

## **BOARD OF VISITORS**

### **FULL BOARD MEETING**

March 8, 2024

### **MINUTES**

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

Mr. Devon Henry, Rector, called the Norfolk State University Board of Visitors meeting to order at approximately 9:07 a.m.

A quorum was established with a 11-0 Roll Call vote. A list of individuals who joined the meeting is provided below.

#### **Present – Board Members**

Mr. Devon M. Henry, Rector  
Bishop Kim W. Brown, Vice Rector  
Mr. Dwayne B. Blake, Secretary  
Mrs. Heidi Abbott  
Dr. Katrina Chase  
Mr. Conrad Hall  
Mr. James Jamison  
Dr. Harold Watkins, II  
Mr. Gilbert Bland  
Mr. T. Michael Andrews  
The Honorable James W. Dyke, Jr.

#### **Members Absent**

Mr. Delbert Parks  
Mr. BK Fulton

#### **Student Representative to the Board**

Mr. Zay’Kori Jones, SGA

**Faculty Representative to the Board** Dr.  
Robert K. Perkins, Faculty Representative

### **Participant – Counsel**

Ms. Pamela F. Boston, University Counsel and Senior Assistant Attorney General

### **Participants – NSU Administrators and Staff**

Dr. Javaune Adams-Gaston, President

Dr. Justin L. Moses, Vice President for Operations and Chief Strategist for Institutional Effectiveness

Dr. DoVeanna Fulton, Provost/Vice President for Academic Affairs

Dr. Gerald Ellsworth Hunter, Vice President and Chief Financial Officer, Finance and Administration

Dr. Leonard E. Brown, Vice President, Student Affairs

Mr. Eric W. Claville, J.D., M.L.I.S., Executive Advisor to the President, Governmental Relations

Mr. Clifford Porter, Vice President, University Advancement

Dr. Tanya S. White, Chief of Staff

Dr. Dawn Hess, Chief Compliance Officer

Mrs. Derika Burgess, Chief Audit Executive

Chief Brian K. Covington, Norfolk State University Police Department

Ms. Melody Webb, Athletics Director

Ms. Karla Amaya Gordon, Assistant VP of Finance and Administration/ University Controller

Mr. Christopher Gregory, OIT

Mr. Terry Woodhouse, Facilities, Interim Associate Vice President

Dr. Andrew Carrington, Assistant Vice President Finance and Administration

Dr. Cynthia Nicholson, Secondary Education and School Leadership Mrs.

Kimberly Gaymon, Scheduler/Financial Services Specialist

Ms. Sher're Dozier, Clerk to the President for the Board of Visitors

## **2. Opening Remarks**

Rector Henry spoke about the Board of Visitors Retreat which was held on March 7, 2024; and discussed the items that were presented regarding student success, advocacy, and elevating our profile. The topic of Growth and Development Strategies was also presented at the retreat, which provided an understanding of policy and strategy. Attendance of Norfolk State University Basketball game was also highlighted along with the success and upcoming participation in the MEAC Tournament. Ms. Melody Webb, Athletic Director, was also congratulated on this achievement.

## **3. President's Opening Remarks**

Dr. Adams-Gaston expressed gratefulness for the continued success of Norfolk State University, and her gratitude to the Board of Visitors, Executive Board and Executive Leaders. The members of Cabinet and Extended Cabinet were acknowledged for staying on track for the continuity of the students. Student Representative to the Board Mr. Zay’Kori Jones was recognized for his role. Mr. Eric W. Claville, J.D., M.L.I.S., Executive Advisor to the President, Governmental Relations was highlighted and requested to provide further updates on the State Budget. Ms. Sher’re Dozier, Clerk to the President for the Board of Visitors was also acknowledged.

#### **4. Consent Agenda - Recommend Approval of December 8, 2023, Board Meeting Minutes**

The Board unanimously approved with a 11-0 Roll Call Vote, the minutes for the December 8, 2023, Committee Meeting, motioned by Mr. Blake and seconded by Mr. Hall.

