

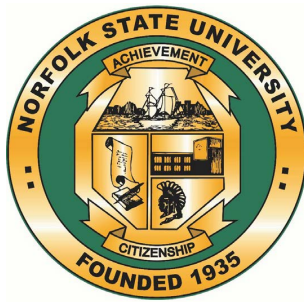
# Board of Visitors Meeting

Student Center Board Room, Suite 301

700 Park Avenue

Norfolk, VA, 23504

## December 6, 2024



## **Board of Visitors Meeting Book December 6, 2024**

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***Times are approximate***

**AGENDA DRAFT**  
**BOARD OF VISITORS MEETING**

*Friday, December 6, 2024 Bishop Kim W. Brown, Rector*  
*Staff: Sher're Dozier, Clerk to the President for the Board of Visitors*

**Campus Location:** NSU Student Center, Suite 301, 3<sup>rd</sup> Floor

***BREAKFAST Served 8:00am***

**Electronic Meeting Participation:** See information on page 3 of the agenda

- |           |   |
|-----------|---|
| 8:30 a.m. | <b>Call to Order/Establish Quorum</b> ..... Kim W. Brown, Rector<br>..... Approval of Virtual Participation   |
| 8:35 a.m. | <b>Opening Remarks</b> ..... Kim W. Brown, Rector<br>..... Dr. Javaune Adams-Gaston, President  |
| 8:50 a.m. | <b>Consent Agenda</b> – Recommend approval of the following minutes:<br>– October 24, 2024 Board Meeting Minutes<br>– October 25, 2024 Board Meeting Minutes  |
| 9:00 a.m. | <b>Auditor of Public Accounts</b> .....Jennifer D. Eggleston,CPA, CISA, CGFM<br>.....Audit Director, Risk Analysis and Monitoring   |
| 9:20 a.m. | <b>Representatives to the Board</b><br>–Report from the Student Representative to the Board ..... Mr. Za'Chary Jackson<br>– Report from the Faculty Representative to the Board ..... Dr. Robert K. Perkins |
| 9:50 a.m. | <b>Audit, Risk and Compliance Committee Update</b> ..... Dr. Harold T. Watkins, Chair<br><b>Action Items:</b><br>– Update   |

- 10:10 a.m.    **Academic and Student Affairs Update** ..... Mr. Delbert Parks, Chair  
                  – Update
- 10:30 a.m.    **BREAK (15 minutes)**
- 10:45 a.m.    **Strategic Finance Committee Update** ..... Mr. James Jamison, Chair  
                  – Update
- 11:05 a.m.    **Governance Committee Update** ..... Ms. Heidi Abbott, Chair  
                  – Update
- 11:25 a.m.    **State of the University** ..... Dr. Javaune Adams-Gaston, President  
                  – PowerPoint Presentation
- 11:55 a.m.    **Action Items**  
                  –
- 12:15 p.m.    **OLD BUSINESS**
- 12:25 p.m.    **NEW BUSINESS**
- 12:40 p.m.    **MOTION – CLOSED MEETING** – Pursuant to §2.2-3711A. 1, 4, 7, and 8, *Code of VA*  
                  **BREAK (10 minutes)**
- 12:50 p.m.    **START OF CLOSED MEETING**  
                  **Lunchbreak** (*included during this period*)



2:50 p.m.     **OPEN MEETING**

3:10 p.m.     **PUBLIC COMMENT**

3:20 p.m.     **INFORMATION ITEMS**

3:40 p.m.     **ADJOURNMENT**

The Norfolk State University Board of Visitors will meet December 6, 2024.

The meeting will be held in open and closed session via the Zoom Webinar app. The open session of the meeting can be accessed through the app using the following link to register:

December 6, 2024 at 8:30 a.m.

**[http://nsu-edu.zoom.us/webinar/register/WN\\_v7EzfeFfQdW389\\_oGRvqxg](http://nsu-edu.zoom.us/webinar/register/WN_v7EzfeFfQdW389_oGRvqxg)**

Registering will allow participants to attend virtually or by phone. Information on public comment is provided on the registration form. Public comment should address only the items listed on the agenda.

If you require assistance with registering, or if there is any interruption in the broadcast of the meeting, please contact ( [ssdozier@nsu.edu](mailto:ssdozier@nsu.edu) 757-823-8676).

A recording of the meeting will be posted to the Board of Visitors website following the meeting.

**BOARD OF VISITORS**  
**FULL BOARD MEETING**  
October 24, 2024  
**MINUTES**

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

Bishop Kim W. Brown, Rector, called the Norfolk State University Board of Visitors meeting to order at approximately 1:12 p.m.

A quorum was established with a 12-0 Roll Call vote. A list of individuals who joined the meeting is provided below.

