

BOARD OF VISITORS
STRATEGIC FINANCE COMMITTEE MEETING MINUTES
Tuesday, October 1, 2024
11:30 am – 1:00 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
Dr. Katrina Chase (arrived at 1:01 pm)
Mr. Conrad Hall
Mr. Edward Sanders
Dr. Harold Watkins, II
Ms. Heidi Abbott

Board Members Virtual Participation:

Honorable James Dykes

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. Leonard Brown Jr., Vice President for Student Affairs
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
Ms. Misti D. Goodson, Director, Development Services & Stewardship, University
Advancement
Mr. Cornelius C. Graves, Executive Director & CEO, Research & Innovation Foundation
Dr. Dawn Hess, Chief Compliance Officer, President's Office
Dr. Gerald Ellsworth Hunter, Vice President for Finance and Administration & Chief
Financial Officer
Mr. Dennis Jones, Executive Director, Planning and Budget
Dr. Justin L. Moses, Vice President for Operations and Chief Strategist for Institutional
Effectiveness

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Mr. Clifford Porter, Vice President, University Advancement
Ms. Crystal Square-Williams, Director, University Events, University Advancement
Dr. James Walke, Assoc. Vice President, Institutional Effectiveness and Planning
Dr. Melody Webb, Athletic Director
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 12:25 p.m. A quorum was established by a 5-0 Roll Call vote.

2. Recommend Approval of Electronic Participations

A motion was made by Mr. Sanders and seconded by Mr. Hall for a 5-0 Roll Call vote to approve electronic participation due to distance for Mr. Dyke – Pursuant to §2.2-3711A.1, 4, 7 and 8, Code of Virginia

3. Recommended Approval of the Committee Minutes

A motion was made by Mr. Sanders and second by Mr. Hall with a 5-0 Roll Call vote to approve the April 3, 2024, meeting minutes – Pursuant to §2.2-3711A.1, 4, 7 and 8, Code of Virginia

4. Discussion Items

• Quarterly Financial Report (As of June 30, 2024)

Dr. Gerald Ellsworth Hunter, vice president for finance and administration, presented the Revenue and Expense Budget Report as of June 30, 2024.

- Actual revenue totaled \$310,540,000 and Actual expenses totaled \$274,388,000 for a positive Fund balance of \$36,152 million through June 30, 2024.
- The FY 2024 year-end Fund Balance was projected to be approximately \$1.7 million.

• Fall 2024 Revenue Forecast

Dr. Hunter reported, based on Fall 2024 Headcount Enrollment (6,053):

- Projected Tuition Revenue of \$28.8 million exceeded Budget revenue by approximately \$941,000
- Projected Mandatory Fee Revenue of \$11.1 million exceeded budgeted revenue by approximately \$380,000
- Capital Outlay Fee Revenue of \$580,000 exceeded Budgeted Revenue by approximately \$388,000
- Auxiliary Enterprises (A/E) Revenues are projected to be slightly above Revenue Budget based on the increase in Full-Time Student Headcount enrollment and Maximum capacity of students participating in Campus Housing and Dining
- Net Projected Balance is \$1.7 million.

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- **FY 2025 Operating Budget**

Dr. Hunter and Mr. Jones presented the request for IT Infrastructure and Innovation for general operations support and education Innovation/online support; Virginia Military Survivors and Dependents; Compensation for Living Wages; the Math Center; Computer Science Curriculum Development; Research and Innovation Infrastructure; Unfunded Scholarships. Additionally, will continue to invest in mental health, wellness, medical, and other supporting resources; Spartan Innovation Academy, and Compensation that is Marketing and Competitive. Dr. Hutner reported that only change from the Six-Year Plan is the Living Wage justification. Requested amount for FY 2025 \$18,429,000 and \$25,351,178 for FY 2026.

