

# BOARD OF VISITORS

## BOARD MEETING

President's Conference Room

December 9, 2005

### MINUTES

#### 1. Establish Quorum/Call to Order

Mr. Jack L. Ezzell, Jr., Rector, called the meeting to order at 3:05 p.m. and established that a quorum was present.

##### Board Members Present:

Mr. Jack L. Ezzell, Jr., Rector

Mrs. Viola M. Madison-Foreman, Vice-Rector/Secretary

Ms. Renitalynette K. Anderson

Ms. Virginia M. Board

Mrs. Teresa H. Carrington (*departed at 5:00 p.m.*)

Mr. Willie L. Brown

Mr. Stanley Green, Jr.

Mr. Howard P. Kern

Mr. Henry D. Light

Mr. Donald H. Patterson, Jr.

Mr. Bobby N. Vassar

##### Board Members Absent:

Dr. Jacquelyn Y. Madry-Taylor

Ms. Judith L. Rosenblatt

##### Student Representative Absent:

Mr. Thomas E. Moore, SGA President

##### Members of the NSU Staff Present:

Dr. Alvin J. Schexnider, Interim President

Mrs. Jacqueline A. Curtis, Special Assistant to the President/Board Liaison

Dr. Elsie M. Barnes, Vice President, Academic Affairs

Mr. Kevin Appleton, Vice President, Finance and Business

Dr. Adebisi O. Oladipupo, Vice President, Research and Technology/E<sup>2</sup>F Executive

Director (*arrived 4:23 p.m.*)

Mr. Paul E. Shelton, Vice President, University Advancement/NSUF Executive Director

Mr. Larry Curtis, Vice President, Student Affairs

Mr. Earlie P. Horsey, Executive Director, Planning and Budget

Mr. Patrick B. Kelly, Special Counsel

Mrs. Terricita E. Sass, Associate Vice President, Enrollment Management

Mr. Ernest M. Ellis, Internal Auditor

Mr. Marty L. Miller, Athletics Director/NSUAF Executive Director (*departed 4:42 p.m.*)

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DRAFT

Mr. Phillip D. Adams, Associate Vice President, University Advancement  
Dr. Dorothy L.R. Jones, Associate Vice President, Academic Affairs  
Dr. Nuria M. Cuevas, Associate Vice President, Academic Affairs  
Dr. Sandra J. DeLoatch, Dean, School of Science and Technology  
Mr. Chinedu G. Okala, Faculty Senate President (*departed 4:23 p.m.*)  
Dr. Curtiss E. Wall, Professor, Mathematics (*departed 4:29 p.m.*)  
Mrs. April T. Allbritton, Office Manager

### Others Present:

Mr. Phil Walzer, Writer, *The Virginian-Pilot*

### Others Present for Introduction (all departed at 3:15 p.m.):

Mr. Carl D. Burt, Chief, University Police  
Mr. Ralph W. Johnson, Associate Vice President, Finance  
Mr. Nash D. Montgomery, Director, Career Services  
Ms. Alexiss Robinson, Compliance Officer  
Mr. Charles I. Thompson, III, Director of Environmental Health, Safety & Risk Management  
Mr. William Rice, Retired Chief, University Police  
Mrs. Estherine J. Harding, Retired Financial Aid Director

## 2. Approval of Board Minutes

Mr. Ezzell asked the Board to take a few moments to review the September minutes behind Tab 8 of the Board book. He stated that he would like to make one change on page 3, fourth paragraph that reads: *“Mr. Ezzell stated that the budget on a whole is a little over \$200,000. This amount may change slightly; however, one-third of the presidential salary may be funded through the search firm.”* He stated that the latter half of the second sentence is a little misleading regarding one-third of the presidential salary. He recommended the following change. Delete *“; however, one-third of the presidential salary may be funded through the search firm.”* and replace with *“as the search firm fees may be up to one-third of the presidential salary.”*

Mr. Vassar motioned, seconded by Ms. Board and unanimously voted by the Board to approve the September 2, 2005 Board minutes with the above change.

## 3. Rector’s Report

**Presidential Search Status** – Mr. Ezzell stated that it has been a very busy time for the Board and the Committee with most of the activity being associated with the Presidential Search. He stated that more detail would be provided in Closed Session. He added that

things are progressing on schedule and the Committee is very pleased with the progress thus far.