**Present – Board Members**

Bishop Kim W. Brown, Rector  
Mr. Dwayne B. Blake, Vice Rector  
Dr. Katrina Chase, Secretary  
Mrs. Heidi Abbott  
Mr. Conrad Hall  
Mr. James Jamison  
Mr. Delbert Parks  
Mr. Edward Sanders  
Mr. T. Michael Andrews  
The Honorable Lionell Spruill, Sr.  
The Honorable James W. Dyke, Jr.  
Mr. Gilbert Bland

**Members Absent**

Dr. Harold Watkins, II

**Student Representative to the Board**

Mr. Za’Chary R. Jackson, SGA

**Faculty Representative to the Board**

Dr. Robert K. Perkins, Faculty Representative

**Participants – NSU Administrators and Staff**

Dr. Javaune Adams-Gaston, President

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

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

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

Dr. Aurelia T. Williams, Senior Vice Provost, Office of the Provost

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

Dr. Melody Webb, Athletics Director

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

Dr. Melissa J. Barnes, Assistant VP for Enrollment Management

Mr. Dennis Jones, Executive Budget Director

Mr. Christopher Gregory, OIT

Mr. Ronald King, Chief Information Security Officer

Dr. Davida Harrell-Williams, Auxiliary Enterprises & Services

Ms. Michell Moone, Office of Human Resources

Mr. Terry Woodhouse, Facilities, Interim Associate Vice President

Mrs. Kimberly Gaymon, Scheduler/Financial Services Specialist

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

**2. Opening Remarks**

Rector Brown welcomed the newly appointed Board Members, Mr. Edward Sanders and The Honorable Lionell Spruill, Sr. Rector Brown informed the Board Members that those intending to attend the Norfolk State University Homecoming Football Game had received their credentials and were provided in their packages.

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

Dr. Adams-Gaston extended her appreciation to the Board of Visitors. Dr. Adams-Gaston emphasized the importance of homecoming and its significance within Historically Black Colleges and Universities (HBCU). The evening reception was also highlighted in request for attendance.

Rector Brown addressed the security precautions that have been made relative to tailgating and time on campus.

### **4. Consent Agenda - Recommend Approval of May 3, 2024, Board Meeting Minutes**

**The Board unanimously approved with a 12-0 Roll Call Vote, the minutes for the May 3, 2024, Board Meeting, motioned by Mrs. Abbott and seconded by Mr. Blake.**

### **5. Reflection on Governance**

Rector Brown reviewed the dynamics of Governance, and the following key points were discussed.

-The Board of Visitors Members are not staff:

- The Committee Chairs are the source of information.

-The importance of voicing our concerns:

- In support of making decisions in meetings.

-The Board of Visitors are not members of the Foundation:

- Dr. Watkins can provide answers to any questions.

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

Mrs. Abbott referred to the October 1<sup>st</sup> Governance Committee Meeting and provided a few reminders.

-Old Business:

- In the May 3, 2024, Full Board Meeting, the Rector, Vice Rector, and Secretary positions were filled.
- In the October 1<sup>st</sup> Committee Meeting, the Governance Committee unanimously selected Mr. Gilbert Bland and Mr. Jay Jamison for service on the Executive Committee.

**Mr. Andrews motioned to approve Mr. Gilbert Bland and Mr. Jay Jamison to serve on the Executive Committee. Seconded by Dr. Chase and with a 12-0 Roll Call Vote the Board unanimously approved.**

Mrs. Abbott indicated that the Board Members will vote once more during the Full Board Meeting in May for the three officer positions. The votes for the two Executive Committee positions will be collected in April's Governance Committee Meeting.

**-New Business:**

- SCHEV Training is scheduled for November 12<sup>th</sup> -13<sup>th</sup> and will be held in Virginia Beach.
- The Code of Virginia mandates that all new appointees attend a SCHEV Orientation Session within the first two years of service.
- Mr. Claville reviewed the University Policies and Procedures process and highlighted the following policies:
  - BOV Policy #33 Free Speech and Expression and Campus Space Utilization
  - BOV Policy #6 – Statement on Code of Student Conduct (Existing Policy– Student Affairs)
  - BOV Policy #7 – Military Deployment
  - BOV Policy #19 – Assisting Emotionally Distressed Students (Existing Policy – Student Affairs)
  - BOV Policy #21 – Communicable Disease Protocol (Existing Policy – Student Affairs)
  - BOV Policy #20 – Parental Notification of Tax Dependent Students in instances of Psychological Emergency (Existing Policy – Student Affairs)
  - Newest Policy: BOV Policy – Information Security
- Mrs. Abbott noted that there is a correction regarding the original Governance packet, which referenced the date of March 8<sup>th</sup> minutes. The changes are to reflect the date of October 1<sup>st</sup>.

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

Dr. Dawn Hess reviewed the October 1<sup>st</sup> Committee Meeting.

**-2024 Priority Areas for university compliance:**

- Overview of the policy program

**-Policy management update:**

- Operations and Institutional Effectiveness is acquiring Soft Docs, which is a new software platform.
- Tracking data using policy management systems will promote opportunities to store data.

**-Overview of required employee training**

- There are currently 10 different departments that are managing data in relation to employee training.

**-The University Compliance, along with Student Affairs; are completing their assessment of ADA compliance.**

- Implementing a gap closure plan.

Dr. Brown informed that in the beginning of last Spring, there had been a collaboration regarding accessibility services. There is a plan in January to move into a new practice around animals. Dr. Hess informed that the university is required to permit housing animals.

Mrs. Burgess reviewed the October 1<sup>st</sup> meeting for Audit, Risk and Compliance. The internal audit provided information regarding the progression towards the 2024 -2025 audit plan. The annual assessments were also highlighted, which were developed to provide information on the progression towards the audit plan.

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

Mr. Parks provided an overview of the previous Committee meeting.

-Dr. Fulton introduced the new leadership appointees:

- Dr. Aixi Zhou, Vice Provost, Research and Innovation
- Dr. Tyson King- Meadows, Dean, College of Liberal Arts

Dr. Fulton informed, we are currently in the middle of completing the research for the new Dean of Business, there are three candidates. With a goal of finalizing the search by the end of Fall. Dr. Fulton also reviewed the data which reflected the research, scholarship, and honors at the university.

