

**BOARD OF VISITORS
Finance Committee
December 8, 2006
President's Conference Room**

MINUTES

Mr. Howard P. Kern, Chairperson, called the meeting to order at 1:45 p.m. Roll call indicated that the following Committee members were in attendance and a quorum was present:

Committee Members Present:

Mr. Howard P. Kern, Chairperson
Mr. Stanley Green, Jr.
Mr. Henry D. Light
Mr. Wade W. Perry, Jr.
Mr. Bobby N. Vassar

Board of Visitors Members present:

Mr. Jack L. Ezzell, Jr., Rector
Mrs. Viola M. Madison, Vice Rector
Ms. Virginia M. Board, Secretary
Mr. Willie Brown
Mr. Donald H. Patterson, Jr.
Ms. Judith L. Rosenblatt
Mr. Donald W. Seale

Members of NSU Staff Present:

Dr. Carolyn W. Meyers, President
Mr. Earlie P. Horsey, Executive Director, Planning and Budget and Interim Vice President, Finance and Business
Mrs. Karla Johnson, Executive Assistant to the President for Government and Transition
Mrs. Jacqueline A. Curtis, Special Assistant to the President/Board Liaison
Ms. Pamela F. Boston, General Counsel and Special Assistant Attorney General
Dr. Adebisi O. Oladipupo, Vice President, Research and Technology
Mr. Larry Curtis, Vice President, Student Affairs
Mrs. Terricita E. Sass, Associate Vice President, Enrollment Management
Mr. Ralph W. Johnson, Associate Vice President, Finance
Dr. Joyce E. Bozeman, Assistant Vice President, Administration
Mr. Ernest M. Ellis, Director, Internal Audit
Ms. Michelle D. Martin, University Controller
Ms. Cheryl Orr, Director, Human Resources
Mrs. Mary Deneen, Assistant Controller
Mrs. Sandra Riggs, Bursar
Mr. Curtiss E. Wall, Faculty Senate President
Mrs. Tanya S. White, Recorder

BOARD OF VISITORS

Finance Committee

December 8, 2006

Page 2

1. Approval of Minutes

Mr. Kern asked for a motion to approve the minutes for October 6, 2006.

Mr. Green motioned, seconded by Mr. Light and unanimously voted by the Finance Committee to approve the minutes from the October 6, 2006 meeting.

2. Discussion Items

a. Student Account Receivable Update- Mr. Horsey stated that a report would be given on Accounts Receivables by the University Controller. He said that he planned to bring other updates in March and May 2007 with more information of the receivables status.

Mr. Johnson introduced the persons responsible for compiling the account receivables report. Mr. Johnson said that Mary Deneen, Assistant Controller, Sandra Riggs, Bursar and Michelle Martin would give the presentation on the accounts receivables.

Mrs. Martin stated that NSU was raising the bar and expectations on how the accounts receivables were processed. She said that we were enforcing policies and procedures and increasing the customer service awareness in the cashier and student accounts areas. Mrs. Martin gave a registration and collections overview. She explained how the Bursar's area was set-up via organization chart and that a liaison relationship had been developed between the Bursar and the NSU Office of Information Technology for more efficient processing. Mrs. Martin gave an overview on the orientation; registration process; registration work schedule; front counter staff procedures; Tuition pay procedures; Spartan card procedures; billing charges; de-registration procedures; transmitting of financial aid; collections and staff training processes.

Mr. Green stated that the de-registration procedure was excellent but last year we were criticized for the problems that occurred. Mrs. Martin responded that last year students were allowed to enroll and continue in classes with pending financial aid and students had balances that were not covered. Mr. Johnson said that students must now complete the entire aid process or set-up payment plans to cover their student account balances.

Mr. Kern asked how staff were up to date on processing of student accounts and aid and if training was provided. Mrs. Martin said that Mrs. Sass and Riggs train the staff on the procedures. Mrs. Sass stated that cross-training is being done with financial aid and student accounts. She also said that staff research problems as a team and the staff determine how cases are handled and resolved and this assists in training.

