

# **BOARD OF VISITORS**

## **BOARD MEETING**

President's Conference Room

December 8, 2006

### **MINUTES**

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

Mr. Jack L. Ezzell, Jr., Rector, called the meeting to order at 2:45 p.m. and established that a quorum was present.

Board Members Present:

Mr. Jack L. Ezzell, Jr., Rector  
Mrs. Viola M. Madison, Vice-Rector  
Ms. Virginia M. Board, Secretary

Mr. Willie L. Brown  
Mr. Stanley Green, Jr.  
Mr. Howard P. Kern  
Mr. Henry D. Light  
Mr. Donald H. Patterson, Jr.  
Mr. Wade W. Perry, Jr.  
Ms. Judith L. Rosenblatt  
Mr. Donald W. Seale  
Mr. Bobby N. Vassar

Board Members Absent:

Ms. Renitalynette K. Anderson

Members of the NSU Staff Present:

Dr. Carolyn W. Meyers, President  
Mrs. Jacqueline A. Curtis, Special Assistant to the President/Board Liaison  
Ms. Pamela F. Boston, General Counsel  
Mr. Paul E. Shelton, Vice President, University Advancement/NSUF Executive Director  
(arrived 2:55 p.m.)  
Mrs. April T. Allbritton, Office Manager

Others Present:

Mr. Ronald Forehand, Sr. Asst. Attorney General

#### **2. Closed Session - 1**

Mr. Ezzell stated that in the essence of time, the Board would convene two Closed Sessions today. The first Closed Session would begin immediately after the proper motion for discussing campaign updates and legal matters. The second Closed Session on personnel matters would be held during the regular scheduled time at the end of the meeting.

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Mrs. Madison motioned, seconded by Mr. Brown 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.7 and 8 of the Code of Virginia, for the specific purpose of discussing fundraising activities/campaign updates and the report on current/potential litigation and University legal matters, including Long, Long and Partin v. NSU (Norfolk Circuit Court); McGee and Jordan, Co-Administrators of the Estate of Marcus McGee, Jr. v. Commonwealth of Virginia (Norfolk Circuit Court); Williams v. NSU (State Grievance); and the Wilson Hall Roof and Trademark/Patent/Copyright Issues.

All Board members in attendance remained for the Closed Session, including Dr. Meyers, Ms. Boston and Mr. Forehand. Mr. Shelton was invited into the first Closed Session at approximately 2:55 p.m. to report on campaign updates.

**3. Open Session - 1**

The Board reconvened in Open Session at 3:05 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.

Mrs. Curtis took a roll call vote for Board members who certified the motion:

Anderson..... ( <i>absent from meeting</i> )	Board..... yes
Brown..... yes	Ezzell..... yes
Green..... yes	Kern..... yes
Light..... yes	Madison..... yes
Patterson..... yes	Perry ..... yes
Rosenblatt ..... yes	Seale..... yes
Vassar..... yes	

Mr. Ezzell asked for a five minute break while other members of staff could assemble. The meeting was called to order again at approximately 3:15 p.m. with the following additional staff present.

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Members of the NSU Staff Present:

Dr. Alvin J. Schexnider, Executive Vice President

Dr. Elsie M. Barnes, Vice President, Academic Affairs (*arrived 3:17 p.m.*)

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

Mr. Larry Curtis, Vice President, Student Affairs

Mr. Earlie P. Horsey, Interim Vice President for Finance and Business and Executive Director, Planning and Budget

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

Mrs. Karla C. Johnson, Assistant to the President for Legislative Affairs

Dr. Dorothy L.R. Jones, Associate Vice President, Academic Affairs

Dr. Nuria Cuevas, Associate Vice President for Academic Affairs and Director for Institutional Effectiveness and Assessment

Mr. Ernest M. Ellis, Internal Auditor

Dr. Curtiss Wall, Professor, Department of Mathematics and President of Faculty Senate

Student Representative:

Mr. Dwayne M. Littlejohn, SGA President (*arrived 4:00 p.m.*)

**4. Approval of Board Minutes**

Mr. Ezzell asked the Board to review the October 6, 2006 Board minutes behind Tab 8 of the Board book.

Mr. Vassar motioned, seconded by Ms. Board and unanimously voted by the Board to approve the October 6, 2006 Board minutes.