-The Norfolk State University scholarship was showcased in public scholarships and venues:

- NBC
- Nightly news
- The Washington Post
- C-SPAN

The grants and contracts acquisitions were also presented. The institutional goals were reviewed in reference to expenditures. The current challenges in meeting the goal were discussed, with a second criteria of graduating at least 20 Ph.D. Students annually. To obtain this vision, there is a need for more faculty, which will support greater graduate enrollment within the existing programs, with also a need for more doctoral programs. The institutional performance standards were also reviewed.

Dr. William provided insight on the importance of focusing on things that makes us different from our neighbors. Dr. Williams addressed the importance of a plan to increase our research expenses, through a holistic approach.

Dr. Brown presented four BOV policies for approval.

- Statement of Code of Conduct (06)
- Military Deployment (07)
- Assisting Emotionally Distressed Students (16)
- Communicable Disease Protocol (21)

-Statement of Code of Conduct (06)

**The Honorable Dyke, Jr. motioned to approve the Statement of Code of Conduct (06).  
Seconded by Mrs. Abbott and with a 12-0 Roll Call Vote the Board unanimously approved.**

-Military Deployment (07)

**Mr. Blake motioned to approve the Military Deployment (07) Seconded by Dr. Chase and with  
a 12-0 Roll Call Vote the Board unanimously approved.**

- Assisting Emotionally Distressed Students (16)

**Dr. Chase motioned to approve the Assisting Emotionally Distressed Students (16) Seconded by  
Mrs. Abbott and with a 12-0 Roll Call Vote the Board unanimously approved.**

- Communicable Disease Protocol (21)

**Mr. Andrews motioned to approve the Communicable Disease Protocol (21)  
Seconded by Mr. Blake and with a 12-0 Roll Call Vote, the Board unanimously approved.**

Dr. Moses provided an update on Enrollment Management. An introduction of the following personnel was highlighted.

- Dr. Melissa Barnes, Interim Associate Vice President for Enrollment Management
- Dr. Michael Shackelford, (Advisory Capacity) for Enrollment Management
- Dr. James Walke, Associate Vice President for Institutional Effectiveness and Planning

Dr. Moses addressed retention and targets, through an analysis on enrollment data; based on gender, retention rate, in-state/out of state enrollment, and race. Different initiatives regarding housing, living learning programs, and living learning facilities, were also addressed.

Dr. Adams-Gaston highlighted the importance of living learning; and the environment it creates for students. The dynamics of students understanding, living together and learning together, were discussed. The importance of having faculty come to the residence hall on the first floor and host seminars and classes, which will create the development of learning and leadership. Dr. Adams-Gaston also addressed understanding the farm or field to table through the dining experience.

Mr. Parks informed the board, of A.D. Webb, of obtaining her doctorate degree.

## **9. Strategic Finance Committee Update- Mr. Jamison, Chair**

Mr. Jamison introduced Mr. David Rasnic, Director of Higher Education Auditor of Public Accounts. Mr. Rasnic provided an update on the NSU FY2023 Audit results. Mr. Rasnic focused on several key points in review of the audit results. The audit findings, prior year's findings, recommendations and new management recommendations were reviewed.

Dr. Hunter provided an update on the Division of Finance and Administration. Dr. Hunter also addressed concerns regarding the audit. There are two areas that have been resolved which include:

- Ensuring timely security audits
- Local area network security item

Dr. Hunter also informed of the creation of a policy which will be presented to Dr. Adams-Gaston that will tighten up on accountability. Prompt payment was also highlighted and noted that the university is in full compliance with the state requirements. Enrollment reporting is a challenge but is in the process of being addressed.

Mr. Jamison reviewed the previous Finance Committee meeting by highlighting the topics below:

- Fall Revenue Forecast Update
- Net E and G Fund balance
- Auxiliary enterprise Revenue

**Mr. Blake motioned to approve the 6-year operating budget plan. Seconded by Dr. Chase and with a 12-0 Roll Call Vote the Board unanimously approved.**

Human Resources Update was provided and highlighted. The Information Security Policy-BOV Policy 38-10. Dr. Moses advised that this one single policy will govern the entire information security posture. The policy will provide a more efficient approach, which will all be consolidated into one single policy.

**Mr. Parks motioned to approve BOV Policy 38-10. Seconded by Dr. Chase and with a 12-0 Roll Call Vote the Board unanimously approved.**

Mr. Jamison reviewed the University Advancement Update, and congratulated on the Now is Our Time Campaign.

Mr. Porter presented the naming resolution.

-Dr. Harry Watkins & Dr. Arvat McClaine Lyman Beecher Brooks Rotunda

-Mr. Tony and Mrs. Kim Brothers Student Center Ballroom 123 A, B, C

-Mr. Gary and Mrs. Cookie McCollum Brown Hall Atrium

-Mr. William "Bill" Archie Lane # 1 NSU Swimming pool



- Rev. Jeffery & Mrs. Kathy Pope Belfield Brown Hall Classroom of the future
- Bishop Kim and Elder Valerie Brown Spartan Lounge

**The Honorable Spruill motioned to approve the naming resolution. Seconded by Dr. Chase and with an 11-0 Roll Call Vote the Board unanimously approved.**

**10. Public Comment**

There was none.

**11. Adjournment**

At 3:45p.m.

