

**NORFOLK STATE UNIVERSITY  
BOARD OF VISITORS (BOV)  
Academic and Student Affairs Committee Meeting  
Wednesday, April 3, 2024  
MINUTES**

**I. Call to Order/Establish Quorum**

Mr. Delbert Parks, Chair, called the Academic and Student Affairs Committee meeting to order at 8:44 a.m. A quorum was established with a 4-0 roll call vote.

**Committee Members Present**

Mr. Delbert Parks, Chair	Bishop Kim Brown
Mr. T. Michael Andrews	Dr. Katrina Chase

**Committee Members Virtual**

The Honorable James W. Dyke, Jr.

**Other Board Members Present**

Mr. Gilbert T. Bland	Dr. Harold L. Watkins, II
Mr. Conrad Mercer Hall	

**Counsel Present**

Pamela Boston, University Counsel and Senior Assistant Attorney General

**NSU Administrators and Staff Present**

Dr. Javaune Adams-Gaston, President	Dr. Vanessa Jenkins, Executive Director Health and Wellness
Dr. Juan M. Alexander, Associate Vice President for Enrollment Management	Mr. Kentrell Kearney, Associate Athletic Director Student Services
Dr. Leonard Brown, Jr., Vice President for Student Affairs	Dr. Justin Moses, Vice President for Operations
Dr. Jocelyn Dean, Interim Dean of Students	Mr. Clifford Porter, Vice President, University Advancement
Ms. Sher're Dozier, Clerk to the President and BOV	Ms. Shana Simmons, Licensed Clinical Social Worker
Mrs. Kimberly Early, Executive Administrative Assistant, Student Affairs	Mr. Rasool Shabazz, OIT
Dr. DoVeanna Fulton, Provost and Vice President for Academic Affairs	Mrs. Bonisha Townsend Porter, Senior Associate Vice President for Student Affairs
Ms. Tonya Gardner, Licensed Professional Counselor	Ms. Tarrye Venable, Assistant to the Vice President, Student Affairs
Mrs. Kimberly Gaymon, Scheduler/Financial Specialist	Ms. Melody Webb, Athletics Director
Ms. Cheniqua Goode, Director Counseling Center	Dr. Tanya S. White, Chief of Staff
Dr. Dawn Hess, Chief Compliance Officer	Mr. Emmanuel Williams, Counseling Services
	Mrs. Saranette Williams, Director for Career Services

**II. Recommend Approval of Electronic Participation**

The Honorable James W. Dyke, Jr. provided his reason for electronic participation. Mr. Delbert Parks motioned, seconded by Dr. Katrina Chase, and with a 4-0 roll call vote, the Committee unanimously approved electronic participation of The Honorable James W. Dyke, Jr.

**III. Recommend Approval of the February 6, 2024, Committee Meeting Minutes**

Mr. T. Michael Andrews, motioned, seconded by Dr. Katrina Chase, and with a 4-0 roll call vote, the Committee unanimously approved the February 6, 2024, Academic and Student Affairs Committee Meeting minutes.

**IV. Discussion Items**

**a. Student Affairs Update – Dr. Leonard Brown, Jr., Vice President for Student Affairs**

Dr. Brown provided an update on Career Services, highlighting two \$100,000 SCHEV Grants which were recently awarded to Norfolk State University (NSU). The grants were allocated for the Innovation Internship Fund and the VTOP Fund. Furthermore, an application for an additional SCHEV Grant was submitted the week of March 25, 2024. Dr. Brown also shared data regarding the Career Expo, noting a consistent increase in both student and employer involvement over the past three years. Alongside the traditional in-person Career Expo, students have the option to attend a Virtual Career Expo.