**5. Rector's Report**

Mr. Ezzell stated that there were several follow up items from the Board Retreat as follows:

- streamlining the Board meeting in order that more time is spent on meaningful discussions;
- providing an online version of the Board book; and
- scheduling Committee meetings in a way that all Board members may attend/participate.

Mr. Ezzell stated that he hopes that this was all accomplished and asked for Board members' feedback. He also stated that during the full Board meeting, Standing Committees would only report on action items.

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Mrs. Rosenblatt stated that she really liked being able to attend all of the Committee meetings. She stated that she gained so much more knowledge today than in the past. Ms. Board concurred with Ms. Rosenblatt and stated that for her it helped to complete the picture or give you a better picture by hearing the full Committee reports of other areas. Mr. Ezzell stated that Mr. Light's comment to him was that he enjoyed the meeting structure; however, one negative is printing the Board book from home which takes a lot of paper. Mr. Light stated that the opportunity to attend all the meetings was great. He stated that he doesn't like to read from the computer so he would at least like to have the **Board minutes mailed to him**. Mr. Ezzell stated that if any Board member would prefer a hard copy of materials, please see Mrs. Curtis or Mrs. Allbritton.

Mr. Ezzell stated that on Thursday, he and several Board members had the opportunity to have a very successful Freedom of Information Act (FOIA) training. The training was scheduled from 2:00 p.m. to 5:00 p.m. but lasted until 7:00 p.m. He stated that there were some things that we thought we were doing correct; however, turns out to be incorrect. Mr. Ezzell asked Ms. Boston to create a Policy Manual for the Board that would address the FOIA from the Board of Visitors' standpoint. He asked Mr. Green and Mr. Light to work with Ms. Boston on the Manual since these two were present for the FOIA training.

Mr. Ezzell stated that one thing that was learned during the FOIA training is that public notice has to be given even if there is an Ad-Hoc Committee of only two members. He stated that the Board was operating under the assumption that no notice had to be given for two members. Also for electronic meetings, the Rector should not send an email to all of the Board members. The proper way is for the Rector to email the Board Liaison and have the information communicated electronically by the administrative staff. Board members should also reply only to the sender and not "reply all" when responding to emails and be extremely careful not to discuss or comment on university affairs when at functions and/or traveling together, i.e., car, etc.

Mr. Ezzell stated that in addition to the above, the Board Liaison (Mrs. Curtis) must post a meeting notice downstairs and outside of her office three days prior to the meeting. Ms. Boston distributed copies of the FOIA training materials to Board members who were unable to attend.

**Leadership Imperative** – Mr. Ezzell stated that copies of the book entitled, "Leadership Imperative" have been placed in the front cover of the Board members' books. He asked Dr. Schexnider to elaborate on the document. Dr. Schexnider stated that this document was prepared by the Association of Governing Boards (AGB), an organization comprised of over 11,000 trustees such as you. He stated that the document is a very important report that addresses intricacy leadership, involving the President, the Board, faculty and staff, all the

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key stakeholders in order to move the university forward. Dr. Schexnider stated that he feels the Board would find this document very useful. He added that he has agreed to lead a discussion on it at Executive Cabinet in January 2007.

**Board Budget Report** – Mr. Ezzell stated that the Board started the year with \$14,100. After six months, the balance is \$8,519.

**6. President's Report**

**Dreams and Plans** - Dr. Meyers distributed copies of her usual chart of activities and added that she would like to go through a few ad-hoc remarks very quickly. She stated that at Tab 9, there is a document entitled, "Dreams and Plans." Dr. Meyers apologized for the incomplete document (three pages instead of one) being in the book as she had given it to Mrs. Allbritton as an item; however, had planned to clean it up first before it was copied. The document outlines some of her priorities that center on education and the learning environment which is critical for the university. One priority, as far as the campus goes, would be to make the best use of existing land as the university considers updating dormitories and what to do with Norfolk Community Hospital (NCH). She stated that one way to circumvent/alleviate some of the community concerns is to retain a part of the façade of NCH and incorporate part of its history by creating a mini museum at the entrance that celebrates the history of African Americans of NCH through the generations of health care there. Also, some community-based businesses could be located in the facility that could be run and managed by students as part of the learning experience. Dr. Meyers stated that this approach is being used at other universities.

