

**BOARD OF VISITORS**  
**RESEARCH & TECHNOLOGY COMMITTEE MEETING**

555 Park Avenue, Norfolk, VA 23504  
McDemmond Center for Applied Research (MCAR)  
6<sup>th</sup> Floor Board Room, Suite 603

March 5, 2010

**MINUTES**

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

Mr. Henry D. Light, Chair, called the meeting to order at 11:00 a.m. and established that a quorum was present.

Committee Members Present:

Mr. Henry D. Light, Chair  
Mr. Gary T. McCollum, Vice Chair  
Mr. Howard P. Kern  
Mr. Bobby Norris Vassar

Board Members Present:

Mr. Edward L. Hamm, Jr., Rector  
Mr. Willie L. Brown

Members of the NSU Staff Present:

Dr. Carolyn W. Meyers, President  
Dr. Yatish T. Shah, Provost  
Dr. Kim Luckes, Assistant to the NSU BOV and to the President  
Dr. Joseph C. Hall, Vice President, Research & Economic Development  
Mr. Earlie P. Horsey, Special Assistant to the President for Policy  
Ms. Pamela F. Boston, University Counsel  
Mr. Ernest M. Ellis, Internal Auditor  
Mr. Terry Stokes, Executive Director of the Enterprise and Empowerment Foundation  
Ms. Tonya D. Stevenson, Grants Specialist, Center for Biotechnology & Biomedical Sciences  
on behalf of Ms. Shawkita D. Harris, Staff to the Research and Technology Committee  
Ms. Kimberly E. Gaymon, Financial Services Specialist I, President's Office

Others Present:

Ms. Sherrell Lewis, *The Spartan Echo*  
Mr. Maurice A. Kelly, Chair, Enterprise and Empowerment Foundation (E<sup>2</sup>F)  
Mr. Ronald Forehand, Senior Assistant Attorney General, Office of the Attorney General  
Mr. Don Lahy, Senior Asst. Atty. General, Real Estate & Land Use Section (*via conference call for Closed Session*)

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**2. Closed Session**

Mr. Light asked for a motion to go into Closed Session at approximately 11:05 a.m.

Mr. Light motioned, seconded by Mr. Kern and unanimously approved by the Norfolk State University Board of Visitors Research & Technology Committee to move to adjourn and reconvene in Closed Session as permitted by §2.2-3711.A.1, 4 and 7 of the Code of Virginia, for the specific purpose of discussing legal advice on various E<sup>2</sup>F Issues and review and discussion of an Internal Audit Report.

**3. Open Session**

The Board reconvened in Open Session at approximately 1:35 p.m.

The Norfolk State University Board of Visitors Research and Technology Committee 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 Committee members who certified the motion:

Kern..... yes  
Light..... yes  
McCollum ..... yes  
Vassar..... yes

**4. Discussion Item**

Mr. Light stated that the Committee is in agreement to appoint Dr. Yatish T. Shah, Provost, to serve as a liaison for the University in matters regarding the E<sup>2</sup>F Foundation for a 6-month period.

Mr. Kern motioned, seconded by Mr. Vassar and unanimously approved by the Research and Technology Committee to appoint Dr. Yatish T. Shah to serve as a liaison for the University in matters regarding the E<sup>2</sup>F Foundation for a 6-month period.

Mr. McCollum motioned, seconded by Mr. Vassar and unanimously voted by the Research and Technology Committee that staff complete a management feasibility study and report to the Committee regarding the university’s ability to manage Spartan Suites.

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Mr. Light asked Dr. Hall to give updates on the Office of Sponsored Programs (OSP). Dr. Hall stated that he forwarded a copy of the OSP report prepared for the Board Meeting to Dr. Shah.

### A. Sponsored Programs

The following comments were made in regards to Sponsored Programs and E<sup>2</sup>F activities:

- Dr. Hall and Dr. Shah share different views on OSP being placed under E<sup>2</sup>F management.
- Dr. Hall expressed concern that E<sup>2</sup>F and OSP should be separate. He asked for example, “If OSP is under E<sup>2</sup>F, how can equipment be tracked through the central warehouse?”
- Dr. Hall stated that too much of his time may be taken out of a normal day as it takes double the time to show faculty how to appropriately write a grant. His concern is that the merger cannot be done if the connection is not there.
- Dr. Hall suggested that proper personnel have to be put into place, along with an infrastructure that is contract knowledgeable.
- Dr. Shah stated that he is not proposing to change anything that is already in place. He stated that everything would be “grandfathered.”
- Dr. Hall stated that both the positive and negative aspects must be reviewed and addressed to have a smooth transition.
- Mr. Kern asked if the Committee planned to act today or if this was just a review of the proposals. Mr. Vassar responded that the Committee does not have enough information to take action today. He added that the University needs to work it out first.
- Mr. Kern concurred. He stated that in order to make it successful it has to come back to NSU. He added that E<sup>2</sup>F cannot make money and not share with the University.
- Mr. Kelly stated that there are granting issues outside/branding issues—whose on board?
- Dr. Hall stated that you do not have to reinvent what is already in place. He stated that 35% should come back to the Vice President to run through the foundation. For example, ODU’s model has 35% of its indirect cost going to the Vice President to enhance the research culture.
- Mr. Light stated that he would like for Dr. Hall and Dr. Shah to work out a proposal on how to distribute the cash flow. Mr. Light stated that this should include the money that E<sup>2</sup>F would bring in which would come back to the University.

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**5. Closed Session**

Mr. Light asked for a motion to go into Closed Session at approximately 2:02 p.m.

Mr. Light motioned, seconded by Mr. Kern and unanimously approved by the Norfolk State University Board of Visitors Research & Technology Committee to move to adjourn and reconvene in Closed Session as permitted by §2.2-3711.A.1, 4 and 7 of the Code of Virginia, for the specific purpose of discussing legal advice on various E<sup>2</sup>F Issues and review and discussion of an Internal Audit Report.

**6. Open Session**

The Board reconvened in Open Session at approximately 2:10 p.m.

The Norfolk State University Board of Visitors Research and Technology Committee 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 Committee members who certified the motion:

Kern ..... yes  
Light ..... yes

McCollum..... yes  
Vassar ..... yes

**7. Adjournment**

There being no further business, Mr. Light motioned, seconded by Mr. Kern and unanimously voted by the Committee to adjourn the meeting at approximately 2:15 p.m.

Respectfully submitted,

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Dr. Joseph C. Hall, Vice President for  
Research and Economic Development

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Mr. Henry D. Light, Chair  
Research and Technology Committee