Respectfully submitted,

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Mr. Dwayne Blake, Secretary Board of Visitor

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Sher're Dozier, Clerk to the University President for the  
Board of Visitor



**Policy Title:** Freedom of Speech and Expression and Campus Space Utilization

**Policy Type:** Board of Visitors

**Policy Number:** BOV Policy #33 (2019)

**Approval Date:** March 19, 2021

**Responsible Office:** Vice President for Student Affairs

**Responsible Executive:** Vice President for Student Affairs

**Applies to:** University Community

#### POLICY STATEMENT

Norfolk State University is committed to creating an environment that fosters the exercise of protected speech and other expressive activity on university property while maintaining an atmosphere free of disruption to the mission of the university. It recognizes that the free expression of ideas and open inquiry are essential in fulfilling its academic mission by embracing rigorous open discourse, and the exploration of ideas. As such, the university has established requirements for use of its property to pursue its academic mission, provide a safe environment, and preserve the functional and aesthetic integrity of the campus. Expression by individuals or groups, as described in this policy is not speech made by, on behalf of, or endorsed by the University.

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#### DEFINITIONS

**Expressive Activity:** For the purpose of this policy, expressive activity may include, but is not limited to, speaking, silent protest, distributing literature such as leaflets or pamphlets, displaying signs, wearing certain clothing or accessory items, dancing, meetings, performances, demonstrations, rallies, and vigils.

**Solicitation:** Selling or promoting products, goods or services; using staff and faculty listings for the purpose of selling/promoting goods and/or services; seeking contributions or pledges, including distributing printed materials; and conducting membership drives.

**University Property:** Buildings, grounds, and land owned or controlled by NSU. This includes property leased, rented, or otherwise contractually reserved for NSU operations, either permanently or on a temporary basis.

## CONTACT(S)

The Vice President for Student Affairs officially interprets this policy. The Assistant Vice President for Campus Life & Diversity is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to the Assistant Vice President for Campus Life & Diversity.

## FREEDOM OF SPEECH AND EXPRESSION AND CAMPUS SPACE UTILIZATION POLICY CONTENTS

This policy applies to activities conducted on university property. The restrictions are designed to comply with Code of Virginia sections 23.1-900.1 and 23.1-401 and are narrowly tailored to serve the university's interest in maintaining the safe and effective educational and administrative operations of the university without regard to the viewpoint of any speech or expression.

NSU supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is strictly prohibited.

### General Prohibitions

The U.S. Constitution, its First Amendment, and the Code of Virginia do not protect certain expressions. Such expressions include the following, all of which are prohibited by NSU on NSU property: defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, copyright or trademark violation, criminal or civil harassment, sexual harassment, trespass, and false advertising. The university further prohibits any person from interfering with university and authorized functions, activities, and events and from participating in unlawful conduct on university property. As such, in engaging in expressive activity no person may do any of the following on university property:

1. Obstruct or impede vehicular, bicycle, pedestrian, or other traffic;
2. Obstruct any entrance or exit to any building, assembly space, driveway, parking lot, vehicular path, stairway or walkway or impede entry to or exit from any such area;

3. Disrupt, disturb, or interfere with educational or administrative activities, events, or operations inside or outside any building;
4. Enter into any building or facility or occupy any university property without appropriate authorization;
5. Violate any applicable federal, state, or local law, rule, or ordinance;
6. Fail to comply with any reasonable instruction by university police or any university official acting in the performance of their duty;
7. Cause any threat to the health or safety of any passerby or member of the university community;
8. Obstruct, disrupt, or attempt by physical force to cancel or discontinue speech by any speaker, or the observation of speech by any person intending to see or hear a speaker;
9. Damage university property, including structures, grass, shrubs, trees, or other landscaping;
10. Mark university property, including any vertical or horizontal surface, other than in accordance with written requirements, such as rules for authorized chalking;
11. Use amplified sound, including bullhorns, except as approved in advance under applicable policy and within sound limits that will not disrupt university operations; or
12. Organize or lead any major event, as described in this policy without written authorization as set forth in that section.

### **Use of University Property**

University property, including outdoor areas, is designated primarily for use by students, faculty, and staff to advance the educational mission of the university. Any university student or employee may generally use campus spaces in accordance with university policy. However, any other person may use university property for assembly or organized expressive activity only (1) if sponsored or hosted by a member of the university community with authority under an applicable university policy or (2) by reserving a specifically designated area through the process set forth in this policy.

The university may require any person to pay applicable rental or usage fees and comply with appropriate contractual obligations. In addition to complying with the restrictions set forth in this policy, persons desiring to use certain university spaces must comply with standard requirements established by the university office responsible for the specific space. Such requirements, including restrictions for reservation, scheduling, insurance, posting and other use of such space, must be consistent with this policy and other reasonable time, place and manner restrictions and not based on the content or viewpoint of the expressive activity or the persons involved. If any such restriction conflicts with this policy, this policy governs.

### **Instructions for Specific Uses of University Property**

#### **A. Non-University Commercial Use**

Any commercial use of university space must be authorized in writing by the vice president with oversight of the administrative unit managing the space or designee authorized by that

vice president. Commercial door-to-door activities and commercial solicitations are prohibited. The university does not permit the solicitation, distribution or selling of products or services of any kind at any time on university property by university employees other than as a required job function.