Dr. Meyers stated that at the Student Affairs Committee there was a discussion on a proposed parking deck. In her vision/dream, the parking deck could be on the first floor of the NCH site on Corprew Avenue. She stated that reports seem to show that it is going to be cost prohibited to renovate and retrofit NCH and a better use for the area would be to utilize half for a parking deck and the rest for a dormitory. Dr. Meyers reiterated that these are just her ideas/just her dreams.

Dr. Meyers stated that she is still wrestling with the best use of the "Y." She loves old buildings but recommends this site for use as a one-stop shop/welcome center for the university that includes admissions, registrar, financial aid and housing. Dr. Meyers stated that the university is rich in tradition and has a very proud history; however, the thing that is missing when you come on campus is a "feeling of place or hollowed ground." She stated that she would like to see formal entrances/archways into campus. When the new student center is completed, one way to beautify the campus would be to make the retention pond attractive by having the water flow over stones (similar to what Downtown Norfolk has) and

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there could be a sculpture garden of individuals who were important to the educational history of Norfolk State surrounding the pond.

**Faculty Senate** - Dr. Meyers stated that it has been a delight to work with the Faculty Senate leadership so that the university can get into the position of constantly improving not only the delivery of instruction but also in letting the world know about all of the good things that are happening with our faculty and with our students.

**SCHEV Update** - Dr. Meyers stated that also at Tab 9 is an update from Dr. Daniel LaVista, the Executive Director of the State Council of Higher Education for Virginia (SCHEV). She stated that SCHEV will kickoff its strategic planning process today with its first meeting of the Strategic Planning Advisory Committee. She noted that NSU is a part of this.

**Financial Disclosure Statement** – Dr. Meyers stated that Board Members are required to complete an annual Financial Disclosure Statement. A copy is provided in front cover of Board members’ books; however, the document was emailed to Board members on Wednesday. The Commonwealth’s deadline for completing this form is January 15, 2007. In order that the President’s Office may keep a copy on file, please return the original signed form to the President’s Office by January 10, 2007 to Mrs. Curtis or Mrs. Allbritton. All of the Board’s forms will be mailed at one time to the Secretary of the Commonwealth.

**Individual meetings with Board members** – Dr. Meyers stated that she has had individual meetings with all of the Board members except Mr. Green. She met last week with Mr. Perry and Mr. Seale. Dr. Meyers thanked them both for their significant contributions to the *Campaign for the Initiatives for the Future*. She also thanked them for their significant personal contribution they have already made and will continue to make to the effectiveness of this institution.

**Annual Holiday Celebration for Employees** – Dr. Meyers stated that the Annual Holiday Celebration was held on Tuesday, December 5, 2006. This is the first time the event was held in the Wilder Center vs. the President’s House. She has received excellent feedback on the venue.

**SACS Annual Meeting** – Dr. Meyers stated that the 111<sup>th</sup> Annual SACS Meeting will be held December 9-13, 2006 in Orlando, Florida. The theme is *Excellence and Innovation: Pathways to Student Success*. NSU attendees include myself, Drs. Barnes and Cuevas – VP and Associate VP for Academic Affairs, Dr. Feit – Dean, School of Social Work, Mr. Okala, Professor of Fine Arts (former Faculty Senate President), Mr. Alex Matveev - Associate Director, Institutional Effectiveness and Assessment and Dr. Enrique Zapatero, Associate

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Professor, School of Business. She stated that Dr. Barnes will leave for the conference immediately after Commencement. Dr. Cuevas is scheduled to leave today.

Dr. Meyers stated that at the SACS conference, the Southern Education Foundation (SEF) will host a briefing on December 12, 2006 from Noon to 4:00 p.m. to discuss the Spellings Commission Report and share information about SEF's plans for a Center to Serve Historically Black Colleges and Universities.

**NSU's IPS Submission** – Dr. Meyers stated that SCHEV has approved the university's IPS Submission and the university is well on its way to implementing strategies to meet target enrollments.

**Spartan Legion Marching Band** – Dr. Meyers stated that she has received in excess of 100 emails on the band's performance including the bands' participation in the City of Norfolk's Downtown Illumination Parade. She stated that Board and Executive Cabinet members that were transported via bus sang Christmas carols along the way and it was indeed a great source of pride when the Spartan Legion came out with their glistening helmets right before Santa Claus. Dr. Meyers stated that as you may know, the Spartan Legion is one of 10 HBCU bands selected to perform at the 5th Annual Honda Battle of the Bands Invitational Showcase on Saturday, January 27, 2007 at the Georgia Dome in Atlanta. She plans to attend. She stated that the Office of Alumni Relations is sponsoring a bus trip for the event for others wishing to attend. Board members are invited.