Next, Dr. Brown provided insights into the Counseling Services Office and the positive impact of TimelyCare. He noted the multifaceted nature of counseling, as it often represents an umbrella of services. Counselors spend most of their time helping people learn how to cope with a variety of mental health issues. Areas in which counselors in a Higher Education setting assist include crisis response, in the moment care, ongoing counseling, and prevention. The demand for counseling services saw a notable surge prior to the COVID-19 Pandemic due to factors such as the introduction of medications and a reduced stigma surrounding mental health. Throughout the pandemic, non-traditional ways to deliver counseling services, including TimelyCare, were introduced. Since its implementation at NSU in October 2022, TimelyCare has served 241 students, scheduling approximately 1,079 on-demand sessions. Notably, almost 50% of these sessions occurred after-hours, with nearly two hundred conducted across fifteen states outside of Virginia. Dr. Brown highlighted how TimelyCare has significantly reduced wait times for on-campus, in-person counseling sessions at NSU. This improvement has allowed the counseling staff to conduct more sessions and concentrate on preventative initiatives beyond the Counseling Center. Dr. Brown stressed that while TimelyCare offers valuable support, it should not replace crisis response services. Dr. Brown concluded his report by sharing data from the Association for University and Counseling Center Directors' recent survey. The data revealed counseling centers in institutions similar in size to NSU, typically serve a range of their student population from 2.9% to 14.6%, with a mean of 7.5%. Dr. Brown anticipates NSU's Counseling Services Office will align with or slightly exceed this mean in the current year.

**b. Enrollment Management Update – Dr. Justin Moses, Vice President for Operations and Chief Strategist for Institutional Effectiveness**

Dr. Moses began his report by providing an update on enrollment, highlighting a collaboration with Ruffalo-Noel Levitz (RNL), an enrollment consulting firm. For the past 18 months, NSU's Operations and Enrollment Management, Academic Affairs, and Student Affairs departments have been working in conjunction with RNL to develop and execute a strategic retention plan. A preliminary report and the draft of this plan are expected to be released soon.

Dr. Moses proceeded by announcing the scheduled Admitted Students' Day for April 6, 2024, noting 585 admitted students have already registered to attend. He shared that notifications regarding financial aid merit were sent on February 15, 2024, slightly earlier compared to previous years.

Dr. Moses provided updates on admissions figures. Notably, there has been a 10% increase in first-time freshman applications, with a 4% rise in the number of admitted first-time freshman applications. He provided insights into applications and admissions data for NSU's second degree, readmitted, transfer, and undergraduate non-degree or certificate students, attributing the decreased percentages in these categories to numerous factors such as students pursuing second bachelor's degrees, transitioning into employment, or the current processing of applications. Furthermore, Dr. Moses noted decreases in deposits were influenced by delays in processing the 2024-2025 FAFSA and the initiation of yield campaigns. Dr. Moses concluded optimistically by highlighting positive trends in overall admissions numbers, particularly within the first-time freshman cohort.

**c. Athletics Update – Ms. Melody Webb, Athletics Director**

Ms. Webb commenced her presentation by introducing the transfer portal, which serves as a compliance tool utilized for managing the transfer process of student-athletes. This tool enhances transparency in transfer procedures between schools, enabling student-athletes to openly declare their intention to explore alternative programs. The process reverts the status of the student-athlete to that of a prospective student-athlete, granting them the ability to engage in recruitment activities at alternative institutions. It also entails the removal of the student-athlete from their current institution's roster, initiates the cancellation of their athletic aid, and provides for the potential removal of access to student-athlete benefits. Student-athletes who withdraw from the portal, can be returned to their original institution, contingent upon the institution's decision to accept them back.

Ms. Webb proceeded to present statistics pertaining to the transfer portal for the 2022-2023 cohort. She detailed the destinations of the student-athletes who entered the portal: 65% moved to another Division I institution with aid, 16% to another Division I institution without aid, 14% to a Division II institution with aid, 2% to a Division II institution without aid, and 3% to a Division III institution without aid.

Ms. Webb then shared the outcomes for Division I students who entered the transfer portal. Among them, 57% transferred and enrolled at a new institution, 8% withdrew from the portal, and 35% remain in the portal without a new institution or do not have reported outcomes or are still considering their options. She provided a breakdown of outcomes for Division I transfer student-athletes categorized by athletic aid status: 31% remained active in the portal without a new institution, 56% were not on aid but active in the portal, 59% of those receiving aid transferred and continued to receive aid, 23% without aid transferred and received aid, 10% transferred without aid at their new institution, and 21% remained without aid.

