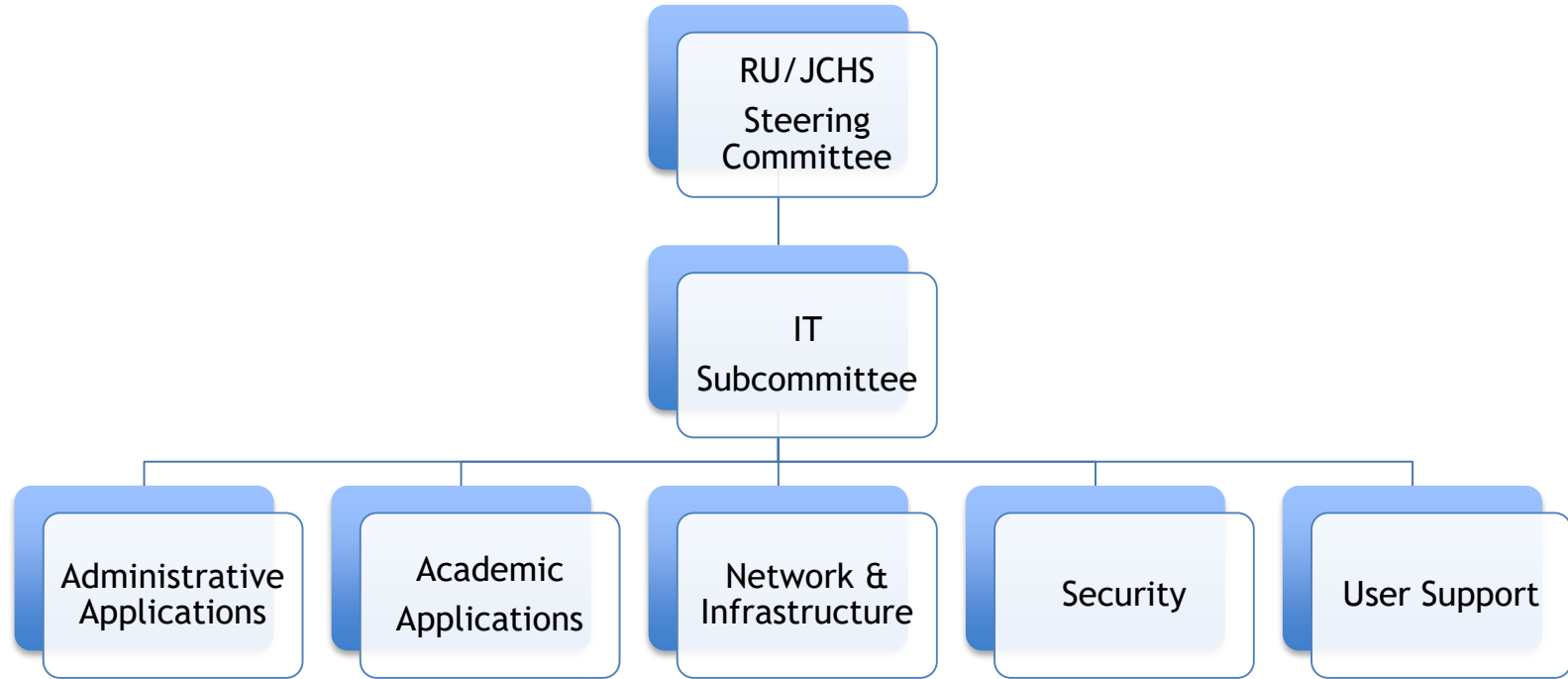Ms. Sharon Ratcliffe, Executive Assistant to the Vice President
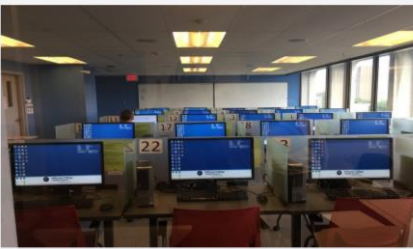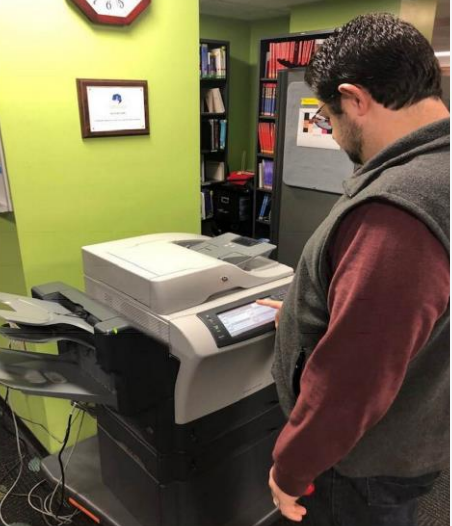for Information Technology and Chief Information Officer
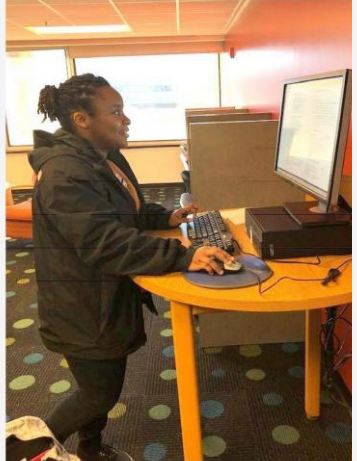
Secretary to the Committee