**Virginia Wesleyan** – To note how NSU is being a good community citizen, Dr. Meyers passed around a letter from Mr. William Greer, President of Virginia Wesleyan, thanking our university police for patrolling Wesleyan's campus day and night after the October homicide on their campus. Another example of this is the 2<sup>nd</sup> Annual Tree Lighting Ceremony held approximately two week ago at the Student Center. The point of this event is to gather the community together. The project this year dealt with aids and children. Dr. Meyers stated that it was so nice to see young people with a strong sense of giving back and community conscientiousness.

**AASCU Directory** – Dr. Meyers passed around a copy of the directory and a thank you note from MLI Program Manager, Danita Young, for NSU's support.

**Editorial Board** - Dr. Meyers stated that in addition to interviewing with Mrs. Phyllis Bryant for the *Spartan Magazine*, she also met last week with the Editorial Board of the *Virginian-Pilot*. One of the concerns that came up repeatedly during the meeting was the image of Norfolk State in the community. Dr. Meyers stated that is one of her pet projects – to raise the awareness of all the good things that go on at this university. She stated that the faculty

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accomplishments are absolutely stellar and the students are winning awards at different competitions. NSU also has many, many distinguished alums. She stated her plans are to get the message out during her Inauguration with the theme, "A Celebration of Achievements." Dr. Meyers stated that a "Save the Date" card has been placed in the front of Board members' books and she asked Mrs. Johnson, Inaugural Committee Chair, to give a brief report.

**Inaugural Update** - Mrs. Johnson stated that April 9-14, 2007 is the week of the Inauguration. The following activities are planned:

- Investiture - Thursday, April 12 with a lawn party afterwards
- Opening of the McDemmond Center for Applied Research - Friday, April 13
- Gala - Saturday, April 14

Mrs. Johnson stated that students and faculty are planning activities as well. She stated that she is working with others to get Sandra Day O'Connor as the speaker and is identifying other speakers for the first lecture series. The Inaugural Committee consists of approximately 60 on-staff individuals pulling together for this very large effort. Mrs. Johnson stated that in conjunction with the Development Office, a list has been developed with the names of suggested community people to serve on an Advisory Board for the Inauguration. If you know of anyone who would like to serve, please submit the name to Dr. Meyers. Mrs. Johnson also stated Board members are welcome to get involved. She stated that she would provide an update to the Board in March. Dr. Meyers added that the university will kickoff a luncheon series on "what it means to be educated in the 21st century."

**President's House** - Dr. Meyers stated that if she didn't mention it at the last Board meeting, she would like to publicly thank the Board for the renovations to the house. She stated that it is very pleasant to live there and she hopes to see all of the Board members later this evening for the reception at the house.

**7. Standing Committee Reports**

**ACADEMIC AFFAIRS** – Mr. Ezzell stated that there was one action item for the Academic Affairs Committee which is no longer an action item for this meeting. He asked Ms. Rosenblatt to update the Board.

Ms. Rosenblatt stated that back at the May 2006 Board meeting, there was a motion to authorize the Executive Committee to approve the Faculty Handbook after legal finished their review of the handbook. Since then there have been some changes back and forth with

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legal submitting their final changes yesterday. The revisions have to be reviewed by Dr. Meyers and faculty. Ms. Rosenblatt stated that the process is ongoing; however, legal anticipates a completed document in a matter of weeks. To that effect, the Board will stay with the same motion made in May 2006 to allow the Executive Committee to approve the document once it is finalized.

Dr. Barnes stated that Mr. Ezzell asked via email that she remind him to **set a date for the Executive Committee to approve the Faculty Handbook**. Mr. Ezzell stated that he has asked for four or five dates on the availability of Executive Committee members between now and early January.

**UNIVERSITY ADVANCEMENT** – Mr. Brown stated that the Committee had one action item and that is to approve a naming opportunity. He stated that back in May 2006, Mr. Ernest M. Hodge became the first alumnus to commit \$1 million to Norfolk State University. The gift is to be used for the Center for Entrepreneurship in the School of Business.