**Governor's Luncheon** – Mr. Ezzell stated that last Friday, December 2, 2005, he had the privilege of attending a luncheon meeting at the Governor's Mansion along with all the other university Rectors. At the meeting, Governor Warner revealed that he would announce investments for research and development for universities. Mr. Ezzell stated that Governor Warner may provide more detail tomorrow in his speech as NSU's Commencement speaker. The Governor stressed at the luncheon the importance of universities engaging in Small Women and Minority-Owned (SWAM) firms. He stated that it is clear that the Governor is placing major emphasis on this item and that this is something he tracks very closely. At this point, less than 2% of all the dollars that have been spent in the Commonwealth have gone to SWAM firms. Mr. Ezzell stated that he is very pleased with Norfolk State's performance in this area and the Finance Committee's report may include specifics on how we are addressing this Executive Order.

#### **4. President's Report**

**Introductions** – The following new employees were introduced by Dr. Schexnider:

Mr. Carl D. Burt, Chief, University Police - Recently retired as Deputy Chief of the Newport News Police Department. Begin work on December 1, 2005. Mr. Burt is a graduate of Christopher Newport University and the FBI National Academy.

Mr. Ralph W. Johnson, Associate Vice President for Finance - Appointed November 1, 2005. Mr. Johnson comes to Norfolk State from Dillard University where he was Assistant Vice President and Controller. He holds an undergraduate degree from Bradley University in Emporia, Illinois and has an MBA from Tulane University.

Mr. Nash D. Montgomery, Director of Career Services for Student Affairs - Hired in late September 2005. He comes to the university from Old Dominion University. Mr. Nash has an undergraduate degree from University of Maryland and a MPA from Troy State University.

Ms. Alexiss Robinson, Compliance Officer in Athletics - Previously employed by our athletic conference (MEAC). Ms. Robinson has an undergraduate degree from Hampton University.

Mr. Charles I. Thompson, III, Director of Environmental Health, Safety and Risk Management - Came aboard August 25, 2005 from the Virginia International Terminals, Inc.

in Norfolk where he was Safety Officer for over ten years. He holds a B.S. in Aerospace Engineering and a Master of Science in Management Engineering.

**Retirements** – Dr. Schexnider stated that he met Mr. William Rice back in July 2002. At that time, Mr. Rice was pulled from retirement from Old Dominion University. Mr. Rice was asked to do a consultant's report for NSU; and subsequently, hired to implement the plan. Mr. Rice has been with the university for the past 18 months and is now returning to retirement.

Dr. Schexnider stated that he is pleased to recognize Mrs. Estherine J. Harding. Mrs. Harding is retiring from the position of Financial Aid Director after 32 years of service to the university. He stated that she came to the university as a student and began her career as a student worker, climbed the ladder and ended her career as director. He thanked her for a job exceedingly well done.

Dr. Schexnider stated that at the last Board meeting it was reported that the university was able to internally reallocate \$7M. He invited Dr. Sandra DeLoatch, Chair of the University Budget Committee to the meeting today to describe how the process is working and to provide insight on implementation. **Dr. Schexnider stated that a quarterly report is due this month and will be presented to the Board in March 2006.**

**Strategic Plan and the University Budget Committee** – Dr. DeLoatch stated that the Budget Committee is very active and working diligently to ensure that our resources are used appropriately. The Budget Committee consists of fifteen representatives from across the university. She stated that as expected Academic Affairs has the most members of ten and the other five are representatives from other divisions. Dr. DeLoatch stated that the process is participatory from the bottom up. Units develop budgets consistent with critical success factors identified by their vice presidents. Budgets are developed and then reviewed by the vice presidents to ensure that they are inline with the strategic plan. The budgets are then presented to the Budget Committee who begins its work in earnest. She stated that there are six subcommittees as follows.

- 1) Administrative Support Services
- 2) Academic Affairs
- 3) Auxiliary Enterprises
- 4) Student Affairs
- 5) Revenue and Fees
- 6) Finance and Business

Dr. DeLoatch stated that Town meetings are held so that everyone will have input on the budget. She stated that the Budget Committee submits the budget to Executive Cabinet and

ultimately to the Board for approval. She stated that she can assure the Board that the University Budget Committee is very committed to ensuring that priorities are funded through the strategic plan.