Information Technology Subcommittee Update

RADFORD UNIVERSITY

IT Subcommittee Structure

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                    │   RU/JCHS    │
                    │   Steering   │
                    │  Committee   │
                    └──────┬───────┘
                           │
                    ┌──────┴───────┐
                    │      IT      │
                    │ Subcommittee │
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| Administrative Applications | Academic Applications | Network & Infrastructure | Security | User Support |
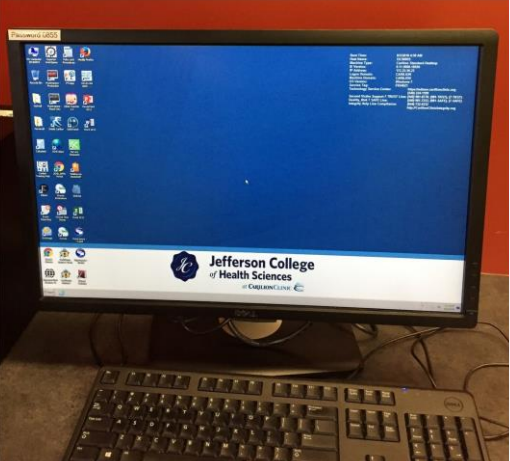
JCHS Dataflow & Integration Points
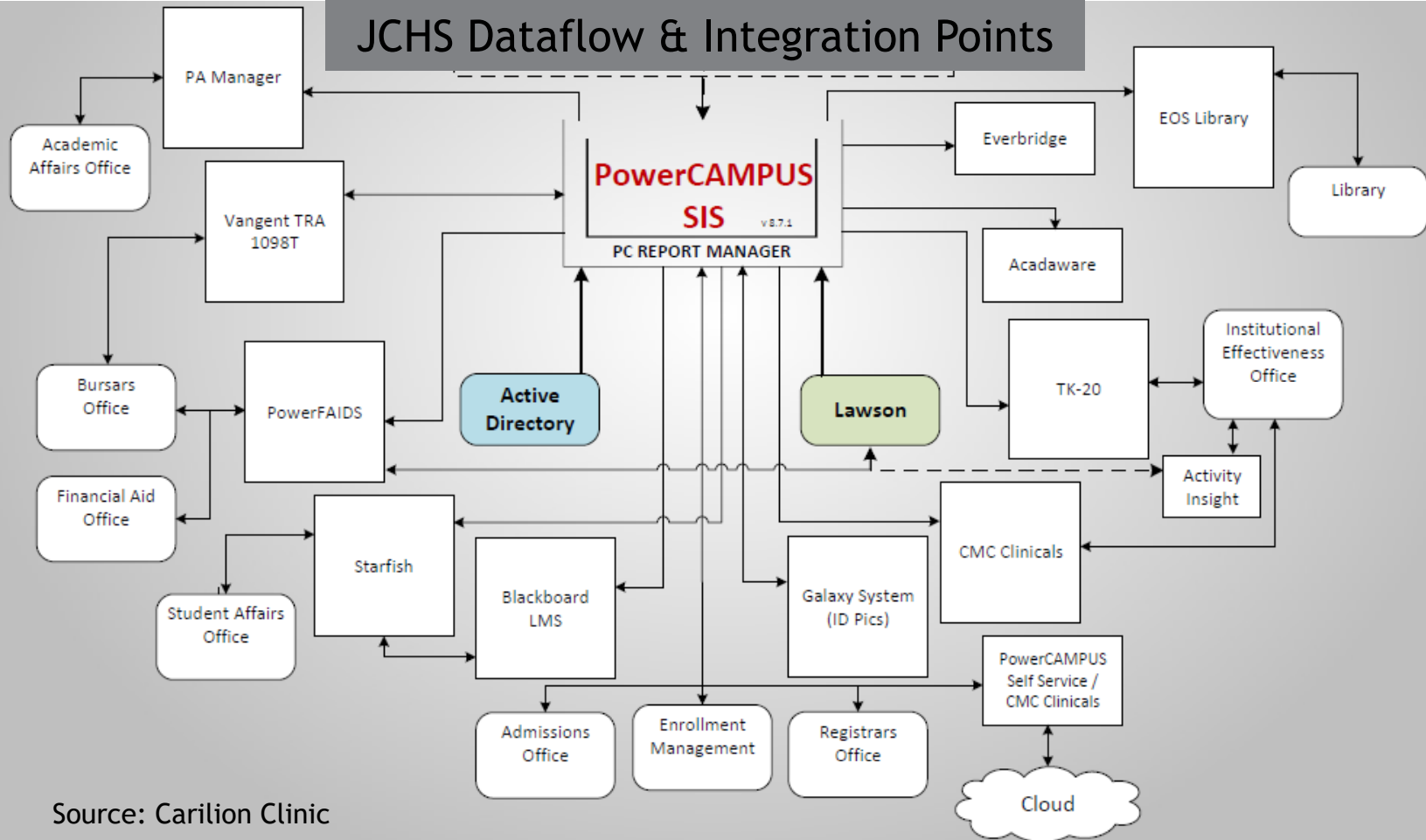
Source: Carilion Clinic

Division of Information Technology

RADFORD UNIVERSITY

Primary Topical Areas

- Data Migration and System Consolidation
  - ERP System (Power Campus & Banner)
  - Learning Management System (Blackboard & D2L)
  - Student Advising (Starfish)
- Network & Infrastructure (Internet, WiFi, Phones, Email …)
- User Support (Help Desk, Computers, Classrooms, Training …)
- Security/Identity Management (Account Provisioning, Emergency Alerts …)

JCHS Radford Merger Project
Technology Task Status
As of January 14, 2019

On Hold - 36
In Progress - 48
Planning - 60
Complete - 88
Backlog - 114

Sample Task List in Zoho Projects

TASK	OWNER	STATUS	START DATE	DUE DATE	PHASE	PRIORITY
Security Training in Security on 26 Aug, 2019						
Confirm JCHS FacStaff in EntSys Data Pull from Banner	Andrew Travis	On Hold	07-01-2019	07-31-2019	Phase II	None
Add Task						
Clinical Engineering in User Support on 26 Aug, 2019						
Work with CE to update inventory for RU and JCHS assets	mbvest	Planning	11-20-2018	03-01-2019	Phase I	Medium
Obtain GE Service Agreement and Share with Finance Committee (Ed)	mbvest	Planning	11-20-2018	03-01-2019	Phase I	Medium

