

NC STATE UNIVERSITY

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**MEMORANDUM**

**TO:** David Rainer, Environmental Health and Public Safety, Chair  
Mardecia Bell, Enterprise Technology Services and Support  
Katina Blue, Environmental Health and Safety Center, Director  
Mike Cross, University Business Officer  
Jud Hair, Extension, Engagement and Economic Development  
Louis Hunt, Enrollment Management  
Tim Luckadoo, Student Affairs  
Kevin MacNaughton, Facilities  
Diane Moose, Athletics  
Ernest Murphrey, Financial Services  
Vicki Pennington, Provost Office  
Matt Ronning, Research Administration

**FROM:** James L. Oblinger, Chancellor



**SUBJECT:** Business Continuity and Disaster Oversight Committee

**DATE:** February 25, 2009

The University's obligation to its major stakeholders requires that we employ a combined academic and administrative Business Continuity and Disaster Recovery Plan to ensure that the risk of major disruptions to critical University processes may be mitigated. To continue broad oversight of this effort, I am asking you to serve on the Business Continuity and Disaster Oversight Committee. The committee is composed of a cross-section of academic and administrative leaders who have a working knowledge of business continuity and disaster recovery processes.

The Committee has the following goals:

- Reviews annual work goals of the Department of Business Continuity
- Reviews a representative number of risk assessments and table top drills to determine the adequacy of recovery plans
- Makes recommendations on how to enhance the Business Continuity process
- Provides an annual written summary to me as Chancellor

Your support and involvement in this effort is appreciated and will assist our University in meeting its obligations to its stakeholders. I look forward to receiving your report by December 31, 2009.

cc: Executive Officers