January 11, 2022

TRANSMITTAL LETTER

The Honorable Ralph S. Northam  
Office of the Governor  
P. O. Box 1475  
Richmond, VA 23218

The Honorable Members of the General Assembly  
Pocahontas Building  
900 East Main Street  
Richmond, VA 23219

SUBJECT: Annual Executive Summary – Report for Norfolk State University

Dear Governor Northam and Members of the Virginia General Assembly:

Pursuant to Code of Virginia §23.1-1303 (B) (11) (Eff. Oct. 1, 2016), the Norfolk State University Board of Visitors hereby submits its Annual Executive Summary of its Interim Activity and Work for the 2021 calendar year. Should you have questions regarding this report, please feel free to call me at (757) 353-5639 or dhenry@teamhenryent.com.

Sincerely,

Devon M. Henry
Rector
Norfolk State University Board of Visitors

C: The Honorable Fran Bradford, Secretary of Education  
   Laura Wilborn, Division of Legislative Automated Systems  
   Mary L. Blunt, Vice Rector, Norfolk State University Board of Visitors  
   Bishop Kim W. Brown, Secretary, Norfolk State University Board of Visitors  
   Dr. Javeune Adams-Gaston, President, Norfolk State University
ANNUAL EXECUTIVE SUMMARY

Section 23.1-1303 (B) (12) of the Code of Virginia (Eff. Oct. 1, 2016) requires that each Board of Visitors of public institutions of higher education submit to the General Assembly and the Governor an annual executive summary of its interim activity and work prior to the first day of the regular session of the General Assembly. This executive summary describes the Board’s compliance with the Code of Virginia as it relates to the following statutory requirements:

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The Board of Visitors for Norfolk State University is comprised of 13 members, four of whom are alumni (*). The Board members are:

Heidi W. Abbott
Dr. Terri L. Best
Dwayne B. Blake
Mary L. Blunt (Vice Rector)
Bishop Kim W. Brown (Secretary)*
Dr. Deborah M. DiCroce
The Honorable James W. Dyke, Jr.

BK Fulton
Larry A. Griffith
Devon M. Henry (Rector)*
Delbert Parks
Dr. Harold L. “Harry” Watkins, II*
Joan G. Wilmer*
§23.1-1301 (B) (10) Governing Boards; Powers – Public Access to Information

NSU Board Actions

The Norfolk State University (NSU) Board of Visitors ensures that the people of the Commonwealth of Virginia have immediate access to its public records and free entry to its public meetings in compliance with this section of the Code. All public meetings of the Board are noticed in advance and clearly marked as “open” or “closed” in accordance with the Virginia Freedom of Information Act, §2.2-3700 et seq. of the Code of Virginia. Board meeting notices are announced through a variety of methods and posted in compliance with the three-day notice requirement in various locations on campus.

On June 30, 2021, the Governor ended the State of Emergency in response to COVID-19. As a result, the 2020 Caboose Bill that permitted all electronic meeting was no longer valid. The Board’s last virtual meeting was held on May 14, 2021.

All Board meetings are conducted in accordance with the Code of Virginia, the Board Bylaws, and in a manner and under such procedures that are generally applicable to similar meetings. The Chair, in conducting meetings, is guided by Robert’s Rules of Order Newly Revised. Meeting notices are posted as required on the following websites: NSU Board of Visitors Website and the Commonwealth Calendar Website. Meeting notices are posted on campus in the following three public locations in Harrison B. Wilson Hall – Administration Building:

1) Harrison B. Wilson Hall Foyer, 1st Floor
2) Harrison B. Wilson Hall Board of Visitors Office, 5th Floor, Suite 540
3) Harrison B. Wilson Hall President’s Office, 5th Floor, Suite 520

Meeting minutes for all open meetings are recorded and posted on the Board’s website at the NSU Board of Visitors Website. All business of the Board not exempted by §2.2-3711 of the Code of Virginia are held in open meetings and all official actions taken in closed meetings are approved openly. Both the University Counsel and the Assistant University Counsel are invited to all open and closed meetings of the Board.