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JCHS Radford Merger IT Subcommittee
Weekly Project Task Report

| Work Group	Tasks	Resources	Status	Phase	Priority	Start Date	End Date
Academic Applications							
	Learning Management System						
	Create Jefferson faculty accounts in D2L	Ed Oakes	Backlog	TBD	High	03-Jun-19	07-Jun-19
	Create sandbox courses for Jefferson faculty	Ed Oakes	Backlog	TBD	High	03-Jun-19	07-Jun-19
	D2L training for Jefferson faculty	Ed Oakes	Backlog	TBD	Medium	03-Jun-19	01-Jun-20
	Determine how Blackboard is populated Fall 2019/Spring 2020	Ed Oakes	Backlog	Phase I	None		
	Develop Banner -> Blackboard Data Load if Needed	Unassigned	Backlog	Phase I	None		
	Library Technology						
	Determine if Radford IPs can be used in Roanoke	Todd Joyce	Planning	Phase I	High	29-Oct-18	28-Feb-19
	Determine access needs for library resources	Ed Oakes	Backlog	Phase I	None	04-Feb-19	01-Apr-19
	Validate Library Plan for Loading Records into Catalog	Unassigned	Backlog	Phase I	None		
Admin Applications							
	Alumni Relations						
	Make an FYI to IT Subcommittee	-	Backlog	Phase I	Medium		
	Create export from Banner of JCHS alumni for Raiser's Edge	-	Backlog	Phase I	Medium		
	Load Alumni Data from JCHS spreadsheet to RU Raiser's Edge	Lisa Blackwell	Planning	Phase I	Medium	07-Jan-19	26-Jul-19
	Ancillary Systems						
	RUPD James Perkins request for coding from Banner to feed Door Access imports	-	Planning	Phase I	None	07-Jan-19	01-Mar-19
	Banner and PowerCampus						
	Creation of sharing, migration and testing environment	Unassigned	In Progress	Phase I	None	03-Jan-19	03-Jan-19
	Creation of data migration and conversion test database	Lisa Blackwell	In Progress	Phase I	None	28-Jan-19	04-Feb-19
	New and continuing student data migration for General Person, Admissions and Student data	Lisa Blackwell, Marlow, Thomas W. (Mac)	Backlog		None		
	Creation of extract file format/mapping for General Person, Admis	Cook, Connie S.	In Progress	Phase I	None	07-Jan-19	18-Jan-19
	Creation of PowerCampus extract process	Cook, Connie S.	In Progress	Phase I	None	07-Jan-19	18-Jan-19
	Creation of Banner local tables for PowerCampus extract	James Kabath	In Progress	Phase I	None	07-Jan-19	18-Jan-19
	Creation of Banner process to import PowerCampus extract to local tables	James Kabath	In Progress	Phase I	None	07-Jan-19	18-Jan-19
	Creation of Nolij load for import of Banner General, Admission and Student data	James Kabath	Planning	Phase I	None	07-Jan-19	04-Feb-19
	Initial Banner load of authorized new and continuing student data migration	James Kabath	Planning	Phase I	None	07-Jan-19	04-Feb-19
	Recurring PowerCampus extract of new and continuing student data	Cook, Connie S.	Planning	Phase I	None	07-Jan-19	08-Feb-19