Mr. Brown motioned, seconded by Mrs. Madison and unanimously voted by the Board to name the Center for Entrepreneurship, the Ernest H. Hodge Center for Entrepreneurship.

**8. Old Business**

**Board Retreat Follow-up** – Mr. Ezzell stated that one of the items addressed at the Board Retreat was to identify tasks for Dr. Meyers' first year. He stated that the Board hasn't had the opportunity to do this and he would like to task this assignment to the Executive Committee of the Board, also in meeting with Dr. Meyers to finalize the tasks and subsequently, reporting back to the Board.

**9. New Business**

**Bylaws Committee Report** – Mr. Ezzell stated that Ms. Anderson is absent due to jury duty. He asked Mrs. Madison to update the Board. Mrs. Madison stated that she and Ms. Anderson met to discuss and make the recommended changes in the Board Bylaws to enhance/assist, specifically, items to improve the President's flexibility in the responsibility of administration.

Mrs. Madison stated that the Board was sent a copy of the Ad-Hoc Committee's recommended changes; however, after legal review, there are some additional recommendations that have been made by Mr. Forehand, Senior Assistant Attorney General. Ms. Madison distributed a two-page document containing Mr. Forehand's recommendations and asked the Board for discussion. She stated that the Board could approve the Ad-Hoc

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Committee's recommendations or Mr. Forehand's recommendations; however, she feels that a decision should be made today.

Dr. Meyers stated that if you look at the strikethrough wording in Section (f), the organizational structure is fixed with named titles. She stated that if she wanted a structure based on an academic model starting with provost, she would not be able to do so unless she came to the Board for each change, or suppose like some universities that have a vice president for student and academic affairs, she would again have to come to the Board.

Mr. Ezzell stated that the intent of the change is to provide more flexibility by removing the specificities and for the Bylaws not to identify specific administrative officers. Mrs. Madison stated that by deleting the titles, it would give the President more flexibility.

Ms. Rosenblatt asked if the positions were redefined elsewhere in the Bylaws? Mrs. Madison responded no.

Mr. Vassar stated that the current way the Bylaws are structured calls for the Board to approve positions and if this information is deleted it would remove the Board's involvement which makes him a little uneasy (no reflection on the current president). He stated that he would find more comfort with the Board looking to the President to recommend a structure that best assists the President in accomplishing her job. However, allowing the President to have "carte blanche" not only to name all the positions, duties, etc., without the Board's involvement (if this is the intent) should not go that far.

Mr. Light stated that he would like to add that the Board would not have any responsibility in how "they" (meaning positions) are organized if the paragraph is taken out entirely. Messieurs Vassar, Light and Brown concurred that the portion of Section (f) as it relates to the Board's responsibilities should remain and not deleted altogether.

Mr. Vassar stated that the Board should be in agreement with the determination of the positions no matter what titles are created. Mr. Light referred to Article VII: University Administrative Officers and Article II: Powers, Authority and Duties and stated that these sections are meant to be a broader part of the Bylaws; however, if you take away the Board authority out of Section (f), it sort of defeats the purpose.

Mr. Kern stated that the Board's primary role is through the President to ensure that the university is operated appropriately. Mrs. Madison stated that the Board should consider some language that would give the President power now. She stated that the President is currently at a standstill.

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Mr. Forehand stated that it is inconsistent with some of the other provisions in the Bylaws. He stated that in the full Bylaws on page 12 it states that the President is given authority “to appoint and reappoint all faculty of all types and fix their salaries, subject to Board ratification.” Mr. Forehand also explained that at institutions “faculty” is understood to include administrative and professional faculty i.e., vice presidents and other administrative positions, as well as teaching and research faculty – all positions that are not classified. Some Board members were not clear on this and Mr. Forehand explained all of the classes of the employees.