## **B. Events**

Any person organizing an event must comply with this policy regardless of any expressive purpose of the event and whether the event is planned in advance. Advance notice and written authorization are required only for major events and event reservations, as described below. However, NSU Police request notice prior to commencement of any event or activity to promote the safety and security of all persons on campus. University officials will coordinate with the primary organizer or responsible person regarding appropriate logistical issues related to safety, time, and location.

Advance notification must include the day, time, anticipated attendance, items or equipment associated with the event, the planned location(s), and the full name and detailed contact information for the primary organizer and/or person responsible for the activity. University officials will also consider factors such as required accommodations, traffic, noise, time, relationship to nearby areas and activities, security needs, and other relevant viewpoint-neutral facts and circumstances to determine to what extent (a) a suitable location exists and (b) special precautions or arrangements are necessary.

### **a. Events requiring authorization (major events):**

All major events require advance notice and permission from the university because they may disrupt university functions or activities, destroy property, or present insurmountable or unreasonable logistical or security challenges. A major event is an event, other than an academic course, program, or curriculum approved by the provost, which involves any one of the following risk factors:

1. Expected attendance over 50 persons;
2. Setting with safety concerns (including time and location) based on assessment from the NSU Police;
3. The event is a dance or concert, regardless of how many attendees;
4. Presence of any object or substance requiring review by the Office of Environmental Health and Safety, including but not limited to any animal, open flame, firework, pyrotechnic, or other flammable or hazardous item;
5. Installation of any structure, such as a tent, stage, scaffold, bleacher, bounce house, or carnival- style ride;
6. Alcohol served; or

7. Outdoor amplified sound, including but not limited to bullhorns, Bluetooth speakers, etc.

To request authorization for a major event, students should contact the Assistant Vice President for Campus Life & Diversity or the Director for Auxiliary Enterprises & Services for appropriate guidance. Employees and members of the public should contact Auxiliary Enterprises & Services at (757) 823-8085. The process to request the use of facilities for an event reservation is described below. (However, major events may not be reserved through this process.):

- i. Event reservations by students and employees

Students and employees may reserve certain campus facilities or areas by submitting requests online through <https://25live.collegenet.com>. Such requests should be submitted within 14 working days of the planned event to allow sufficient time for logistical support and to otherwise comply with applicable facility requirements.

- ii. Event reservations by members of the public

The university has designated certain campus facilities/spaces for use by any person, including members of the general public, by reservation. These facilities/spaces are available by reservation only. Reservations will be granted to members of the general public on a space-available basis and denied only if sufficient space is not available. All requests for reservations of space by members of the general public must be made through NSU's Office of Conference Services by calling (757) 823-8085. Information is also available on the Conference Services website. Such requests should be submitted at least 14 working days from the date of the planned event.

In addition, a student or employee may host or sponsor an event in cooperation with members of the public as invited guests. The sponsor or host may reserve university space for such sponsored or hosted events according to applicable reservation requirements and may be held accountable under applicable university conduct policies for use under the reservation, including for use by an invited guest. In such cases, invited guests may use the reserved space consistent with restrictions applicable to the sponsor or host. The university may rescind the invitation of a guest for failure to comply with applicable restrictions. Unsponsored public speaking, distribution of literature, or other expressive activity by members of the public is prohibited on campus other than by reservation under this section.

- iii. Event Fees and Charges

All persons and event organizers are responsible for costs of damage, repair and clean up arising from their use of university facilities. Examples of such costs related to event

reservations include the cost of providing tents, platforms, special fixtures and equipment, or the assignment of maintenance or security personnel. The university will determine any fee for security based on viewpoint-neutral standards used to assess risk, such as the number of expected attendees as determined by the university, the location of the event, the time of day, and presence of alcohol or special equipment. Consistent with lawful protection of expressive activity, NSU will not charge security-related fees based on the content of the expressive activity, the likelihood of disruption caused by others than event attendees, or the actions of those who may protest the expressive activity.

#### **C. Placement of Materials on Campus**

Printed materials, writings, or other tangible means of expression may not be attached to University property, including sidewalks, trees, walls, or other property (including on vehicles parked on campus), except: (1) that such materials may be placed on outdoor bulletin boards designated as public bulletin boards--all postings on public bulletin boards will be removed at regular intervals; and (2) banners promoting a University or NSU sponsored event may be displayed at location designated as approved locations in advance.

Printed materials, writings, or other tangible means of expression may not be placed on any interior surface of any University building without the written permission of the relevant Building Supervisor and in accordance with the rules established for each building. Permission shall include a designated date for removal.

Individuals and organizations are responsible for cleanup, property restoration, and for any associated costs incurred by the University from their activities. Individuals and organizations are also responsible for the content of any signage, pamphlets, or structure that they post, distribute, or erect on campus. Furthermore, the University reminds any organization distributing materials to be aware of laws concerning defamation, obscenity, fair labor practices, etc.

#### **D. Reporting Violations of this Policy**

Any suspected violation of this policy shall be promptly investigated by the university, and corrective action will be taken when warranted. Members of the public who are suspected of violating this policy may be removed from University property by the Campus Police. Students who are suspected of violating this policy may be referred to the Dean of Students Office for possible Code of Student Conduct violations. Employees who are suspected of violating this policy may be referred to the Office of Human Resources for possible job action. Students should report suspected violations to the Assistant Vice President for Campus Life & Diversity at 757-785-3866. Employees should report such violations to the Office of Human Resources at (757) 823- 8160.