Source: Zoho Projects

RADFORD UNIVERSITY

Network Connectivity Plan

Switches & Wiring Maintained by Carilion

Segregated VLAN

Radford Maintains Security and Traffic

1 GB Internet
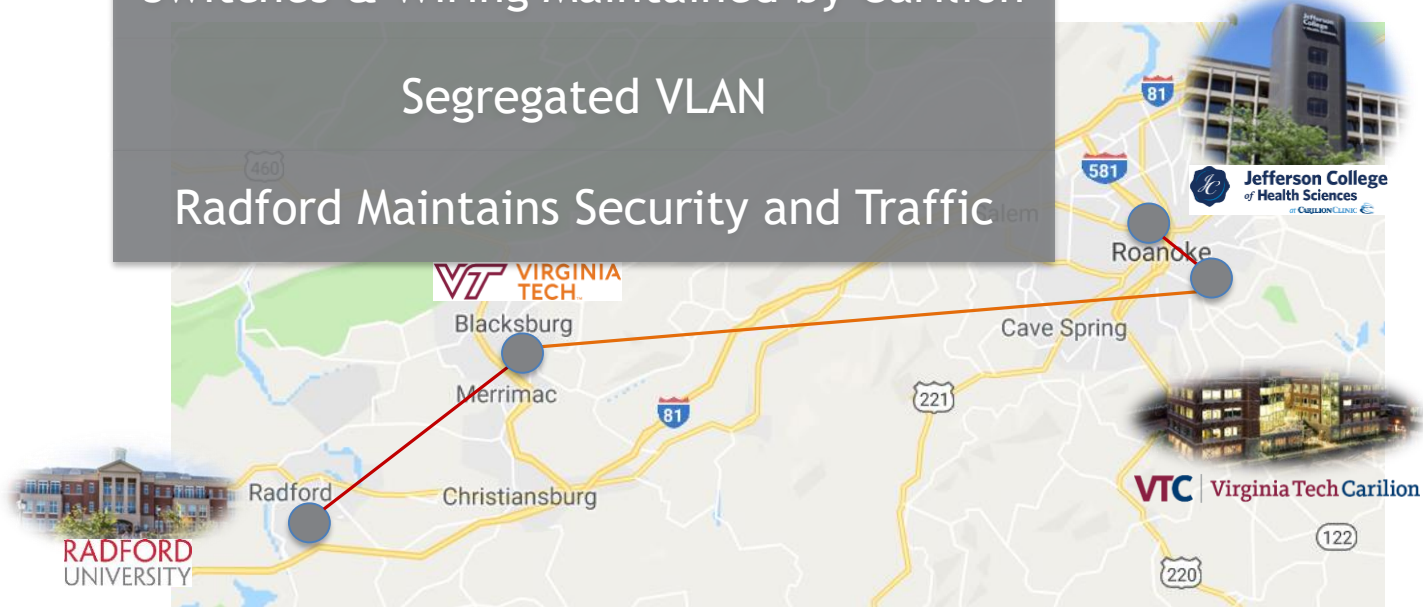
Post Merger IT Support

Radford University
- Administrative Systems
- Academic Systems
- RU Network & Infrastructure
- IT Security
- Technology Assistance

RU Staff at Community Hospital (Roanoke)
- On-Site User Support
- Classroom, Lab & Computer Support
- End User Training

Carilion Technology Services Group (TSG)
- Telephones
- Hospital Network
- Legacy Applications until Decomissioned

| 370 Devices |
| 45 Applications |
| 260 Employees |
| 1100 Students |

Discussion

Division of Information Technology (DoIT)

Highlights of Major Accomplishments
November 10, 2018 – January 9, 2019

Service Catalog Update Project
- Work continues on the project to update, enhance and improve access to the DoIT Service Catalog.
- The new Service Catalog that will be housed in ServiceNow is slated to be available from ITOneStop and the DoIT website this spring.

Project Management Support
- The DoIT Strategic Plan updates continue with a plan to publish the new plan in May 2019.
- New features and customizations continue to be added to Zoho projects to meet the needs of DoIT project managers.

Identity Services
- Completed the annual user recertification for sensitive systems.

Walker Hall 279
- Planning work is underway to update the AV technology in Walker Hall 279.

New Classroom Podiums
- New height adjustable podiums were installed in Young 221 and Center for the Sciences M-70.

McConnell Library
- Installed two large LED TV monitors at main building entrance. These monitors will provide a map of the building and event information.