A motion was made by Mr. Sanders and seconded by Mr. Hall with a 5-0 Roll Call vote to recommend a resolution to approve the 2024 Six-year Plan to the Norfolk State University Board of Visitors 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, \$153,978,546
 - Construct Wellness, Health and Physical Education Center, \$157,941,926
 - Construct New Dining Facility/Replace Scott Dozier, \$84,332,814
 - Construct Residential Housing Phase II/Replace Rosa & West Café \$84,322,472
 - Campus Security Upgrades \$8,633,223
- **Capital Projects in Progress**
 - Construct New Science Building
 - Replace the Fine Arts Building
 - Construct Physical Plant/Warehouse

- **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.

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- 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 (\$148.5 million)
 - HB30/SB30: Detailed Planning – Living Learning and Dining Center (\$2 million)
 - HB30/SB30: NSU - Restore Chapter 1 Affordable Access
 - HB30/SB30- NSU - HAC Affordable Access, Retention and Degree Production (\$20 million per biennial)
 - HB30/SB30- Unfunded Scholarships
 - HB30/SB30- Improve Campus Infrastructure (\$14.1 million in general fund the first year in place of \$14.1 million in bond proceeds for 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**
 - ✓ Talent, Recruitment, and Compensation Team
 - ✓ HR Operations & Benefits Administration
 - ✓ Employee Experience
 - ✓ Employment Relations
 - ✓ Compliance/Policy
 - ✓ Processes Streamlining
 - ✓ Data Validation
 - ✓ HR System Adoption/Implementation
 - ✓ Additional Training offered for our internal TDX system
 - ✓ Cardinal Training
 - **Information Technology/Information Security**
 - ✓ HRIS/ERP System Study
 - ✓ Infrastructure Upgrades – Campus Wide
 - ✓ Evaluation of New Learning Management System (LMS)
 - ✓ Soft Launch of Virtual Computing Lab (Horizon)
 - ✓ Student Print Capability (WEPA)
 - ✓ Information Security Policy – BOV Policy 38-10

A motion was made by Mrs. Abbott and seconded by Mr. Hall with a 5-0 Roll Call vote to recommend to the Norfolk State University Board of Visitors the approval of the Information Security Policy as permitted by §2.2-3711A.1,4,7 and 8, Code of Virginia.

- **Institutional Effectiveness and Planning**

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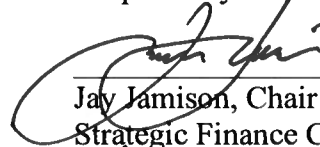
- ✓ Appointed Dr. James Walke, associate vice president for institutional effectiveness and planning
 - ✓ NSU Institutional Factbook Project (Digital/Web Format)
 - ✓ Data Governance Framework will be vetted and implemented Spring 2025
- **University Advancement Update**

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


The Campaign for Norfolk State University - Now is Our Time

 - ✓ Now is Our Time Campaign – Total Progress to Goal \$79,024,112
 - ✓ Five Year Projections – CY 2021 through CY 2025
 - ✓ Five Year Endowment Projections CY 2021, CY 2025, CY 2030, and CY 2035
5. **Closed Meeting – Pursuant to § 2.2-3711A.1,4,7 and 8, Code of Virginia.**
There was no closed meeting.
6. **Open Meeting**
There was no need for closed meeting certification.
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 for
Finance and Administration

Roll Call Vote October 1, 2024
Strategic Finance Committee

Item	Mr. Jay Jamison (Chair)	Mr. Edward Sanders	Mr. Conrad Hall	Dr. Katrina Chase	Mrs. Heidi Abbott Virtual	Dr. Harold Watkins, II Virtual	Totals
Quorum	Yes	Yes	Yes	Absent	Yes	Yes	5-0
Recommend Approval of Electronic Participation	Yes	Yes	Yes	Absent	Yes	Yes	5-0
Approval of the Minutes	Yes	Yes	Yes	Absent	Yes	Yes	5-0
Adjourned	Yes	Yes	Yes	Yes	Yes	Yes	6-0

Dr. Katrina Chases Arrived at 1:01 p.m.