

BOARD OF VISITORS

Strategic Finance Committee Meeting

April 3, 2024

Page 1

**BOARD OF VISITORS
STRATEGIC FINANCE COMMITTEE MEETING MINUTES**

Wednesday, April 3, 2024

1:30 pm to 3:00 pm

Campus Location:

Norfolk State University, 700 Park Avenue, Norfolk, VA 23504
Student Center Board Room, 3rd Floor, Suite 301

Committee Members Present:

Mr. Jay Jamison, Chair

Bishop Kim Brown

Mr. Conrad Hall

Dr. Katrina Chase

Electric Participation

Mrs. Heidi Abbott

Dr. Harold Wakins, II

Committee Members Absent:

None

Other Board Members Present:

None

Student Representative to the Board Present:

None

Faculty Senate Representative to the Board Present:

None

NSU Administrators and Staff Present:

Dr. Javaune Adams-Gaston, President

Ms. Karla Amaya Gordon, Assistant Vice President, Finance and Administration/University
Controller

Ms. Derika Burgess, Chief Audit Executive, Internal Audit

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

Dr. Andrew Carrington, Assistant Vice President, Finance and Administration

Mr. Eric Claville, Executive Advisor to the President (Interim), Governmental Relations

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

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

BOARD OF VISITORS

Strategic Finance Committee Meeting

April 3, 2024

Page 2

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

Mr. Dennis Jones, Executive Director, Planning and Budget

Ms. Michelle Moone, Interim Assistant Vice President, Human Resources

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

Mr. Clifford Porter, Vice President, University Advancement

Ms. Melody Webb, Athletic Director

Ms. Crystal Square-Williams, Director, University Events, University Advancement

Dr. Tanya White, Chief of Staff, President's Office

Ms. Martha M. Wilson, Executive Assistant, Finance and Administration

Mr. Terry Woodhouse, Interim Associate Vice President, Facilities Management

1. Call to Order/Establish Quorum

Mr. Jamison, Chair, called the Committee meeting to order at approximately 1:26 p.m. A quorum was established by a 4-0 Roll Call vote.

2. Recommend Approval of Electronic Participations

Motioned by Bishop Brown, seconded by Mr. Hall for a 4-0 Roll Call vote to approve electronic participation due to distance for Ms. Abbott and Dr. Watkins, II– Pursuant to §2.2-3711A.1, 4, 7 and 8, Code of Virginia

3. Approval of the Minutes

Mr. Jamison, asked the Strategic Finance Committee members to review corrections to the meeting minutes that did not show a motion to open the closed meeting with a roll call to 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 had taken place. The motion was unanimously approved with a 4-0 roll call vote.

Motioned by Bishop Brown, seconded by Mr. Hall, with a 4-0 Roll Call vote, the Committee approved the meeting minutes as corrected - Pursuant to §2.2-3711A.1, 4, 7 and 8, Code of Virginia.

4. Discussion Items

• Revenue and Expense Budget Report

Dr. Gerald Ellsworth Hunter, vice president for finance and administration, presented the Revenue and Expense Budget Report as of March 15, 2024.

BOARD OF VISITORS

Strategic Finance Committee Meeting

April 3, 2024

Page 3

- Actual revenue totaled \$292,602,000 and Actual expenses totaled \$200,932,000 for a positive Fund balance of \$91,670,000 million through March 15, 2024.
- The FY 2024 year-end Fund Balance was projected to be approximately \$23,337,000.

- **Debt Management Compliance**

Ms. Karla Amaya Gordon, assistant vice president for finance and administration /university controller, presented the BOV Debt Management Policy Number 11:

- FY 2022 Debt Burden 1.52% Debt Service Coverage Ratio - 9.37
- FY 2023 Debt Burden 2.99% Debt Service Coverage Ratio - 7.76
- Target – less than or equal 7% Target – greater than 2 times the annual debt

- **Debt Management Compliance – Ratios Project FY 2024**

Ms. Karla Amaya Gordon also discussed the Debt Management Compliance – Ratios for FY 2024 based on increased annual Debt Service:

- Debt Burden 3.80% Debt Service Coverage Ratio – 5.92
- Target – less than or equal to 7% (Debt Burden); greater than 2 times the annual debt (Debt Service Coverage Ratio).

