

DRAFT

**BOARD OF VISITORS
Finance Committee
December 12, 2003**

MINUTES

Dr. Caspa Harris, Jr., Chairperson, called the meeting to order at 10:00 a.m. Roll call indicated that the following committee members were in attendance.

Committee Members Present:

Mr. Jack Ezzell, Jr., Rector
Dr. Caspa Harris, Jr., Chairperson
Mrs. Teresa Carrington
Mr. Bobby Vassar

Committee Member Absent:

Mr. Howard Kern

Other Board Members Present:

Mrs. Viola Madison-Foreman
Dr. Jacquelyn Madry-Taylor
Mr. B. Rod Rodriguez

Members of NSU Staff Present:

Dr. Alvin J. Schexnider, Executive Vice President
Mr. Patrick Kelly, General Counsel
Mr. Kevin Appleton, Vice President of Finance and Business
Dr. Adebisi Oladipupo, Vice President of Research and Technology
Mr. Earlie Horsey, Executive Director of Planning and Budget
Mr. Ernest Ellis, Director of Internal Audit
Dr. Joyce E. Bozeman, Assistant Vice President of Finance
Mr. Tony Valentine, Assistant Vice President of Business
Mrs. Michelle Martin, Acting Controller
Mr. Thomas Dawes, Jr., Associate Director of Enterprise and Empowerment Foundation
Mr. Terry Stokes, Program Manager of Enterprise and Empowerment Foundation
Mrs. Fannie Dixon, NSUAEOP President
Mrs. Shonya C. Tankard, Recorder

1. Approval of Minutes

Dr. Harris motioned, second by Mr. Vassar and unanimously approved by the Finance Committee to approve the minutes of the August 29, 2003 meeting.

2. Discussion Items

Energy Savings Contract – Mr. Appleton discussed the Energy Savings Contract. He stated the project cost would be \$4.7 million and will address several buildings. He also said this was done in an effort to comply with Governor Warner's Executive 54 Order, which mandated that state agencies reduce their energy consumption. Mr. Appleton said that the company would be paid from the

savings.

Financial Report as of 6/30/03 – Mr. Appleton stated that the financial statements enclosed in the package were unaudited. He said that the State Auditors were on campus performing the fieldwork for the audit of the financial statements. Mrs. Carrington asked about the receivables. Mr. Appleton stated that, although there was some increase, we were going to have to reevaluate our collection policy and how we register our students and allow them to attend class. Dr. Harris inquired about the investment policy mentioned in the report. He stated that he has never seen this policy and would like the Committee to receive a copy. Mrs. Carrington asked for clarification of the reversions of the general fund of the Commonwealth on the unaudited financial statement. Mr. Horsey explained that it was mostly the result of a prepayment on the University's FY 04 budget reduction.

Budget Update – Mr. Appleton stated that, for the most part, we were on target with the budget. He directed the Committee's attention to the graph on Budget vs. Actual Revenues, and noted that revenues were a little short from previous years primarily, due to the cuts in state appropriations.

- Action Item** – Dr. Harris stated that the Committee had to vote on an action item to designate someone to request assistance for Hurricane Isabel. Mrs. Carrington motioned, seconded by Mr. Vassar and unanimously approved by the Finance Committee to approve Mr. Appleton to be the designee for the Federal Emergency Management Agency.
- 3.

4. **NSUAEOP Report**

Mrs. Dixon briefly discussed the activities the NSUAEOP participated in this semester. She also thanked the Committee for allowing the NSUAEOP to give updates.

5. **Other Business**

Master Plan – Mr. Dawes gave a PowerPoint presentation and discussed the University's Master Plan. He stated that the plan not only look at the buildings but also the open space on campus and the primary uses of the streets and roads around the university and the surrounding communities. His presentation included a picture of the university and a picture of how the university will look after the new buildings and additions were added, such as the RISE Center, the Godwin Student Center expansion, the acquisition of Norfolk Community Hospital, and the new residential hall. Dr. Harris asked if all of the communities' concerns on the new residential hall had been answered. Mr. Dawes stated that we have addressed all of their concerns. Mr. Appleton added that the City Council is scheduled to vote on Tuesday, December 16, for the approval of rezoning. He also stated that the Planning Commission had approved the Master Plan and the City Council is scheduled to vote on it.

Mr. Dawes stated that one of the stops on the light rail that is proposed will be near Ballentine and that the light rail should help the campus especially with the RISE Center and will also benefit our students. Dr. Schexnider thanked Mr. Rodriguez for all his help.

RISE Update - Mr. Stokes gave a PowerPoint presentation and update on the RISE Center. He said on November 1, 2003, we had the ground breaking for the RISE Center. He stated that the funds were secured for taking care of the first RISE building. Mr. Stokes said the funds were approved by the Treasury Board and were being handled by SunTrust Bank. He also stated In addition, further acquisition of land was acquired that was needed for the first building. Mr. Stokes said the design of the building was in the process of being approved and in January, four contract companies will be here for presentations. Mr. Stokes stated we hope to have a contract with a company in place by mid to late January, to hit ground no later August 2004 and have the ribbon cutting in November 2005.

Residence Hall Update – Mr. Dawes gave a brief presentation and update on the residence hall. He stated that it would look like an apartment suite typed development. It is scheduled to be built

adjacent to Phyllis Wheatly. He stated that American Campus Communities was the developer.

6. Closed Session

Mrs. Carrington motioned, seconded by Mr. Vassar and unanimously approved by the Committee to adjourn and reconvene in closed session, as permitted by Section 2.2-3711.A. of the Code of Virginia, for the purpose of discussing and evaluating the performance of all of the university's administrative and academic departments, including specifically to the internal audit report and hotline.

7. Other Business

No other business was brought before the Committee.

8. Adjournment

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Mr. Kevin Appleton
Vice President of Finance and Business

Dr. Caspa Harris, Jr., Chairperson
Finance Committee