**Announcements** – Dr. Schexnider gave announcements on the Spartan Health Initiative and a SACUBO Award received in November. He stated that two articles are provided in the Board book for reading at their leisure.

Dr. Schexnider gave a brief PowerPoint presentation on the following:

**Adjunct Faculty** – Dr. Schexnider provided a table showing that in the past approximately \$2.2M was spent on adjunct faculty. He stated that the university is not making maximum use of full-time faculty and adjunct faculty (who are part-time) are hired to make up or cover the difference. Dr. Schexnider stated that if the university can get more productivity out of its full-time faculty then this number can be reduced. Ideally, the university would like to reduce this amount to the lowest possible factor. He stated that given that enrollment has decreased, he is hypersensitive to cost containment.

**Faculty Student Ratio** – Dr. Schexnider reported that the current Faculty/Student Ratio is 1 to 16. He stated that behind this panel is another slide that shows where NSU fits in comparison to other universities. He stated 1 to 16 is what you would find at a small private liberal arts school like Hollins, Amherst or Williams. This is not ideal for a tax-supported institution like NSU so the university is working to increase this ratio. Mr. Kern asked what goal is the university working toward? Dr. Schexnider stated that 1 to 25 or 1 to 30 depending on the discipline. He displayed a slide that listed Faculty/Student Ratios at other universities. Mr. Vassar asked to what extent does this involve the type or variety of courses that are being offered, adding that if you have more, then you would expect a greater spread? Dr. Schexnider stated that this is part of it; however, the university could use more efficient ways of deploring faculty and offering instruction. The university would like more classes with larger sections and will have to work more with faculty to do so. Mr. Kern stated that leverages with new technology, particularly with commuter, off-campus educational opportunities, and satellite programs could provide the larger classes. The Board discussed the ratio of other universities like Virginia Commonwealth University, Spelman, Xavier and Howard.

### **Six-Year Plan – Program Highlights**

– Access – Dr. Schexnider stated that included in NSU's plan is an objective to increase enrollment to more than 8,000 by 2012. In order to accomplish this growth, an annual rate increase of 4% is needed to meet this goal. He stated that this is a challenge; however,

Mrs. Sass is doing a wonderful job as the Enrollment Management Plan unfolds. The university plans to provide an additional \$400,000 over the next six years for the enrollment management function.

- Affordability – Dr. Schexnider stated that the university is concerned about the impact of the cost of access on higher education. In the university’s plan, tuition for in-state undergraduates will increase by only one percent (1%) per year over the next six years with support from general funds. Dr. Schexnider stated that the median salary for our students’ parents is \$30,000. He stated that the university’s in-state tuition and fees is \$11,000 nearly 1/3 of their salary. Dr. Schexnider stated that the University is committed to generate from private sources an estimated \$3M for scholarships over the next six years to close the gap. Mr. Patterson asked what happens if private funding fall short? Dr. Schexnider stated that, if the funds are not raised, the university may fall short of its enrollment target. He added that he is optimistic that the university will meet this goal; it has to meet this goal. Mr. Patterson asked if enrollment is not met would this change the strategic plan? Dr. Schexnider stated that changes would have to be made to the strategic plan.
- Academic Offerings – Dr. Schexnider stated that the plan includes a new Ph.D. program in material science and engineering which will address the shortage of underrepresented groups in the engineering and technology fields. The estimated cost of the new program is \$8M over the next six years. He stated that he had the opportunity to have dinner with the CREAM Advisory Board on Wednesday and commended Dr. DeLoatch for her efforts in this area. He stated that these are the types of programs that will benefit RISE. Dr. Schexnider stated that the university plans to expand its nursing program adding an estimated \$1M over the next six years. Nursing is one area that the Commonwealth wants to increase enrollment.
- Academic Standards – Dr. Schexnider stated that improving academic standards requires that faculty and staff enhance their skills. Included in the plan are funds to support faculty development in the amount of \$1M over the next six-year period. To improve academic programs, the plan included \$1.3M in support of upgrades to academic computing and technology.
- Enrollment Management – Dr. Schexnider discussed the following:
  - Comparative Enrollment Trends – A chart was provided showing comparative enrollments for Norfolk State, Old Dominion, Tidewater Community College, Virginia Commonwealth and Virginia State. Dr. Schexnider noted that NSU’s enrollment is going

down and has flat lined. He stated that he will meet with Mrs. Sass, Dr. Barnes, Mr. Horsey and each dean to implement systematic efforts to increase enrollment.