§23.1-1303 (B) (1) Governing Boards; Duties – Bylaws

NSU Board Actions

As required, the Board Bylaws communicates the Board’s desire to be transparent in its general operations to the extent required by law and in compliance with the Virginia Freedom of Information Act. The Board’s Statement of Governance further states: “The Board is transparent in its operations and operates openly in compliance with the Virginia Freedom of Information Act (Code of Virginia §2.2-3700 et seq.).”
§23.1-1303 (B) (8) Governing Boards; Duties – Annual Evaluation Meeting with the President of the Institution

NSU Board Actions

The Board of Visitors’ Presidential Evaluation Policy, reflects the statutory requirement in the Code. This policy details a timeline for conducting the annual meeting with the President and the performance evaluation process.

The Board completed the 2019-2020 evaluation of the President on January 21, 2021. The timing of the evaluation process was delayed due to the COVID-19 state of emergency. Consequently, no new goals were established for 2020-2021 academic year.

At the May 14, 2021 Board meeting, the Board awarded the President the maximum bonus authorized under her contract in recognition of her excellent performance over the past year.

§23.1-1306 Governing Board Executive Committee; Duties

NSU Board Actions

As required by this section of the Code, the following documents are in place: Board Statement of Governance, Board of Visitors Code of Ethics and Statement of Mutual Expectations, and a set of Qualifications and Competencies for Governing Board Membership for the NSU Board.

§23.1-1303 (B) (12) Governing Boards; Duties – Annual Executive Summaries

NSU Board Actions

The Board, in compliance with this section of the Code, reviewed and approved the annual executive summary at its December 10, 2021 Board meeting with the provision to incorporate any additional actions taken on that date. The submission of the annual executive summary will be made as required prior to the first day of the regular session of the General Assembly.

Board actions during the 2021 calendar year are as follows by the meeting date.
January 28, 2021 Board Meeting – The following items were approved by the Board:

- Approved Resolution to withdraw and vacate effective immediately the May 3, 2019 Resolution #21, which approved the appointment of Dr. Leroy, Hamilton, Jr. to the rank of Professor of Secondary Education with tenure.

- Approved Resolution Appointing Dr. Leroy Hamilton, Jr. to the rank of Associate Professor of Secondary Education with tenure, subject to review and approval of the University Counsel and the Office of the Attorney General.

March 19, 2021 Board Meeting – The following items were approved by the Board:

- Approved the Academic and Student Affairs Committee Charter.

- Approved the Revisions to Teaching Faculty Handbook.

- Approved the new Policy #5, Title IX Policy, to replace the current Title IX Policy in its entirety, to include replacing Policy #5, #5.01, #5.02, #5.03, and the Title IX Handbook; provided, however, that the new Policy #5, both substantively and procedurally, shall apply prospectively only, that is, to incidents occurring on or after the date of this approval.

- Approved the current provisions of Policy #5, #5.01, #5.02, #5.03, and the Title IX Handbook shall continue to apply substantively and procedurally to incidents when both the incident occurred before the date of this approval and a complaint was filed before the date of this approval; and

- Approved the instance of incidents occurring before the date of this approval with a complaint filed after the date of this approval, the substantive provisions of Policy #5, #5.01, #5.02, #5.03, and the Title IX Handbook shall apply, and the procedural procedures of new Policy #5 shall apply.

- Approved the thirty-eight (38) policies with revisions as noted and presented. This includes the new policy number #39 on gifts that was included as part of the triennial review.

- Approved the suspension of the 30 days advance meeting notice for amendments to the NSU Board of Visitors Bylaws to make changes to Article I Section 4 (B) (1) of the Bylaws replacing the Nominating Committee section to a Slate of Nominees provision. In addition, a Resolution was approved noting that responsibility of nominating a the slate of officers was tasked to the newly-created Governance Committee.

- Approved the selection of the recommended candidate for the position of Chief Audit Executive and the Chief Compliance Officer, and that an offer of employment in
accordance with the terms and conditions discussed during the Closed Meeting be made to the recommended candidates.

- Approved improvement repairs to the University House in the amount of $100,000 with funding from the maintenance and beautification reserve.

April 15, 2021 – Emergency Executive Committee Meeting

- Approved the candidates to be hired and issued contracts in accordance with the positions, terms and conditions discussed in the Closed Meeting for athletic positions.