## EDUCATION AND COMPLIANCE:

The Division of Students Affairs will provide annual training on the provisions of this policy to all members of the University Community. Training will incorporate accepted best practices in the area of Freedom of Speech on Campus.

## PUBLICATION:

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students, within 14 days of Board of Visitors approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

## REVIEW SCHEDULE:

- Next Scheduled Review: March 2024
- Approved by: XX/XX/XXXX; Board of Visitors, March 19, 2021
- Revision History: May 3, 2019; December 11, 2020

**Supersedes:** *None*

## RELATED DOCUMENTS

- NSU Conference Services and Events Policies for Facility Use and Fees Manual <http://www.nsu.edu/auxiliary-services/forms>
- Virginia law governing speech on campus, Va. Code § [23.1-401](#) and [23.1-401.1](#)

## FORMS:

### **Conference Website:**

<https://www.nsu.edu/auxiliary-services/forms>

## REFERENCES:

- <https://www.equalityhumanrights.com/en/our-work/news/freedom-speech-education-foundation-effective-society>
- <https://www.aclu.org/other/speech-campus>



- <https://mtsu.edu/first-amendment/post/637/college-students-support-free-speech-with-exceptions>
- <https://www.insidehighered.com/news/2019/09/16/states-passing-laws-protect-college-students-free-speech>



## BOV POLICY # 06 (2014) Statement on Code of Student Conduct

<b>Policy Title:</b>	Statement on Code of Student Conduct
<b>Policy Type:</b>	Board of Visitors
<b>Policy Number:</b>	BOV Policy # 06 (2014)
<b>Approval Date:</b>	March 19, 2021
<b>Responsible Office:</b>	Dean of Students Office
<b>Responsible Executive:</b>	Vice President for Student Affairs
<b>Applies to:</b>	Students and Student Organizations

### POLICY STATEMENT

Each member of the Norfolk State University community shares in the responsibility for his/her personal conduct and, in some cases, may assume reasonable responsibility for the behavior of others. Students and student organizations are required to engage in responsible conduct that positively reflects the University community. [Section 23.1-1301](#) of the Code of Virginia authorizes the Board of Visitors to adopt regulations or policies for the conduct of students while attending Norfolk State University.

The Administration, through its Division of Student Affairs, is delegated the authority to establish and promulgate policies pertaining to the conduct of students in a [Code of Student Conduct](#). When the established policies are violated, the Code of Student Conduct shall apply. The applicable standard of review is a preponderance (more likely than not) of the evidence. Any sanctions issued as a result of a violation of the Code of Student Conduct may be proportionate to the severity of the violation and previous conduct history of the student.

Code of Virginia § [23.1-1303\(B\)\(7\)](#) also requires that the Board of Visitors establish policies for the discipline of students who participate in varsity intercollegiate athletics. See [BOV Policy # 16 \(2015\) Student-Athlete Discipline](#), which specifically addresses the conduct of student-athletes and the disciplinary and reporting requirements for varsity collegiate athletics at the University

Students have the right to notice and opportunity to respond to the reported violation(s).

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## **DEFINITIONS**

**Dean of Students:** The University official who has primary responsibility for the implementation of student conduct policies. He/she serves as the appeals officer for all cases.

**Sanction:** A corrective action or response required by the University to a student during a conduct conference or hearing in response to a violation of the Code of Student Conduct.

**Student:** A person who has been admitted to or has enrolled at the University but has not completed a program of study for which she/he has enrolled; or a person who has completed a program of study and has satisfied all academic requirements for the program but has not been awarded a degree at the time of the offense. Student status exists regardless of whether the University is in session (i.e. spring break and summer).

**Student organization:** Any University organization or group that is approved and/or registered with the Office of Student Activities. This may also include interest groups not formally recognized by the Office of Student Activities.

## **CONTACT**

The Dean of Students Office within the Division of Student Affairs officially interprets this policy and is responsible for matters pertaining to this policy as it relates to students. The Dean of Students Office is located in Room 307 Student Services Building, Norfolk State University, 700 Park Avenue, Norfolk, Virginia 23504; telephone number (757) 823-2152.

The Dean of Students, as the Responsible Executive, is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies through the appropriate governance structures. Please direct questions pertaining to the Code of Student Conduct to the Dean of Students Office.

## **EDUCATION AND COMPLIANCE**

**EDUCATION** - All enrolled students and student organizations will be emailed BOV Policy #6, Statement on the Code of Student Conduct, at the beginning of the fall and spring semester via Campus Announcements. This information will be included in the Student Handbook and University catalog, in the online Policy Library, Dean of Students Office webpage, and departmental social media accounts. Sessions will continue with student organizations, during residence hall

meetings, during DNIMAS orientations, Summer Bridge student orientations, Resident Advisor trainings, and meetings with student athletes. All new students are required to take the online module as a part of New Student Orientation. References and feedback will be provided during Town Hall Meetings with students, as appropriate. The SGA Chief Justice and Associate Justices will assist the Dean of Students Office with planning and facilitating programs to educate the campus community of the Code of Student Conduct.

**COMPLIANCE** – Students in violation will be referred to the Dean of Students Office. If found responsible, appropriate sanctions will be implemented related to the violation. This could include, but not limited to, disciplinary probation, educational project related to the violation(s); community service; educational modules related to the violation(s); counseling referral; fine; restitution; housing reassignment; housing visitation restriction; housing removal; suspension, and expulsion.