- Organizing for Effective Enrollment Management – Dr. Schexnider briefly discussed changes that are resulting in improved services.

He briefly touched base on the following:

- Retention Efforts
- Financial Aid and Satisfactory Academic Progress
- Online Registration
- Meetings with High School Principals and Guidance Counselors

Mr. Patterson asked what is enrollment at Howard University? Mrs. Sass stated that Howard was ahead of NSU but now both are about the same.

**Legislative Priorities** – Dr. Schexnider stated that the full document is provided under Tab 4 of the Board Book as part of the Finance Committee Report. He listed the following:

- Renovation/Construction of Norfolk Community Hospital – Two phases, \$25M each. This is the university's number one priority.
- Renovation of Lyman Beecher Brooks Library – \$16,858,460. Dr. Schexnider stated that there was flooding in the library last week, oddly enough on the newer side. The library is important as it is one of our accreditation concerns. Dr. Schexnider stated that he, Dr. Barnes, Mr. Okala, Dr. Cuevas and others attended SACS last week.
- Renovation of Brown Hall – \$24,098,085. Brown Hall is the oldest building on campus and is badly in need of repairs.
- Addition/Renovation of the Fine Arts Building – 23,031,346. Renovation needed to provide addition room for the band.
- Renovation of the Wilder Center – \$7,656,976. Construction defect with the floor that has to be corrected.

**Cost Overruns** – Dr. Schexnider stated that the following cost overruns have been identified:

- Research and Innovations to Support Empowerment – university is requesting an additional \$3M Dr. Schexnider stated that all universities are experiencing cost overruns in light of the effects of Hurricane Katrina and the increase in the cost of steel.
- Robinson Technology Building, Phase II Renovation – Requesting \$1.8M to replenish the maintenance reserve for funds that have been used to support this cost overrun.
- Police and Public Safety Building – \$3,850,000 initially requested. Again, due to effects of Hurricane Katrina and increase in construction materials, an additional \$1M is being requested.

**Maintenance Reserve Request** – (\$8,910,000). Request includes roof replacements, HVAC, storm water management, masonry repair, campus lighting and fire alarm upgrades, ADA improvements and infrastructure improvements to pavement and sidewalks.

**Legislative Base Adequacy** – Dr. Schexnider provided a chart showing the base adequacy of Virginia institutions. According to the State Council of Higher Education’s formula, Norfolk State is at 100% of base adequacy. He stated that as you know, a formula on paper that states NSU is adequately funded doesn’t ring quite true when you look at our buildings compared to buildings on other campuses. He stated that the Six-Year Plan has some performance measures that if the university does not meet them it would have a significant financial impact. NSU’s enrollment was approximately 8,000 in the 1980s and roughly 6,000 today; however, our budget has not suffered much. Dr. Schexnider stated that the way to grow your budget in this State is to increase your numbers. In Virginia, funding is enrollment driven. He stated that other universities in the urban crescent are growing and NSU needs to grow as well.

**Master Plan** – Dr. Schexnider stated that NSU selected John Portman & Associates, an architectural and planning firm, to develop its campus master plan. Mr. Appleton stated that \$250,000 has been appropriated for this item. A status report will be provided to the Board at the March meeting.

Mr. Vassar asked if the university had made any measurable progress on its goals for retention? Dr. Schexnider stated that retention is equally important. The university is looking at overhauling the First-Year Experience program as well as Freshmen Orientation. He stated that customer service plays a significant role in retention.

Mr. Vassar asked if the university has identified financial assistance as a factor driving the issue of retention as well? Dr. Schexnider stated that last fall, 379 students left because they did not have enough money. The university plans to do a better job of informing students

and parents early on in the process about the amount of money that is needed to send a child to college. He stated that there is a \$2M gap between what students need. Mrs. Sass stated that the metrics for retention are that the university is off 1% of its goal of 66%. The university is currently at 65% which is up from 63% three years prior. She stated the goal is to be at 71% by 2010.

Mr. Kern stated that two other elements should be addressed:

- 1) The university could target segments of the market not coming directly out of high schools, more of the working populations.
- 2) The university could target adults working in his type of area like LPNs who want to be RNs by partnering with corporate and private entities that have funding available for advanced training.