May 14, 2021 Board Meeting – The Board approved the following:

- Approved the Academic Partnerships Delivery Programs.
- Approved the Strategic Finance Committee Charter.
- Approved the FY 2021-22 Tuition and Fee Recommendation with zero increase.
- Approved the FY 2021-22 Operating Budget Recommendation in the amount of $220,311,926.
- Approved the Debt Management Policy Compliance – Certification.
- Approved the Dominion Energy Deed of Easement for Right of Way subject to legal review for sufficiency, and further that signature authorization be granted to the Rector upon completion of same.
- Approved the Governance Committee Charter as presented.
- Approved the following candidates for tenure:
  
  Dr. Berkley King  
  Dr. Aylin Marz  
  Dr. Michele Rozga

- Approved the following candidates for promotion:
  
  Dr. Berkley King, Promotion to Associate Professor  
  Dr. Aylin Marz, Promotion to Associate Professor  
  Dr. Michele Rozga, Promotion to Associate Professor  
  Dr. Abdinur Ali, Promotion to Professor  
  Dr. Melendez Byrd, Promotion to Professor  
  Dr. Anne Fernando, Promotion to Professor
Dr. Rhonda Fitzgerald, Promotion to Professor
Mr. Anthony Stockard, Promotion to Professor
Dr. Denelle Wallace, Promotion to Professor

- Approved the selection of Dr. Jocelyn Heath as the 2021-2022 Faculty Representative to the Board. Dr. Heath subsequently declined the appointment on June 9, 2021.

- Approved the Board’s budget for FY 2021-22.

- Approved the following Information Security Policies:
  - BOV #38-03 (2021) System and Services Acquisition Policy
  - BOV #38-04 (2021) Security Awareness and Training Policy
  - BOV #38-05 (2021) Identification and Authentication Policy
  - BOV #38-06 (2021) Change Management Policy

- Elected the following Board Officers for the term July 1, 2021 to June 30, 2023:
  
  Mr. Devon M. Henry ................... Rector
  Ms. Mary L. Blunt............... Vice Rector
  Bishop Kim W. Brown......... Secretary

- Elected Dr. Terri L. Best and Ms. Joan G. Wilmer as members of the Board of Visitors Executive Committee.

- Approved that in recognition of the President’s excellent performance over the past year, the Board of Visitors awards Dr. Adams-Gaston the maximum bonus authorized under her contract.

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**August 27, 2021 Executive Committee Meeting**

- Approved the selection of Dr. Geoffroy de Laforcade as the 2021-2022 Faculty Representative to the Board.

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**October 14, 2021 Board Meeting** – The following actions were taken:

- Approved the Memorandum of Understanding (MOU) between the Board of Visitors (BOV) and the Norfolk State University Foundation (NSUF)

- Approved Level 2 by 2022
• Approved the NSU New On-Line Tuition and Fee Recommendation with an increase in tuition and fees for academic year 2021-2022.

• Approved the Revised Crisis and Emergency Management Plan.

• Approved the Six-Year (Op-Six) Institutional Plan.

• Approved the 2021 Legislative Priorities.

The Honorable Grindly Johnson attended NSU’s Board meeting in person to announce that the university has successfully satisfied the requirements to move to Level 2 autonomy.

**October 15, 2021 Board Meeting** – The following actions were taken:

• Approved the following candidate for promotion:

  Dr. John Kamiru be promoted to professor of Accountancy, Finance and MIS.

• Approved the compensation of the President.

**December 9, 2021 Board Meeting** – The following actions were taken:

• Approved resolution to name the gymnasium floor of the Joseph E. Echols Memorial Hall to the Charles O. Christian Court

• Approved resolution to name Suite 111 of the William B. Robinson Technology Building to Keysight Technologies Education Classroom

**December 10, 2021 Board Meeting** – The following actions were taken:

• Approved the Annual Executive Summary of Board’s Activity and Work for 2020

• Due to the pandemic, the Board approved the one-year extension of the probationary period for tenure and promotion upon request for faculty members.

§23.1-1304 Governing Boards; Additional Duties; Educational Programs

**NSU Board Actions**

Reappointments for the NSU Board of Visitors effective July 1, 2021 include The Honorable James W. Dyke, Jr., and Ms. Joan G. Wilmer. Reappointments were officially announced through the Governor’s press release dated June 11, 2021.
New Board of Visitors members filling unexpired terms include Dr. Terri L. Best, who was officially announced through the Governor’s press dated February 5, 2021, and Ms. Heidi W. Abbott and Mr. Delbert Parks announced on June 11, 2021, respectfully.

Dr. Terri L. Best received Board Orientation from the university on April 11, 2021. This was done virtually.