## **PUBLICATION**

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office shall make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of Board approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of Board approval;
- Direct appropriate offices to educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

- Next Scheduled Review: March 2024
- Approved Date: March 19, 2021
- Revision History: 09/7/2016; 08/28/2017; 09/15/17; 09/28/20; 12/11/20
- Supersedes: None

## **RELATED DOCUMENTS**

- [Administrative Policy # 27-002 \(2014\) Code of Student Conduct](#)
- [Code of Virginia § 23.1-1303\(B\)\(7\) Student-athlete discipline policies](#)
- FORMS

There are no forms associated with this policy.



## **BOV POLICY # 07 (2014) Military Deployment**

<b>Policy Title:</b>	Military Deployment
<b>Policy Type:</b>	Board of Visitors
<b>Policy Number:</b>	BOV Policy # 07 (2014)
<b>Approval Date:</b>	March 19, 2021
<b>Responsible Office:</b>	Military Services and Veterans Affairs
<b>Responsible Executive:</b>	Vice President for Student Affairs
<b>Applies to:</b>	Military Students, Administrative Offices

### **POLICY STATEMENT**

Norfolk State University is committed to serving a diverse student population, which includes the military, veteran and civil service students. This policy adheres to the requirements of [§ 23.1-207 of the Code of Virginia](#) and the [Virginia Tuition Relief, Refund, and Reinstatement Guidelines](#) (2010) established by the State Council of Higher Education for Virginia (“SCHEV”) to provide for tuition relief and refunds, and for reinstatement of students whose documented service in the uniformed services require their sudden withdrawal or prolonged absence from their enrollment at Norfolk State University. This policy identifies the Registrar’s Office as the Responsible Office for the processing of withdrawals for students due to Armed Forces service requirements in accordance with guidelines and procedures in [Administrative Policy # 31-14 \(2014\) Military Tuition Relief, Refund, and Reinstatement](#). This policy furthers the practice of having a military- friendly institution.

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## DEFINITIONS

**Military Duty:** includes active, reservist and civil service members in the Armed Forces of the United States.

**Military Student:** includes currently enrolled active duty, National Guard or Reservist, veteran and civil service students at the University.

**Reinstatement:** the re-admittance and reenrollment of a student whose service in the Armed Forces has caused his or her sudden withdrawal or prolonged absence from enrollment.

**Service in the Armed Forces:** service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days.

**Sudden withdrawal:** means leaving an institution after a semester has begun or after the tuition and required fees for a term have already been billed to or paid by the student.

**Tuition:** the actual price of education charged to a student for the term in which service in the uniformed services caused his or her sudden withdrawal or prolonged absence from enrollment at a Virginia institution of higher education.

## CONTACT(S)

The Vice President for Student Affairs officially interprets this policy and is responsible for obtaining approval for any revisions as required by [BOV Policy # 01 \(2014\) Creating and Maintaining Policies](#) through the appropriate governance structures. Questions regarding this policy should be directed to the Military Services and Veterans Affairs Office.

## STAKEHOLDERS

Military and Veteran students, Faculty and Staff.

### Military Deployment

The Administration, through collaboration between the Enrollment Management Office and the Military Services and Veterans Affairs Office, shall develop and implement processes for providing tuition relief and refunds, and for the reinstatement of students whose documented service in the uniformed services has required their sudden withdrawal or prolonged absence from enrollment at Norfolk State University.

All active duty military students who are unable to complete course requirements due to change in employment duties, work schedule or deployment to a duty assignment may be administratively withdrawn from current semester courses in accordance with [Administrative Policy # 31-14 \(2014\) Military Tuition Relief, Refund, and Reinstatement](#). The University Registrar will maintain records of administrative withdrawals completed under this policy and Administrative Policy # 31- 501 (2014) Military Tuition Relief, Refund, and Reinstatement.

All administrative policies shall incorporate the provisions articulated herein, which are effective immediately. Nothing in this policy shall be interpreted to prohibit Norfolk State University from denying reinstatement to a student for causes or actions unrelated to the student's military service in accordance with applicable University policies and procedures governing students and student conduct.

In accordance with SCHEV Guidelines (2010), the following provisions, at a minimum, must be described in sufficient detail and publicized by the Responsible Office:

- A. **Tuition and Required Fees.** A description of the circumstances under which a student shall be entitled to receive a partial or full refund of the tuition and required fees that have been billed or paid for the term in which the student is forced to withdraw, including the factors that determine the amount of a refund.
- B. **Room and Board.** A description of the circumstances under which the student is entitled to a full or partial refund for fees paid to the institution for room and board.
- C. **Deposits.** A description of the circumstances under which deposits will be refunded and/or credited to the student.
- D. **Academic Credit.** A description of a student's options concerning grades assigned for the semester in which the student is forced to withdraw due to service in the uniformed services. This includes providing reasonable time for a student to eliminate any "pending" grades (i.e., "incomplete," or "in progress" grades which indicate academic work remains to be completed in a given course).

#### E. Reinstatement

- 1. General Provision: A description of the circumstances under which a student shall be entitled to reinstatement in the institution following the student's release or return from service in the uniformed services, which shall provide that a student is entitled to reinstatement without having to re-qualify for admission if the student:
  - i. Returns to the same institution after a cumulative absence of not more than five years, and

- ii. Provides notice of intent to return to the institution not later than three years after the completion of the period of service.

Administrative policies should defer to the provisions of the Higher Education Opportunity Act, 20 U.S.C. § 1088 et seq. for application of relevant exceptions to these time periods.