Mr. Kern stated that it seems like the university has to grow fundamentally to achieve a number of agendas, and it has to be quality growth both in terms of good balance economically as well the qualities of the undergraduate and graduate educational practices. Dr. Barnes stated that the Academic Affairs Committee had an in depth discussion in this regard.

## **5. Standing Committee Reports**

**ACADEMIC AFFAIRS** – Mrs. Teresa Carrington chaired the meeting in the absence of Dr. Madry-Taylor. She stated that the Committee had a very lively and enlightening discussion. There is one action item for consideration. She asked Dr. Barnes to provide a brief update.

**Program Closure Recommendation** - Dr. Barnes stated the Committee is recommending program closure of the Health Information Management (old name Medical Records). The program began in 1981, was accredited; however, lost its accreditation in 1999. There are currently twenty students enrolled in the program, seven of which are scheduled to graduate during the 2005-2006 academic year. She stated that this program does not have the enrollment as students do not have to have a bachelor's degree to get into this field. They usually receive an associate's degree. Dr. Barnes stated that even though there are spot shortages nationwide there is not a shortage in Hampton Roads. Another reason for closing the program is that reaccreditation would require additional faculty and a dedicated lab. She stated that it would be best to close this program and redeploy faculty in this discipline into the Nursing department. Nursing's growth is astronomical. Dr. Barnes informed the Board that if the program is approved for closure, there will not be another Health Information Management program in Virginia. The closest would be in North Carolina. Closure would

be effective June 2006 and the junior and senior students would be out of the pipeline by May 2007. Freshmen and sophomores will be advised to select other majors or Health Service Management. If approved, a voluntary closure form will be forwarded to SCHEV who would make the final decision.

Mrs. Carrington motioned on behalf of the Academic Affairs Committee, seconded by Mr. Willie Brown and unanimously voted by the Board to approve the discontinuance the B.S. in Health Information Management.

**Faculty Manual** - Dr. Barnes informed the Board that consideration of the new faculty manual would be postponed until the March 2006 Board meeting because of concerns expressed by the Faculty Senate. She stated that Dr. Madry-Taylor recommended the Faculty Senate be given one more opportunity to vent to faculty. Areas of concerns are:

- Certification of Graduate Faculty (Section 54.1) – Section added that graduate faculty must go through a recertification process. This is not outside of the norm and is part of SACS' requirement.
- Sick-Leave Plan (Section 7.6) – This plan was introduced by the Board's Finance Committee last year. She stated that the Academic Affairs Committee revised the proposal to state that the time charged will be based on the standard twenty contact hour work week for full-time faculty. If out one full day, faculty will be charged four hours for both instructional and non-instructional time.

Mr. Ezzell stated those in the corporate world are facing the same type of issues. Dr. Barnes continued with:

- Post-Tenure Review and Renewal Plan (Section 3.8) – Approximately 15% of tenured faculty will be reviewed on a regular basis every seven years. Reviews may be conducted earlier for failure to meet minimal obligations and standards for two consecutive or three non-consecutive annual peer evaluations within any five-year period. Also, if unsatisfactory performance is not corrected within the period defined by the Review Committee, not to exceed three academic semesters, the consequence will be dismissal.
- Two-thirds (2/3) Tenure Cap (Section 3.3.2 and Section 3.6). – This rule has been in the academy for quite some time; however, NSU has not enforced it. In instances where the faculty member is approved for tenure but no tenure slot is available due to the cap, the application may be held until the next slot becomes available, contingent upon satisfactory reviews on subsequent annual peer evaluations.

- University Review Committee (Section 3.7.3 and Section 6.1.4.8) – A nine member committee will be appointed consisting of a member elected from each of the five schools, the Faculty Senate President or his/her designee, one member selected by the grievant, one from the department and one from plurality vote.

**Dr. Barnes stated the Faculty Manual will come back for approval in March.** The consensus is that we have agreed to disagree.

Dr. Barnes provided an update on the number of full-time and part-time faculty as well as an update on the SACS 2005 Annual Meeting. She stated that SACS representatives were most impressed that NSU had the Faculty Senate President as a member of its team. NSU did a workshop on Curriculum Alignment for Student Achievement. SACS recognized that Dr. Cuevas was the expert on the team.