#### **5. Academic and Student Affairs Committee Update- Mr. Delbert Parks, Chair**

Mr. Dwayne Blake, Secretary; provided the report for Academic and Student Affairs Committee due to Mr. Delbert Parks absence. The updated report covered numerous items from February 6, 2024.

-Mr. Blake provided a summary for each presentation.

- Student Affairs: Dr. Leonard E. Brown, Vice President, Student Affairs; began his with the introduction of three Norfolk State University Students, in reflection of their experience in support of Student Affairs. The Spartan Promise to Persist with Purpose (SP3) program was highlighted as a 7-week program which provides Academic and Career Development Activities, through public speaking and financial literacy. The program is designed to equip students with the skills to gain internships and be successful and earn money while working on campus. There has been an increase in student and employer participation. Funding has also been obtained for transportation and ensuring internships are obtained.
- Dr. DoVeanna Fulton, Provost/Vice President for Academic Affairs, informed of the current posting for 50 searches and 20 national venues, in total 305 applications have been submitted, with an anticipated date to have many interviews completed. There are three searches for Leadership positions, being recruited in Academic Affairs. Each position is being recruited by National Search Firms. Mental Health was also discussed through a presentation by Dr. Cynthia Nicholson, Secondary Education and School Leadership; focused on Mental Health Inside and Outside of the Classroom. The following additional topics were also presented, The Landscape of Education Around Students Mental Health, Mental Health First Aide, and I Am My Spartans Keeper. Statistical information was also provided noting the prevalence of mental health in the United States particularly in youth. Dr. Nicholson explained the importance of continued support and funding for Norfolk State University Mental Health Initiatives.

- Dr. Justin L. Moses, Vice President for Operations and Chief Strategist for Institutional Effectiveness, updated that Norfolk State University Enrollment is up by 4% last year of this time. A breakdown for enrollment for each of the colleges, was provided for the Spring 2024 Semester. Overall, Norfolk State University graduated 343 students at the conclusion of Fall 2023 semester. Applications are trending upward for Admissions. Admitted Student Day will occur on April 6, 2024.
- Ms. Melody Webb, Athletics Director provided emphasis on key athletic initiatives to include Academic and Athletic Excellence, Financial Stability, Brand Management, and External Engagement. Noting that we continue to focus on student athletic holistic experiences and compete for championships.

Norfolk State University athletics transformation process is focused on three areas for student athletes:

- Evaluating their Mental, Physical, and Academic Wellbeing
- Enhancing their Performance and Competitive Experience
- Building a Sustainable External Strategic Model

Ms. Webb also acknowledged that Norfolk State University participated in the NIL Summit. Norfolk State will also be competing for the Track and Field Championship. With the MEAC Championship in March and highlighted that both teams are in first place.

## **6. Audit, Risk and Compliance Committee Update- Dr. Harold Watkins, Chair**

Dr. Watkins expressed his gratitude to Mr. Conrad Hall for reporting on the last meeting. Mrs. Derika Burgess, Chief Audit Executive, provided an overview of the Internal Audit.

The update focus:

- Student Payments
- HR1s and Stipend forms
- Corrective Actions with a completion of 50% -Internal Audit and University Compliance

Dr. Dawn Hess, Chief Compliance Officer, provided a summary of the 2023 Highlights with Compliance Focus. Policies and Procedures have been developed; the compliance gap closures have also been closed. Data was provided to show 2023 NSU Compliance Capability Maturity highlighting 3 years. The year 2024 University Compliance Focus was also reviewed.

## 7. Strategic Finance Committee Update- Mr. Jay Jamison, Chair Mr.

Jay Jamison reviewed the Financial Report for Spring 2024.

-Mr. Jamison provided a summary for each presentation:

- Dr. Gerald Ellsworth Hunter, Vice President and Chief Financial Officer, Finance and Administration reviewed the Revenue and Expense Budget. The Financial Report for Spring 2024 was also discussed.
- Mr. Terry Woodhouse, Facilities, Interim Associate Vice President, provided the Facilities Management Update, Dr. Hunter and Mr. Woodhouse reviewed the capital projects, and those that are currently in progress.