Ms. Heidi W. Abbott and Mr. Delbert Parks received Board Orientation from Counsel(s) on August 23, 2021 in Richmond, VA.

The mandatory orientation conducted by the State Council of Higher Education for Virginia (SCHEV) was held on October 19, 2021. The following NSU Board members participated in the SCHEV training:

Heidi W. Abbott
BK Fulton
Devon M. Henry
Delbert Parks

Other members of the Norfolk State University Board of Visitors requiring training will use the alternate option of attending four Association of Governing Boards (AGB) webinars from Board Fundamentals to satisfy the mandatory training requirement.

Conclusion

The Norfolk State University Board of Visitors has demonstrated compliance with the requirements of Code of Virginia §23.1-1303 (B) (12) and looks forward to a productive start to 2022.
January 2021 to December 2021
Attendance at Special Events

Spring Opening Conference (Virtual)
Thursday, January 14, 2021 - 9:00 a.m.
Joan G. Wilmer, Rector (Greetings)

New Member Board Orientation for Dr. Terri L. Best (Virtual)
Thursday, March 4, 2021 - 8:45 a.m.

SACSCOC 15th Annual Small College Initiative (Virtual)
Tuesday, April 13, 2021 - 9:45 a.m.
Joan G. Wilmer, Rector

Commencement – Spring 2021 Graduates
Saturday, May 15, 2021 - 9:00 a.m.
Joan G. Wilmer, Rector (Remarks)
Devon M. Henry, Secretary
Dr. Terri L. Best
Bishop Kim W. Brown
Dr. Harold L. Watkins, II

Commencement – Spring 2020 Graduates
Saturday, May 15, 2021 - 3:00 p.m.
Joan G. Wilmer, Commencement Speaker
Devon M. Henry, Secretary
Bishop Kim W. Brown
Dr. Harold L. Watkins, II

NSU Research & Innovation Foundation Board of Directors Meeting
Friday, June 11, 2021 – 1:00 p.m.
BK Fulton

Fall Opening Conference
Monday, August 24, 2021 – 9:00 a.m.
Mary L. Blunt, Vice Rector (Greetings)

NSU Foundation Board of Directors Meeting
Thursday, September 9, 2021 – 10:00 am.
Devon M. Henry, Rector
Dr. Harry L. Watkins

INAUGURATION ACTIVITIES
Investiture Ceremony
Thursday, September 16, 2021 - 10:00 a.m.
Devon M. Henry, Rector (The Oath of Office)
Mary L. Blunt, Vice Rector (Welcome)
Bishop Kim W. Brown, Secretary (Closing Remarks and Benediction)
Heidi W. Abbott
Dwayne B. Blake
BK Fulton
Dr. Harry L. Watkins, Jr.

Inaugural Luncheon
Thursday, September 16, 2021 - 12:00 noon
Devon M. Henry, Rector
Mary L. Blunt, Vice Rector
Bishop Kim W. Brown, Secretary
Heidi W. Abbott
Dwayne B. Blake
BK Fulton
Dr. Harry L. Watkins, Jr.

NSUF Scholarship Dinner
Thursday, September 16, 2021 - 6:00 p.m.
Devon M. Henry, Rector

A Musical Tribute to Whitney Houston
Thursday, September 16, 2021 – 7:30 p.m.
BK Fulton

Unveiling Ceremony for Micron Cleanroom
Friday, September 17, 2021 – 10:00 a.m.
Devon M. Henry, Rector
Delbert Parks

Inaugural Gala
Friday, September 17, 2021 – 8:00 p.m.
Devon M. Henry, Rector
Mary L. Blunt, Vice Rector
Heidi W. Abbott
Delbert Parks
Dr. Harry L. Watkins, II

NSU Research & Innovation Foundation Board of Directors Meeting
December 15, 2021 – 1:00 p.m.
BK Fulton
NSU Foundation Board of Directors Meeting
Thursday, December 9, 2021 – 10:00 am.
Devon M. Henry, Rector
Dr. Harry L. Watkins

Commencement – Fall 2021 Graduates
Saturday, December 11 - 9:00 a.m.
Devon M. Henry, Rector (Remarks)
Mary L. Blunt, Vice Rector
Bishop Kim W. Brown, Secretary
Heidi Abbott
Terri Best
BK Fulton
Harold Watkins