Dr. Barnes provided an overview of the Fan Mountain Lease and displayed photos of the observatory. NSU will construct its portion in the future. The annual lease cost is \$1.00. She stated that Drs. Carlos Salgado and Floyd Miller are NSU professors working on the project. The project is paid for by funds from the Commonwealth, NASA and the National Science Foundation. Dr. Barnes stated that this project was mentioned in a national magazine.

**FINANCE AND BUSINESS** – Mr. Kern stated that the Committee’s report is behind Tab 4 of the Board book. There are two action items for consideration. He asked Mr. Appleton to highlight items of significance.

Mr. Kern motioned on behalf of the Finance Committee, seconded by Mrs. Carrington and unanimously voted by the Board to approve the Fan Mountain Lease.

**Administrative and Professional Faculty Leave** - Mr. Kern stated that the Committee does not want to see the habit of employees accruing large amounts of leave as it has a financial impact on the university. He stated that the Committee reviewed the leave of Ms. Paula Thompson and due to an extensive workload she was not able to take 14 annual leave days and subsequently will lose them. **The Committee agreed to allow Mrs. Thompson to carry this leave over into next year; however, feels that management should come back with a future policy recommendation allowing the University President to approve these types of items at his/her discretion.**

Mr. Kern motioned on behalf of Finance and Business Committee, seconded by Mr. Vassar to approve the carry over of 14 days annual leave days for Ms. Paula Thompson, Assistant to the General Counsel.

Mr. Vassar added that the university counsel position is vacant and that Ms. Thompson volunteered to fill in. The university is not forcing her to do it.

Mr. Appleton named new employees in the Finance and Business division. He stated that staffing changes have been made to provide expertise in certain areas that have helped to minimize account receivables. He stated that the university is maintaining the same level of cash collections and accounts receivables will continue to decrease as we move forward. Mr. Appleton stated that the financial statements are in the Board book. The financial position is improving even though the university experienced a decrease in enrollment. He stated that the Committee also discussed the financial aspect of the Six-Year Plan. He added that campus projects are on schedule, designs are being reviewed for the new student center and the university is in a transformative process trying to improve the appearance of campus and efficiency and effectiveness of the university's mechanical infrastructure.

Mr. Kern stated that the Committee was very impressed with the actions and results that were achieved by the Finance and Business staff. Mr. Ezzell stated that he applauds their efforts as well. **Mr. Ezzell stated he would like the Finance Committee to provide a SWAM report at each Board meeting just to summarize what the university is doing in this area.**

**RESEARCH AND TECHNOLOGY** – Mr. Vassar stated that the Committee had no action items. He stated that Dr. Oladipupo had to leave to attend a press announcement from the Governor. Mr. Vassar reported that the Committee received information that was rather technical on such items as bioinformatics, gamma ray research, LambdaRail, SuperNode and how they interface with second and third Internet platforms. He asked Ms. Anderson to elaborate on the NIH grant that NSU received recently.

Ms. Anderson stated that NSU received a grant from NIH and it is to assist with technology in bioinformatics. As part of that, one of the things NIH is also pursuing is providing access to Internet 2 which is the second generation of Internet services. She explained that most people are familiar with Internet 1 which is standard and used mostly for commercial purposes. Internet 2 is private and exclusively set aside for research entities, medical institutions, more so for high speed high bandwidth applications. Ms. Anderson stated that NIH is partnering with NSU to provide access to this service. There is a reoccurring fee to become a member of this in the amount of \$30,000 a year with some initial capital investments that have to be made. This proposal is in addition to the grant that was received in the amount of over \$3M.

Ms. Anderson stated that one issue is that whenever you use partnerships there are guidance requirements, and in this case, requirements that may seem counterproductive. NIH is requiring that universities account for each hour spent on grants, in essence punching the

time clock; however, NSU is being given the opportunity to comment on these parameters. Mr. Vassar stated that this is an issue for all universities and organizations that receive grants. He stated that Dr. Oladipupo is consulting with research counsels.

Mr. Vassar stated that NSU has not had a grant relationship with NIH in ten years. Mr. Patterson asked why? Ms. Anderson stated that it has been difficult for institutions and organizations to find an inroad into the NIH grants program. Mr. Vassar stated that the inroad was NSU's biology department.

Mr. Vassar stated that the Committee also discussed opportunities in the rough. The Committee discussed the progress of RISE I and the request for an additional \$3M for market cost increase in materials. He stated that a guaranteed price has been obtained for construction of the building which puts in a control factor. Mr. Vassar stated that for RISE 2, the major issue is land acquisition. The good news is that a house that is in the center of this property has been purchased and now the street can be closed in this area. Mr. Vassar also reported that E-Commerce is now live. This will allow students to pay online.

