

BOARD OF VISITORS
SPECIAL CALL MEETING OF THE BOARD

President's Conference Room
December 20, 2007

MINUTES

1. Establish Quorum/Call to Order

Mr. Bobby Norris Vassar, Rector, called the meeting to order at 10:04 a.m. and established that a quorum was present.

Board Members Present:

Mr. Bobby Norris Vassar, Rector
Mrs. Viola M. Madison, Vice Rector
Ms. Virginia M. Board, Secretary

Ms. Renitalynette K. Anderson
Mr. Willie L. Brown
Mr. Henry D. Light
Mr. Howard P. Kern
Mr. Gary T. McCollum
Mr. Wade W. Perry, Jr.

Board Members Absent:

Mr. Stanley Green, Jr.
Ms. Judith L. Rosenblatt
Mr. Donald W. Seale
Dr. Lauren R. Tucker

Members of the NSU Staff Present:

Dr. Carolyn W. Meyers, President
Ms. Pamela F. Boston, University Counsel
Mrs. April T. Allbritton, Office Manager/Board Liaison

Others Present:

Mr. Matthew Bowers, Writer, *The Virginian-Pilot*

Mr. Vassar stated that the items on the agenda are for Closed Session discussion and asked for a motion to go into Closed Session.

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2. 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, for the specific purpose of personnel matters, including the evaluation and salary of the President.

Mr. Vassar excused members of the staff and the guest from the meeting. He asked that Dr. Meyers be on standby for participation in the Closed Session discussion as needed.

3. Open Session

The Board reconvened in Open Session at 11:10 a.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.

A roll call vote was taken for Board members who certified the motion:

Anderson.....	yes	Board.....	yes
Brown.....	yes	Green.....	(absent from meeting)
Kern.....	yes	Light.....	yes
Madison.....	yes	McCollum	yes
Perry	yes	Rosenblatt	(absent from meeting)
Seale.....	(absent from meeting)	Tucker	(absent from meeting)
Vassar.....	yes		

Mr. Vassar asked Mr. Kern, Chair of the Ad-Hoc Presidential Evaluation Committee, to report.

Mr. Kern stated that having presented the draft Presidential Performance Review and Appraisal Process at the last meeting of the Board on December 7, 2007, the following motions are being brought forward:

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Mr. Kern motioned, seconded by Ms. Anderson and unanimously voted by the Board to approve the Presidential Performance Review and Appraisal Process as an addendum to the Board Policies and Procedures as the review of the President's performance and appraisal process.

Mr. Kern motioned, seconded by Mrs. Madison and unanimously voted by the Board that based on the review at the December 7, 2007 Board Meeting, and with follow up discussion at this current Board meeting, that the Board ratify that the President has successfully met the standards of performance that were set by the Board and that the Board rate her performance as excellent for the past year.

Mr. Kern motioned, seconded by Mr. Brown and unanimously voted by the Board that based on the performance review established above that the Board approve retroactively the state portion of the President's salary for four percent (4%) effective November 2006 and an additional four percent (4%) effective November 21, 2007.

Mr. Kern motioned, seconded by Ms. Anderson and unanimously voted by the Board that based on the President's performance and the Board's assessment of her competitive market position compared to other university presidents and like organizations that the Board recommend, approve and request that the Norfolk State University Foundation fund an increase in the President's salary of ten percent (10%) retroactive to November 2006 and ten (10%) additionally retroactive to November 2007, and that this is subject to the approval by the Board of the NSU Foundation and the validation that the market range as the Board of Visitors has discussed for peer institutions are verified; and that the Board hereby gives the Rector the authority on behalf of the NSU Board of Visitors to make any decisions appropriate should the 10% increases be deemed to be out of the range or need to be reduced for any reason but otherwise the Board approves the 10% increases.

4. Adjournment

There being no further business the meeting was adjourned at approximately 11:20 a.m.

Respectfully submitted,

April T. Allbritton, Board Liaison

Ms. Virginia M. Board, Secretary
Board of Visitors