The Board discussed the Bylaws at length. Other comments included:

- The new language makes it worse as the following wording is vague “such other personnel of the University as the Board may from time to time deem appropriate.”
- The insert part makes it harder, not easier for the President to do her job.
- The objective should be that the President makes the determination, subject to Board approval.
- If a position title is removed from the Bylaws, would the Bylaws be in conflict with the current organizational structure or would the current organizational structure be in conflict with the Bylaws?
- It was noted that the Executive Vice President position was not being eliminated. The title is simply being taken out of the Bylaws only to change the reporting structure from the Executive Vice President to the President (in essence modifying the reporting structure).
- The Bylaws should be silent on all positions.
- Most of the Board members agreed that the strikethrough in Section 7.02 would be sufficient for now to allow the President some flexibility.
- Section (f) states that the positions are established vs. Section 7.02 which does not require the positions to be established. Section 7.02 only provides for the establishment of the positions upon the recommendation of the President with subsequent ratification by the Board. This means if the President does not make any recommendations, then there would be no positions for the Board to ratify.
- The Board should move to allow the Executive Committee to perform a full review of the Bylaws.
- The Board should have an electronic meeting to approve the Bylaws; however, seven members would have to be together in one place to establish the quorum and the other six could be via electronic communication. A thirty day notice is required.

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- The Board should leave in Section (f) and make a recommendation at a later date on this item.
- There is no differentiation in “the President recommends, the Board appoints” vs. “the President appoints, subject to Board approval.”

Mr. Vassar stated that the Board could simply authorize the President to establish such positions as the President deems appropriate, subject to approval of the Board. He stated he would make a motion to that effect.

Mr. Forehand stated that this statement is already in the Bylaws on page 12. It states that the President is given authority to appoint and reappoint all faculty of all types and fix their salaries, subject to Board ratification. He stated that the terminology is really unnecessary here unless the Board just wants it in both places. He added that if the Board is the appointing authority then it would therefore be the entity that would have to deal with some other administrative matters such as discharge whereas this is not the case if the Board ratifies.

Mr. Patterson asked if there was anything that the Board could do today that would allow the President to move forward in the interim? After more discussion the following motion was made.

Ms. Rosenblatt motioned, seconded by Mr. Brown and unanimously voted by the Board to accept the recommended changes of the Ad-Hoc Bylaws Committee to Section 7.02 with the addition of one change which is the word “appointed” will be changed to “ratified.” Section 7.02 is modified and approved as follows:

§ 7.02. Vice Presidents and Deans

(a) Appointment. The Vice Presidents and Deans of the University shall be ~~appointed~~ **ratified** by the Board of Visitors on the recommendation of the President in all cases and additionally by the Vice President for Academic Affairs for Deans and shall serve at the pleasure of the President. Prior to such appointment, the President shall consult with the Board of Visitors or its appointed committee regarding organizational positions and report on candidate profiles.

Mr. Ezzell asked for question. Mr. Brown asked what would happen to the wording of the Executive Vice President in Section 7.02 (b). Mr. Ezzell stated that the strikethrough is being accepted with the motion and that language is no longer in the new/approved version. In other words, Executive Vice President is removed and is silent with the recommended

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motion. Mr. Ezzell asked for approval of the above motion again. All were in favor and the motion carried. There was no addition question.

Mr. Ezzell stated that this will help in the interim but he would like for the Board to do a complete review of the Bylaws to ensure that there are no more inconsistencies. For instance, this does not eliminate the Executive Vice President wording in Section (f) that was not voted upon today.

There being no additional new business, Mr. Ezzell asked for a motion to convene into Closed Session at approximately 4:30 p.m.

**10. Closed Session**

Mrs. Madison motioned, seconded by Mr. Brown 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 of the Code of Virginia, for the specific purpose of discussing personnel matters.

The Board reconvened in Open Session at 5:20 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.

Mrs. Curtis took a roll call vote for Board members who certified the motion:

Anderson..... ( <i>absent from meeting</i> )	Board..... yes
Brown..... yes	Ezzell..... yes
Green..... yes	Kern..... yes
Light..... yes	Madison..... yes
Patterson..... yes	Perry ..... yes
Rosenblatt ..... yes	Seale..... yes
Vassar..... yes	

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**12. Open Session**

Mr. Ezzell stated that there is one more item he forgot to mention. He stated that most of the other universities have gone forward to the Attorney General's Office with recommendations on salary increases for General Counsels in the range of 4% to 6% percent. He stated that this item does not require a vote but with the Board's concurrence he would like to forward a recommendation for Ms. Boston to receive a 4% increase to the Attorney General's Office. There being no opposition the recommendation will be sent to the Attorney General's Office.

**13. Adjournment**

The meeting was adjourned at approximately 5:30 p.m. Dr. Meyers provided gifts for the Board and wished them Happy Holidays!

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