Capital Projects Currently in Progress:

- Construction of the Science building
- Replacement of the Fine Arts building
- New Physical Plant Warehouse
- Completion of the Park Place renovation
- Upgrade to Spartan Lanes Equipment
- Upgrade to the Football Locker Room
- Upgrade to the Pool Locker Room
- Upgrade to the Baseball and Softball Field
- Dr. Justin Moses, Vice President for Operations and Chief Strategist for Institutional Effectiveness, updated on a few areas.
  - HRIS Identification Selection Update
  - HR Operations and Compensation Manager Search that's ongoing
  - Search for an Assistant Associate Vice President for Institutional Effectiveness
  - IT and Security update
  - Personnel changes
- Mr. Clifford Porter, Vice President, University Advancement, discussed the Founders Day Celebration, and the 111<sup>th</sup> Commencement on December 9, 2023. There were about 400 graduates, also an Honorary Doctorate Degree was presented to Senator Lamont Bagby.
- Mr. Eric Claville, J.D., M.L.I.S., Executive Advisor to the President, Governmental Relations provided the Legislative Update, and informed that the budget was approved yesterday. The University's funding was also reviewed. Mr. Claville informed of the internship program funding for student participation on Capitol Hill. Student Representative to the Board, Mr. Zay'Kori Jones, also informed of his experience on Capitol Hill. The Honorable Mr. James W. Dyke, Jr. also highlighted the importance of advocating for the University.

### **8. Governance Committee Update- Mrs. Heidi Abbott, Chair**

Mrs. Heidi Abbott provided a summary of the prior meeting. The Governance Committee Policy and Procedures were discussed. The University Free Speech Policy was also highlighted. Mrs. Abbott informed of the term ending for two members of the Board of Visitors and notified that any members of the Board may provide recommendations, which will be voted on at the annual meeting, in May. A review of the Bylaws was also provided.

### **9. Student Representative Update- Mr. Zay'Kori Jones, SGA President**

Mr. Zay'Kori Jones informed that he is concluding his term as the Student Government Association President to focus on internships. Mr. Jones informed that he will be willing to assist as a mentor for the next SGA President.

There were three items of focus:

- Connecting a bond with Faculty and Staff
- Create student engagement at events
- Ratifying the Constitution of SGA

Mr. Jones also discussed the upcoming event and theme for Spartan Fest. The elections will be approaching soon for the Student Government Association and are currently creating new positions.

### **10. Faculty Representative Update- Dr. Robert K. Perkins**

Dr. Robert K. Perkins reviewed the members of the Faculty Senate Elected Officers, 2023-2024 Faculty Senate Executive Committee, and 2023-2024 Faculty Senators.

The 2023 Academic Year Focus was reviewed:

- Create and institute a Faculty Senate Strategic Plan
- Rebuild a long-lasting Faculty Senate infrastructure
- Reinvigorate/strengthen relationships and collaborations with entities across the University - Transparency and Accountability

Dr. Perkins also expressed his gratitude towards Ms. Melody Webb for recognizing and celebrating the faculty at the basketball game. A list of critical and outstanding concerns was discussed, along with the collaborating wins.

The Completed Projects for Spring 2024 was also presented:

- Finalizing a proposed Faculty Senate 2024 academic year operating budget
- Finalizing and providing recommendations for the handbook, which has been completed
- The Faculty Senate bylaws updated, which has been completed

- Finalizing the Strategic Plan
- Conducting elections for the 2024-2026 academic year for two years with the adoption of different bylaws

Dr. Roderic A. Taylor was acknowledged in the Faculty Highlights. Dr. Taylor received a unanimous vote by the Faculty Senate to be the Mace Bearer for the commencement ceremony in May.

