



UNCC HARLOTTE

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MEMORANDUM

TO: Dr. Denise Trauth, Provost and Vice Chancellor for Academic Affairs
Mr. Chuck Lynch, Vice Chancellor for Student Affairs
Mr. Tom Martz, Vice Chancellor for Development and University Relations
Mr. Olen Smith, Vice Chancellor for Business Affairs

FROM: J. H. Woodward
Chancellor

DATE: November 28, 2001

SUBJECT: Business Continuity Plan

While we are in the early stages of development of a Business Continuity Plan for the campus, I think it is appropriate for me to emphasize how important this project is to the mission of the University. As a university responsible for the education of more than 18,000 students, we must answer the challenge of putting together a plan that would allow us to continue to provide instructional and other critical student services in the event of a disaster. Development of this plan will require colleges and other units to identify alternative plans for continuing and resuming their critical activities in the event of a disaster. It will take time to prepare this plan and will require the efforts of many faculty and staff. An effective Business Continuity Plan will enhance our ability to carry out the University's mission "... to extend educational opportunities and ensure success for qualified students of diverse backgrounds through informed and effective teaching..."

Thank you for your support of this project.

JHW:ra