BOARD OF VISITORS

Finance Committee

December 8, 2006

Page 3

Mrs. Martin gave more information on the financial aid process. She said that reports are generated to show which students have a credit balance. Mrs. Martin stated that safeguards are taken before refunds are sent to students and emails notices sent to let students know when and where to pick up checks. Dr. Meyers asked if the University had direct deposit. Mrs. Martin said that we are looking at banks at this time to process direct deposits for student accounts.

Mrs. Martin explained more in detail information on collections and write-offs. She said that students were paying faster by setting-up payment plans, completing their financial aid and not being allowed to register for subsequent semesters. Mrs. Martin also said that write-offs were down based on past years.

3. Information Items

a. Financial Status Information – Mr. Horsey gave a brief summary on projected versus actual Educational and General revenues and expenditures. He said that the areas were well within the trend as projected. Mr. Horsey also said that if we looked at the last 3 years, the operations expenditure and revenue patterns were the same. He also said that the expenditures were tracked on a monthly basis by spreadsheet of each area. Mr. Horsey stated that we have some reserves in case we go over the expected expenditures and we don't over allocate in case we need additional resources.

b. Legislative Agenda – Mr. Horsey stated that he wanted to give an update as it related to capital requests as presented to the Governor. He said that the priority items presented were: (1) Renovation/Expansion Library Building needs additional space for library services and we currently have no swing space; (2) Renovate Wilder Center (safety issue) which needed repair of the floor in the auditorium; (3) Renovation/Construction of Norfolk Community Hospital; (4) Addition/Renovation – Fine Arts Building; (5) Construction/Renovation Student Center (Bond Funds- NGF); (6) Ph.D. in Materials Science (Critical Need Program Offering – Reinstatement); (7) Base Adequacy Funding (Reinstatement); (8) Student Financial Aid (Unified Amendment) and (9) Faculty Salaries (Unified Amendment); (10) Funding for Virginia Military Survivors and Dependents Education Program (VMSDEP) (Unified Amendment). Mrs. Johnson said that a legislative handbook was included in the Board of Visitors books.

There was a brief discussion on the cost and status of Wilder Center renovations.

Mr. Green asked about signage for the University. Mr. Kashiri stated that the signage would be a part of the Master Plan. Mr. Green asked if we could have temporary signs because there are no directions when you get on campus. Mr. Horsey said that we would look into temporary signs. Mr. Kern asked was their funding in the Master Plan for the

BOARD OF VISITORS

Finance Committee

December 8, 2006

Page 4

signage. Mr. Horsey said that there were not adequate funding in the Master Plan budget for next year but signage would be included in the six year capital plan.

4. Closed Session

a. Internal Auditors Report

Mr. Kern stated that it was determined before the meeting that closed session was not necessary.

Mr. Ellis said that currently Internal Audit was conducting three audits with 3 offices which were Financial Aid; Accounts Receivables and Capital Outlay and were collecting documents. He said that the Accounts Receivables audit was almost completed and a final release draft would be submitted to the administration. Mr. Ellis also said that recruiting for the Information Technology auditor was underway since Craig Coombs had left after seven years and seven months and went to work for Sentara.

5. Other Business

Mr. Kern stated that the Board would like an update on the status of the permanent Vice President for Finance and Business Position. Mr. Horsey said that a search for two positions were being conducted by a search firm; the position of Vice President for Finance and Business and the Associate Vice President for Research and Technology. He also said that the search firm would be interviewed by Dr. Meyers and the direct reports to the Vice Presidents' position on December 19, 2006. Mr. Horsey said he expected to have someone selected for the position by April 2007.

Mr. Kern informed everyone that a NSUAEOP report was included in the package for their review. He also said that it looked like the NSUAEOP was busy with projects.

6. Adjournment –

Mr. Kern asked if there was any other new business and for adjournment.

Mr. Perry motioned, seconded by Mr. Vassar and unanimously voted by the Finance Committee to adjourn the meeting.

There being no further business, the meeting adjourned at approximately 2:35 p.m.

DRAFT

BOARD OF VISITORS

Finance Committee

December 8, 2006

Page 5

Respectfully submitted,

Earlie P. Horsey, Interim Vice President
for Finance and Business

Howard P. Kern, Chairperson
Finance Committee