Dr. Oladipupo entered the meeting as Mr. Vassar was about to conclude the report. Dr. Oladipupo stated that the Governor made a new announcement today in Suffolk, providing \$7M to ODU for research. He stated that the Governor indicated that he would make another announcement tomorrow at Commencement.

Mr. Ezzell stated that let the record reflect that with the addition of Ms. Anderson to the Research and Technology Committee there would be added insight to discussions.

**STUDENT AFFAIRS** – Mrs. Madison-Foreman stated that the Committee had a very informative session. She asked Mr. Curtis, Mrs. Sass and Mr. Miller to give brief reports. She asked Mr. Miller if he would like to present first since he had to leave early due to a death in his family. Mr. Miller stated that he would follow protocol.

Mr. Curtis stated that fourteen students displaced by Hurricane Katrina came to NSU from other institutions. Approximately \$90,000 in tuition and fees was waived for these students. A total of \$13,000 was donated through the Foundation for financial support. Five students have indicated that they will return to their home schools for the spring semester. The students who decide to remain are eligible to transfer and apply their financial aid here.

Mrs. Sass stated the Fact books were provided to the Board and Executive Cabinet. The document will also be available online.

Mr. Curtis stated that Dr. Anderson, Director of the Spartan Health Center, gave an outstanding report on the Spartan Health Initiative. He reported that 140 students have registered for the program at the Spartan Health Center. Sixty are registered with the PHAT Station. Mr. Green stated that Dr. Anderson's report was enlightening and that he was provided a BMI meter that is used to calculate obesity levels. He stated that corporations are beginning to implement similar fitness and health programs.

Mrs. Madison-Foreman asked if NSU's food service vendor is working with the Health Center on this initiative? Mr. Curtis stated that Thompson Hospitality began providing healthy menus in January. Mr. Appleton stated that one of the things NSU asked for in the food service contract was a nutritionist. He stated that in the main dining hall, there are food stations that offer healthy fairs and students are able to choose from a variety of items. Mrs. Sass stated that feedback from Student Town Hall meetings has been very positive. Students are pleased that regular and veggie burgers, as well as salads are provided.

Mr. Curtis stated that Mr. Moore, the SGA President, reported that two NSU students out of total of five hundred received laptops from Thurgood Marshall for their outstanding essays.

Mr. Miller stated that he is working to get youth interested in NSU's facilities. A championship youth football game was held on December 3. The kids enjoyed this activity and it exposed them to campus at an early age. He stated that the basketball season is underway and that tickets go on sale Monday. Mr. Miller reported that the men's track team won the MEAC Cross Country Tournament for the sixth consecutive time. The women finished second. He stated that Coach Hammond, the assistant basketball coach, resigned in November due to health reasons.

Mr. Miller stated that Mrs. Clara Echols, wife of Joe Echols, who the gym is named after of, passed away. He stated that Mrs. Echols treated him as her son and that this is the death in the family that Mrs. Madison-Foreman referred to earlier.

Mr. Curtis stated that the Board was provided a tour of Spartan Suites. A successful Open House was held on Wednesday. He stated that the university is very proud of the facility. As requested, he provided the cost associated with rental. Mrs. Madison-Foreman stated that the facility is so nice that she almost wishes that she was a student again. Mr. Green stated that it is a first-class facility.

**UNIVERSITY ADVANCEMENT** – Mr. Brown stated that there are no action items. The Committee spent a lot of time on two items. He stated that the major gifts campaign will be discussed later in Closed Session. The other item "was getting out the university's story and

how this can be measured.” He asked Mr. Shelton to provide an update on informational items. He stated that the management and administrative ratios include:

- Number of living alumni - 18,205
- Endowment Fund Balance - \$10,767,031
- Annual giving ending June 30, 2005 - \$1.8M

Mr. Shelton listed the employees that have joined the University Advancement divisional staff:

- Ms. Stevalynn Adams, Associate Director of Marketing Services/Creative Designer. Ms. Adams comes to NSU from Christopher Newport University.
- Mr. Maurice Hawkins, Associate Director of Alumni Relations.
- Ms. LaVerne Moore, Annual Giving Officer. Ms. Moore is not new to University Advancement. She earned her bachelor’s and master’s and is one of the “home grown” employees.
- Mrs. Brenda Kuntz, Development Officer. Mrs. Kuntz comes from the Pittsburg area and was involved in fundraising there.