- **FY 2024-25 Operating Budget**

Dr. Hunter and Mr. Dennis Jones, executive director for planning and budget, presented a discussion of the budget assumptions, tuition & fees recommendation, tuition & fees resolution, operating budget recommendation, and operating budget resolution. After the detailed analysis, the BOV Strategic Finance Committee voted to cap the proposed tuition increase to 2.5% and defer action on tuition and fees, and the FY2025 Budget to the May 3, 2024, Board of Visitors meeting.

Mr. Hall motioned, seconded by Bishop Brown with a 4-0 Roll Call vote the Norfolk State University Board of Visitors Strategic Finance Committee voted to cap the proposed increased to 2.5%. as permitted by §2.2-3711A.1,4,7 and 8 of the Code of Virginia.

- **Facilities Management Update**

Mr. Terry Woodhouse, interim associate vice president, presented the Facilities Management Update:

- **Capital Projects** included a synopsis of the following **new** structures:
 - Construct Living Learning Center and Dining Facility, \$129,332,812
 - Construct Wellness, Health and Physical Education Center, \$146,813,967
 - Construct Lab School Academy, \$37,393,060
 - Construct New Dining Facility/Replace Scott Dozier, \$76,387,058
 - Construct Residential Housing Phase II, \$78,597,510
 - Improve Campus Infrastructure, \$14,064,327
- **Capital Projects in Progress**

BOARD OF VISITORS

Strategic Finance Committee Meeting

April 3, 2024

Page 4

- Construct New Science Building, \$112 Million
 - Replace the Fine Arts Building, \$97 Million
 - Construct Physical Plant/Warehouse, \$30 Million
 - Park Place at NSU Renovation
 - Replace Physical Plant Building
 - President’s Suite Renovation, Wilson Hall, 5th Floor
 - Robinson Tech Classrooms Renovation
 - Barrette Hall (North and South 11th Floor Roof Replacement
 - McDemmond, 3rd Floor Quantum Lab
- **Legislative Affairs Update**

Mr. Eric Claville, executive advisor to the president for governmental relations, discussed the following Legislative Affairs Updates:

 - HB1505 (Austin) Intercollegiate athletics; student-athletes; compensation for name, image, or likeness.
 - HB48 (Helmer) Public institutions of higher education; admissions applications; legacy admissions and admissions based on donor status prohibited.
 - HB566 (Askew): SCHEV; membership to include representative of a historically black college or university.
 - SB506 (Surovell): Public institutions of higher education; governing boards; powers and duties; legal counsel; scope of employment.
 - Budget Amendments:
 - HB30/SB30: SCHEV - Transfer Financial Aid to HBCUs
 - HB30/SB30: NSU Construct Fine Arts Building
 - HB30/SB30: Detailed Planning – Living Learning and Dining Center
 - HB30/SB30: NSU - Restore Chapter 1 Affordable Access
 - HB30/SB30- NSU - HAC Affordable Access, Retention and Degree Production
 - HB30/SB30- Unfunded Scholarships
 - HB30/SB30- Improve Campus Infrastructure
 - HB30/SB30- Senator Yvonne B. Miller Internship Program
- **Division of Operations Update**

Dr. Justin Moses, vice president for operations & institutional effectiveness, provided the Division of Operations Updates:

 - **Human Resources**
 - Leadership Personnel Change
 - Doctums Process Mapping Exercise: March – April 2024
 - ✓ Recruitment
 - ✓ Onboarding/Offboarding
 - ✓ Promotion/Demotion
 - ✓ Salary Adjustment