IMPACT Program Technology Enhancements
- Updated network connections at RU Corporate Park to accommodate space changes.
- Filled a technology specialist position to assist with technology needs of the IMPACT program.
- Enterprise Systems continues to work toward full automation of the Admissions process and registration.

Server Upgrades for Nursing Simulation Center Completed
- DoIT staff worked with the vendor and the Nursing Simulation Center staff to complete an upgrade to new server hardware for the simulation center in Cook Hall and Roanoke.

VMWare Hardware and Software Upgrades
- DoIT completed hardware and software upgrades to the VMWare virtualization infrastructure, upgrading to the latest software release as well as replacing eight older servers with four new higher performance servers.

Planning for Off-Campus Apartment Network Wiring
- DoIT is in the planning phase of a project to enhance network connectivity to the university managed off-campus apartments. DoIT is currently working to identify the exact scope of work to be prepared for upgrades during the summer of 2019.

Reed / Curie Wiring and AV Layouts
- DoIT staff are working closely with Capital Outlay and Construction as well as the contractor to coordinate the final wiring locations in Reed/Curie as well as final planning for the AV infrastructure for the building renovation project.

Printing Services
- Installed a Xerox Versant 180 digital color press to enhance productivity and media handling capabilities.
- Supported Admissions with: 3500 copies of Admitted Student 20-page booklets, Scholarship Certificates, 12,000+ Large Envelopes, and over 22,000 postcards and folding cards with addressed envelopes.

Technology Support Services Customer Service Enhancement Training
- On January 11th, all full time Technology Support Services employees will participate in a half-day training event devoted to improving customer service. DoIT trainers have designed this event in collaboration with the Human Resources Training and Development Coordinator. A range of topics including personal work preferences, what it means to work together as a team, defining our service baseline, and focusing on the customer perspective during every interaction will be covered.

OurTurn Sessions
- DoIT continues to collaborate with the Faculty Development Center and Center for Innovative Teaching and learning to offer training to faculty and staff during Our Turn. During the January Our Turn event, DoIT provided sessions including the following topics:
  - D2L – Advanced features in our learning management system for faster grading, plagiarism detection, quiz building, grammar checking, and leaner statistics
  - Office 365 – OneDrive and O365 Groups
  - Microsoft Office - Excel and OneNote
  - Advanced iPad Features
  - Zoom Video Conferencing

Technology Support Services Statistics
- Processed 1,495 support requests between November 10 and January 7.
- 12 technology-training workshops were offered to provide faculty and staff with opportunities to enhance their technology skills.
- 770 web enabled video meetings were conducted between November 10 and January 9.

Banner 9
- Banner 9 Self Service implementation planning has begun.

English Language Culture Program
- Planning continues to design processes for the implementation of the new English Language Culture Institute.

Ellucian Ethos
- The Ellucian Ethos integration platform has been installed and ready for development activity.

JCHS Data Migration
- Development and testing has begun for the data migration to Banner for new and returning JCHS students.

Banner Payroll/HR/Budget Revitalization Project
- Work continues with the Ellucian consultant for improving business and technical processes in these Banner modules.

IMPACT Cybersecurity Program Completion
- The Information Security Officer (ISO) completed the IMPACT program's year-long Cybersecurity certificate in November.
- Courses included cybersecurity fundamentals, penetration testing, network security and ethics. The ISO is using the knowledge gained from the courses to be more aware of the threat landscape and advance the University's security program.

Computer Security Incident Response Team Guide
- The ISO formed the Computer Security Incident Response Team (CSIRT) to respond in the event of a major security incident. Examples of these major events include server compromise, systems outages due to malicious activities and data breaches.
- The CSIRT held a kick-off meeting to discuss roles, responsibilities and workflow of incident response.

Role Based Training
- DoIT redesigned the role-based training for systems and application administrators and published it as a course to the learning management system (Desire2Learn). This allows the administrators to take the course at their convenience rather than scheduling a face to face class.
- The ISO delivered the first role-based class to DoIT System Owners. System Owners are responsible for IT systems and oversee access, operation, backup and restoration of their systems. This class ensures System Owners are aware of their responsibilities.