## **11. State of the University- Dr. Javaune Adams-Gaston, President**

Dr. Adams-Gaston expressed her gratitude to the Board of Visitors, and discussed The Board of Visitors Retreat. The retreat gave a view of what is happening at the university and the students. Dr. Adams-Gaston acknowledged staff members as they prepared for yesterday's retreat and the Full Board Meeting. The current year's achievements were also discussed, as a reflection of prepandemic. Within the areas of success Norfolk State University still stands strong. The MEAC Tournament was also highlighted. Student success was discussed focusing on record milestones in enrollment and the growth of Norfolk State University. The elevation of success can continue to be achieved through academics, advising, and tutoring. Student internships are critical for success, by developing relationships and receiving mentoring.

The highlights of Student Development were: -

- Summer programs
- Resources for mental health
- Development of a sense of belonging
- The success of the Spartan Innovation Academy

Dr. Adams-Gaston also discussed that the university partnership is an investment, as well as the importance of brand recognition. NSU Day On The Hill was also highlighted and was an amazing success. The topic of Research and Innovation was discussed and notated, that we are getting to a place where research is critical. Campus Infrastructure was presented, Dr. AdamsGaston addressed upcoming projects and needs. Park Place at Norfolk State University which is a new male dorm was also celebrated. Dr. Adams-Gaston informed that we are trying to build a Stronger Spartan Nation.

## **12. Action Items**

There was none.

## **13. Motion-Closed Meeting-**

Pursuant to §2.2-3711A. 1, 4, 7, and 8, *Code of VA*

**Closed Session:**

**Secretary, Mr. Blake read the following motion, seconded by The Honorable Mr. James Dyke, and with a 11-0 Roll Call Vote the Board unanimously approved.**

Mr. Rector, I move that we adjourn and reconvene in Closed Meeting pursuant to: Section 2.23711(A) 1, 4, 7, 8 of the Code of Virginia, for the following purposes, pursuant to the noted subsections:

(1) and (4): To discuss personnel matters, including more specifically, discussion of compensation of a high-level University employee as well as the appointment, performance, promotion, and goals for the high level employee; and (7) and (8): Consultation with legal counsel regarding specific matters requiring the provision of legal advice pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the university, including more specifically for legal counsel to give a status update on pending and potential litigation of which the Board should be made aware; along with any necessary consultation with legal counsel regarding matters noted in this motion; And that any member of the NSU Board of Visitors be permitted to attend virtually or by phone to participate in the Closed Meeting.

**14. Reconvene in Open Meeting- Rector Devon Henry**

Rector Henry read: Having reconvened in Open Meeting, we will now take a roll call vote on certification that (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Board. Any member of the Board who believes that there was a departure from the requirements as stated above, shall so state prior to the vote, indicating the substance of the departure that in his, or her judgment, has taken place.

**15. Old Business** There was none.

**16. New Business**

There was none.

**17. Public Comment**

Rector Henry reviewed the times for the Men and Women basketball game, in their participation in the MEAC tournament.



**18. Adjournment** At  
1:07 p.m.

Respectfully submitted,

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Mr. Dwayne Blake, Secretary Board  
of Visitor

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Sher're S. Dozier, Clerk to the President for  
the Board of Visitors

**DRAFT**

**NORFOLK STATE UNIVERSITY BOARD OF VISITORS ROLL CALL VOTE March 8, 2024**

<b>Item</b>	<b>Rector Henry</b>	<b>Mrs. Abbott</b>	<b>Mr. Blake</b>	<b>Mr. Bland</b>	<b>Mr. Andrews</b>	<b>Bishop Brown</b>	<b>Dr. Chase</b>	<b>Mr. Dyke</b>	<b>Mr. Fulton</b>	<b>Mr. Hall</b>	<b>Mr. Jamison</b>	<b>Mr. Parks</b>	<b>Dr. Watkins</b>	<b>Totals</b>
<b>Quorum established for start of Full Board Meeting</b>									--			--		
<b>Approval of December 8, 2023, Minutes</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	--	Yes	11-0
<b>Motion to go into Closed Meeting- Pursuant to §2.2-3711A. 1, 4, 7, and 8, Code of VA</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	--	Yes	11-0
<b>Motion for Open Meeting</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes	--	Yes	11-0