BOARD OF VISITORS

Strategic Finance Committee Meeting

April 3, 2024

Page 5

- ✓ Leave Approval
- **Information Technology/Information Security**
 - ✓ HRIS System – Process Mapping
 - ✓ Virtual Desktop Infrastructure Project
 - ✓ Cybersecurity Insurance
- **Institutional Effectiveness**
 - ✓ Assistant/Associate Vice President for Institutional Effectiveness Update
 - ✓ NSU Factbook Project
- **University Advancement Update**

Mr. Clifford Porter, vice president for university advancement, presented a detailed assessment of the following University Advancement accomplishments and goals:

The Campaign for Norfolk State University - Now is Our Time

 - ✓ Public Phase Timeline
 - ✓ Time to Launch
 - Battle of the Bay – NSU vs HU, Sept 14, 2024
 - NSU90 - Spartan Legion Halftime Show
 - Check Presentations
 - ✓ Time to Give
 - ✓ Time to Dance
 - Casino Night at Rivers Casino
 - ✓ Time to Showcase Academic Programs
 - ✓ Time to Celebrate
 - ✓ Now is Our Time

5. Closed Meeting

Mr. Jamison, Chair, requested that the Strategic Finance Committee Meeting go into Closed Session at 2:45pm.

Motioned by Bishop Brown, seconded by Mr. Hall with a 4-0 Roll Call vote, the Norfolk State University Board of Visitors Strategic Finance Committee moved to adjourn and reconvene in Closed Session as permitted by §2.2-3711A.1,4,7 and 8, Code of Virginia, for the purpose of discussion.

6. Open Meeting

Mr. Jamison, Chair reconvened the open session and thanked everyone for their attendance and participation.

The Norfolk State University Board of Visitors Strategic Finance Committee having reconvened in open session, took a Roll Call vote of 4-0 on the certification that (i) only public business matters lawfully exempted from open meeting requirements, and (ii)

BOARD OF VISITORS

Strategic Finance Committee Meeting

April 3, 2024

Page 6

only such public business matters as were identified in the motion by which the Strategic Finance Committee closed meeting was convened were heard, discussed or considered in the meeting by the Committee. Any member of the Committee 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 as permitted by §2.2-3711A.1,4,7 and 8, Code of Virginia.

Jamison, Jay yes
Brown, Bishop Kimyes
Hall, Conrad.....yes
Chase, Katrina.....yes
Abbott, Heidi.....yes
Watkins, Dr. Harroldyes

7. Adjournment

There being no further business the Committee meeting adjourned at approximately 3:12 p.m.

Respectfully submitted,

Jay Jamison, Chair
Strategic Finance Committee

Gerald Ellsworth Hunter, PhD, Committee
Lead, Vice President for Finance and
Administration

Martha M. Wilson
Executive Assistant to the VP/CFO for
Finance and Administration

BOARD OF VISITORS

Strategic Finance Committee Meeting

April 3, 2024

Page 7

Item	Mr. Jay Jamison (Chair)	Bishop Kim Brown	Mr. Conrad Hall	Dr. Katrina Chase	Mrs. Heidi Abbott Virtual	Dr. Harold Watkins, II Virtual	Totals
Quorum	Yes	Yes	Yes	Yes	Virtual	Virtual	4-0
Recommend Approval of Electronic Participation	Yes	Yes	Yes	Yes	Virtual	Virtual	4-0
Approval of the Minutes	Yes	Yes	Yes	Yes	Virtual	Virtual	4-0
Add item voted on regarding Debt Services Ratio	Yes	Yes	Yes	Yes	Virtual	Virtual	4-0
Add item voted on regarding Postponing discussion for budget till May 3rd Full Board Meeting regarding tuition increase to increase by 2.5 %	Yes	Yes	Yes	Yes	Virtual	Virtual	4-0
Motion to go into Closed Meeting Pursuant to §2.2-3711A.1, 4, 7 and 8, Code of Virginia	Yes	Yes	Yes	Yes	Virtual	Virtual	4-0
Motion for Open Meeting	Yes	Yes	Yes	Yes	Virtual	Virtual	4-0