Data and Information Management Program Mentoring
- Staff from DoIT mentored some Masters students in the Data and Information Management (DAIM) program. Two of these students utilized Splunk to analyze large data sets for the Division.
- The Splunk dashboards that were created by the students will be useful to the Division. One of the students will be hired as a student worker this semester to continue this work in Splunk.

Duo Two-Factor Authentication
- The mandatory enrollment process for active alumni accounts was rolled out on December 4, 2018 prompting alumni to enroll in Duo before logging into MyRU.
- The majority of active users have activated Duo on their account with over 15,400 accounts currently enrolled.
- New functionality was added to the Duo Management Portal for users to print a list of 10 backup passcodes that do not expire and can be used when registered devices are not available.
- Planning for securing the VPN, club accounts and other systems continues with the Duo project now slated for completion in spring 2019.

Agenda

- Academic Achievement

- Graduation Success Rate/Retention

- Competitive Excellence

- Resource Development

- Special Events

Fall 2018 Academic Achievement

73% of all Student-Athletes finished with a

GPA of 3.0 or higher

52%

of all Student-Athletes recorded over a 3.4 GPA (Dean's List)

15/16

Athletic Programs earned a 3.0 GPA or better

42

Student-Athletes earned a 4.0 GPA

7/16

Athletic Programs earned a 3.0 GPA or better

3.7 GPA for WSOC & WXC   3.6 GPA for WLX, WTE, WVB   3.4 GPA for WGO & MTE
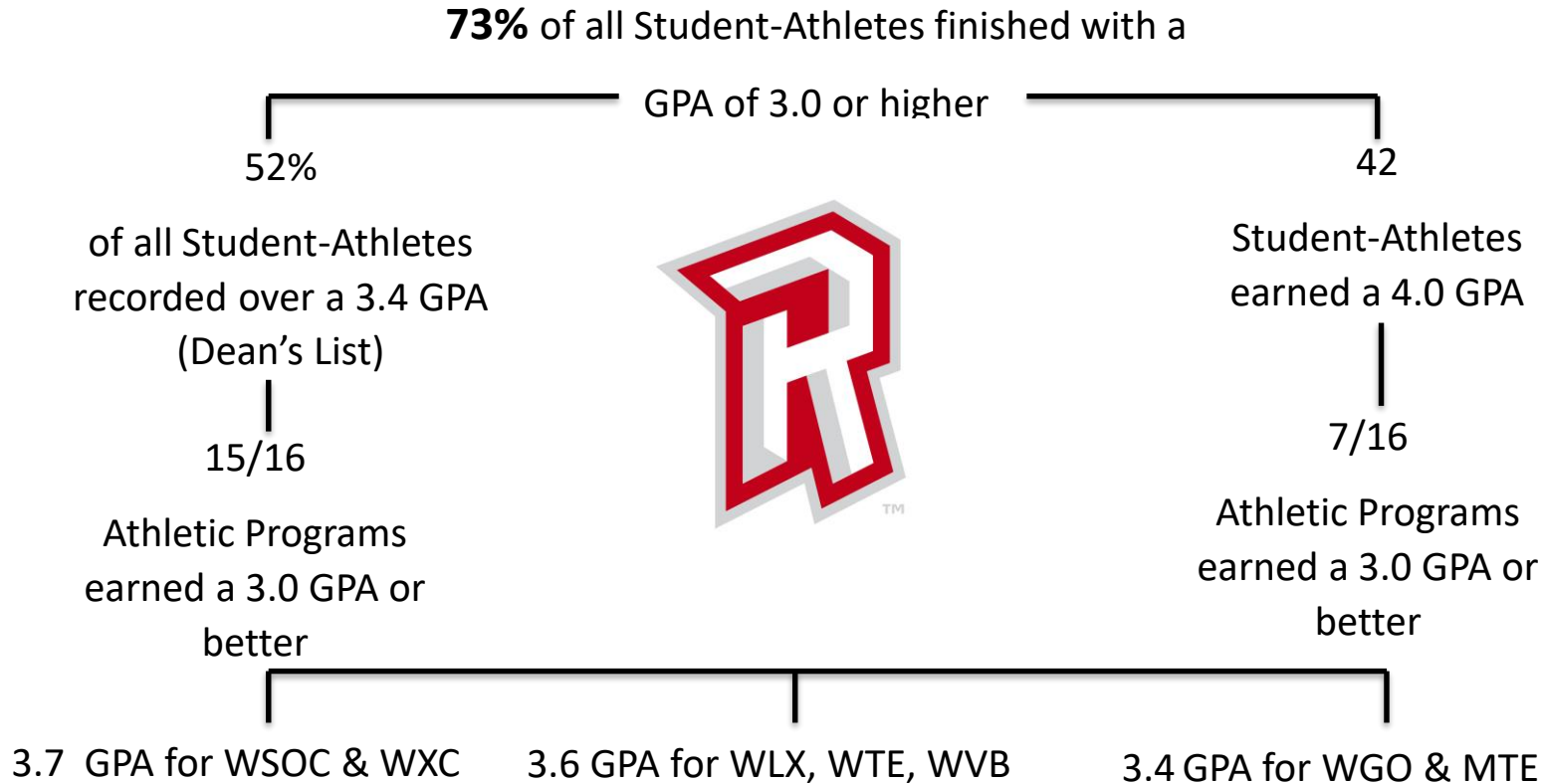
NCAA Division I Academic Unit – Graduation Success Rate