Ms. Webb concluded her report by summarizing the advantages of the portal for student-athletes, coaches, and compliance administrators. Nonetheless, she cautioned that the portal comes with both benefits and drawbacks for all parties involved.

**V. Closed Session – Pursuant to §2.2-3711A.1, 4, 7, and 8, Code of Virginia**

Bishop Kim Brown read the following motion, seconded by Mr. T. Michael Andrews, and with a 4-0 Roll Call Vote the Board unanimously approved.

Chair, I move that we adjourn and reconvene in Closed Meeting pursuant to: **Section 2.2-3711(A) 1, 7 and 8 of the Code of Virginia**, for the following purposes, pursuant to the noted subsections: **(1)**: To discuss personnel matters, including more specifically, discussion of assignment, appointment, promotion, salaries, performance evaluations, as well as the granting of tenure, and/or promotion to certain university employees; and **(7) and (8)**: in consultation with legal counsel regarding specific matters requiring the provision of legal advice pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the University; along with any necessary consultation with legal counsel regarding matters noted in this motion; and that any non-committee member of the NSU Board of Visitors be permitted to attend virtually or by phone to listen in the Closed Meeting; but not participate or vote; and further that the following remain for or attend, when called, the Closed Meeting: University President, University Provost, University Legal Counsel, University Athletic Director, and Vice President for Operations and Chief Strategist for Institutional Effectiveness.

**Reconvene in Open Meeting**

Mr. Delbert Parks, Chair read: Having reconvened in Open Meeting, we will now take a roll call vote on certification that (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Board. Any member of the Board who believes that there was a departure from the requirements as stated above, shall so state prior to the vote, indicating the substance of the departure that in his, or her judgment, has taken place. With a 4-0 Roll Call Vote the Board unanimously approved.

**Motion One**

Mr. T. Michael Andrews read the following motion, seconded by Mr. Gilbert T. Bland, and with a 4-0 Roll Call Vote the Board unanimously approved.

Mr. Chair, I move that we recommend to the full Board of Visitors at its next meeting that the individuals discussed for tenure and/or promotion during the closed meeting, be recommended to the full Board of Visitors for appointment in accordance with the discussion in closed meeting.

**Motion Two**

Mr. T. Michael Andrews read the following motion, seconded by The Honorable James W. Dyke, Jr., and with a 4-0 Roll Call Vote the Board unanimously approved.

Mr. Chair, I move that we recommend to the full Board of Visitors that its next meeting the changes to the appointment contracts of the two individuals described in the closed-door meeting in accordance with reasons discussed during the closed meeting.

**VI. Public Comment**

There was no public comment.

**VII. Adjournment**

**DRAFT**

There being no further business, Mr. Delbert Parks adjourned the meeting at 10:37 a.m. With a motion by Mr. T. Michael Andrews, and a second by Dr. Katrina Chase.

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Mr. Delbert Parks, Chair

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Date

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Kimberly Early, Executive Administrative Assistant

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Date

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Justin Moses, Vice President for Operations

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Date

**NSU BOV ACADEMIC AND STUDENT AFFAIRS COMMITTEE  
ROLL CALL VOTE  
APRIL 3, 2024, 8:30 AM**

Item	Mr. Delbert Parks (Chair)	Mr. Mike Andrews	Dr. Katrina Chase	Bishop Kim Brown	The Honorable James Dyke	Mr. Jay Jamison	Totals
Quorum	Yes	Yes	Yes	Yes	Virtual	-	4-0
Recommend Approval of Electronic Participation	Yes	Yes	Yes	Yes	Virtual	-	4-0
Approval of the Minutes	Yes	Yes	Yes	Yes	Yes	-	4-0
Closed Session: Closed Session - Pursuant to §2.2-3711A.1, 4, 7, and 8, Code of Virginia	Yes	Yes	Yes	Yes	Yes	-	4-0
Open Session	Yes	Yes	Yes	Yes	Yes	-	4-0
Insert Motion 1 <sup>st</sup> Motion	Yes	Yes	Yes	Yes	Yes	-	4-0
Insert Motion 2 <sup>nd</sup> Motion	Yes	Yes	Yes	Yes	Yes	-	4-0
Adjourned (There was not a Vote)							