Mr. Shelton stated that the Foundation received \$13,000 for Hurricane Relief of which \$8,000 has been administered. He stated that students are coming in on a weekly basis. There are approximately thirty students enrolled from the disaster area that their families may later a adverse financial impact and seek assistance in the future.

Mr. Shelton reported that \$115,000 was raised in scholarship support from the gala. He stated that this was the largest black tie event for NSU.

## **5. Old Business**

Legislative Affairs Update – Mr. Brown stated that this was election year. A new governor was elected and the current governor is NSU’s Commencement speaker. He stated that he is eager to hear the Governor’s announcement tomorrow. Mr. Brown stated that Governor-elect Tim Kaine has hit the ground running. Mr. Brown stated that he has attended Kaine’s town meetings. Mr. Brown provided a handout listing important legislative dates. He stated that Mrs. Karla Johnson has retired. The university is working with Kemper and Associates to provide assistance in this area. He listed the firm’s attributes and provided a copy for

Board review. He asked for the Board's support in legislative activities for the Ad-Hoc Government Relations Committee.

## **6. New Business**

**Election of Board Officers** – Mr. Ezzell stated that Mrs. Madison-Foreman is serving as Vice Rector and Secretary. According to the Bylaws, the Rector can appoint a Committee or take nominations from the floor. Mr. Ezzell stated that he would like to take nominations from the floor.

Mr. Vassar nominated Ms. Virginia Board for the position of secretary, seconded by Mr. Kern. Mr. Ezzell asked if there were any other nominations? There being none, Mr. Light motioned, seconded by Mr. Vassar that the nominations be closed. Ms. Virginia Board is elected Secretary by acclamation.

At 5:00 p.m., Mr. Ezzell stated that the Board would take a two minute break before going into Closed Session.

## **7. Closed Session**

Mrs. Madison-Foreman motioned, seconded by Mr. Vassar, and unanimously approved by the Norfolk State University Board of Visitors to move to adjourn and reconvene in Closed Session as permitted by §2.2-3711.A.1, 7 and 8 of the Code of Virginia, for the specific purpose of discussing fundraising activities/campaign updates; personnel matters, specifically the evaluation of the Executive Vice President/Interim President and the Presidential Search Report; and the report on litigation, specifically GEO vs. E<sup>2</sup>F et al. (City of Norfolk Circuit Court); Bridgett Edmonds and Andrella Smith vs. NSU (Norfolk General District Court); Jonathan Long, Justin Long and Brandon Partin vs. NSU (Norfolk Circuit Court); Brandi Mathews vs. White et al. (Norfolk Circuit Court); and potential liability for loss based upon information brought to the attention of the General Counsel's Office.

The Board reconvened in Open Session at 5:50 p.m.

The Norfolk State University Board of Visitors having reconvened in open session, took a roll call vote on certification that (i) only public business matters lawfully exempted from open meeting requirements, and (ii) only such public business matters as were identified in the motion by which the Board of Visitors closed meeting was convened were heard, discussed or considered in the meeting by the Board. Any member of the Board who believed that there was a departure from the requirements as stated above, was asked to so

state prior to the vote, indicating the substance of the departure that in his or her judgment has taken place.

Board members who certified the motion:

Anderson.....	yes	Board.....	yes
Brown.....	yes	Carrington ..	<i>(absent from closed session)</i>
Ezzell.....	yes	Green.....	yes
Kern.....	yes	Madison-Foreman .....	yes
Light.....	yes	Madry-Taylor .....	<i>(absent from meeting)</i>
Patterson.....	yes	Rosenblatt .....	<i>(absent from meeting)</i>
Vassar.....	yes		

## **8. Adjournment**

Mr. Ezzell stated that Board agreed that the personnel matter discussed in Closed Session would be forwarded to the Executive Committee of the Board for consideration and review.

There being no further business, the meeting adjourned at approximately 5:58 p.m.

Respectfully submitted,

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Jacqueline A. Curtis, Special Assistant  
to the President/Board Liaison

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Ms. Virginia M. Board, Secretary  
Board of Visitors