Required benchmarks to receive the NCAA Division I Academic Unit starting in 2019-2020:

1. Graduation Success Rate (GSR) of the average single year score of all student-athletes at the individual level equal to or greater than 90 percent.

2. Difference between student-athlete and student body Federal Graduation Rates (FGR) equal to greater than 13 percentage points.

3. Academic Performance Rate (APR) is equal to or greater than 985 based on average of single year scores for all teams.

	Requirement	Institution Data		Requirement Met
GSR	90%	94%		Yes
FGR	>=13%	SA FGR Student Body FGR Difference	68% 55% 13%	Yes
APR	985	964		No

Competitive Excellence

BIG SOUTH SASSER CUP STANDINGS

#		
1.	High Point	9.75
2.	Campbell	8.67
3.	Radford	8.60
4.	Charleston Southern	8.20
5.	USC Upstate	6.65
6.	UNC Asheville	5.85
7.	Presbyterian College	5.54
8.	Winthrop	4.95
9.	Longwood	4.81
10.	Gardner-Webb	4.79
11.	Hampton	2.25

Competitive Excellence

Current Standings:

Men's Basketball

Women's Basketball

Women's Indoor Track and Field

Spring Sports Update:

Baseball

Softball

Men's and Women's Golf

Women's Lacrosse

Men's and Women's Tennis

Resource Development

Fund Drive Year:
- Total New Pledges and Gifts to Highlander Club $348,040
- Membership in Highlander Club   912 members

Radford Sports Properties Revenue Update:
- Overall Revenue: $348,290
- Overall Percentage to Budget: 90% ($387,000)
- Cash Revenue Target: 86% ($290,000)
- Trade Revenue Target: 104% ($95,000)
  $6K away from matching 2017-18 revenue

Licensing and Royalties:
- 4th Quarter of 2018 - $26,116.19 (27% coming from new Rowdy Red Collection)
- YTD – $82,758.01

Special Events

Winter Celebration
Men's & Women's Basketball Alumni Weekend   February 23

Highlander Pride Weekend   April 25, 26 and 27

RUby's Student-Athlete Awards Banquet   April 29

Graduation Cording Ceremony   May 10

Discussion

End of Board of Visitors Materials