- 2. Reinstatement into Specific Program of Study: A description of the circumstances under which a student may be reinstated in the same program of study in which he or she had been enrolled prior to withdrawal. The policy shall provide for counseling for the student to determine the impact of absence from the program on the ability to resume study and to advise the student of his or her options when a program is no longer available or suitable.
- 3. Deferral of Enrollment: A description of the circumstances under which a student who was admitted to a program but did not begin attendance because of service in the uniformed services may be allowed to defer his or her enrollment in the program

**F. Documentation.** A description of the types of documentation the student must submit to preserve his or her prerogatives under the policy and relevant deadlines for submission of such documentation





## **EDUCATION AND COMPLIANCE**

### **A. TRAINING**

Training for this policy is intended to educate faculty and administrators that will have a role in administering this policy or to be recipients of the financial awards specified in this policy. If required, the Military Services and Veterans Affairs Office will provide training for faculty and staff.

### **B. POLICY COMPLIANCE AND VIOLATIONS**

1. The Military Services and Veterans Office assesses and measures compliance with this policy through monitoring and reviewing the enrollments and withdrawals of military students.
2. Violations of this policy will be addressed in accordance with any relevant federal, NSU, and Commonwealth of Virginia policies.

### **PUBLICATION**

This Policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval.
- Submit the policy for inclusion in the online Policy Library within 14 days of approval.
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

### **REVIEW SCHEDULE**

- Next Scheduled Review: March 2024
- Approved by, date: Board of Visitors, March 19, 2021
- Revision History: September 16, 2020; May 8, 2015; May 9, 2014; March 17, 2016; September 15, 2017; December 11, 2020
- Supersedes: None

### **RELATED DOCUMENTS**

- Higher Education Opportunity Act, 20 U.S.C. § 1088 et seq.
- [\*Code of Virginia §23.1-207\*](#)
- [\*Virginia Tuition Relief, Refund, and Reinstatement Guidelines \(2010\)\*](#) established by the State Council of Higher Education for Virginia
- [\*Administrative Policy # 31-14 \(2014\) Military Tuition Relief, Refund, and Reinstatement\*](#)

### **FORMS**

*There are no forms associated with this policy.*



## BOV POLICY # 19 (2017) ASSISTING EMOTIONALLY DISTRESSED STUDENTS

<b>Policy Title:</b>	Assisting Emotionally Distressed Students
<b>Policy Type:</b>	Board of Visitors
<b>Policy No.:</b>	BOV Policy # 19 (2017)
<b>Approved Date:</b>	March 19, 2021
<b>Responsible Office:</b>	Counseling Center
<b>Responsible Executive:</b>	Vice President for Student Affairs
<b>Applies to:</b>	University Community

### POLICY STATEMENT

The Norfolk State University Board of Visitors is authorized under the *Code of Virginia* § 23.1-1300 et seq. to, among other things, make regulations and policies concerning the University. As such, the Board intends to promote a safe learning and working environment for the University community at all times. Section 23.1-802 of the *Code of Virginia* (the *Code*) requires that the governing board develop and implement policies that (i) advise students, faculty, and staff (which include residence hall staff), of the proper procedures for identifying and addressing the needs of students exhibiting suicidal tendencies or behavior and (ii) provide for training where appropriate. “This policy also provides procedures for notifying the University’s student health or counseling center when providing assistance to students that are a perceived threat of harm to self or others, present signs of emotional distress; and/or exhibits suicidal tendencies or behavior, or exhibits the inability to care for basic human needs. No student shall be penalized or expelled solely for attempting to commit suicide, or seeking mental health treatment for suicidal thoughts or behaviors.

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## **CONTACTS**

The Vice President for Student Affairs officially interprets this policy and is responsible for matters pertaining to this policy as it relates to students. The Vice President for Student Affairs is the Executive responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Counseling Center staff.

## **POLICY CONTENTS**

When assisting a student who may be emotionally distressed, attempts suicide, makes a threat or gesture of suicide, harms or attempts to harm him/herself, or undergoes severe emotional distress (e.g., student reports having hallucinations and/or discloses delusional thought content), the procedures for assisting emotionally distressed students must be followed. The established procedures are outlined on the Counseling Center website at <http://www.nsu.edu/counselingcenter/referrals> and shall be made available in the Division of Student Affairs offices. These procedures must be reviewed on an annual basis and available on the University's website a page with other information dedicated solely to the mental health resources available to students at Norfolk State University.

Members of the University Community who come in contact with a student of concern must contacting the NSU Counseling Center at 757-823-8173 or the NSU Police Department at 757-823-9000. The NSU Police should be immediately notified if a student is disruptive, has placed other members of the University Community in immediate danger, and/or threatens to harm him/herself or others, or if such incident occurs after business hours.

## **EDUCATION AND COMPLIANCE**

The Counseling Center shall make training available to all Counseling Center employees training on the requirements of this policy on an annual basis. Records of training will be maintained in the Counseling Center.

## **PUBLICATION**

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office shall make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community affected by the Policy as soon as feasible;
2. Submit the policy for inclusion in the online Policy Library within 14 days of Board approval; and
3. Post the policy on the appropriate SharePoint Site and/or Website.

Failure to satisfy procedural requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

Next Scheduled Review: March 2024

**Approved by, date:** Board of Visitors, March 19, 2021

**Revision History:** August 29, 2008; August 28, 2017, September 15, 2017; December 11, 2020

**Supersedes:** Policy # 24.002 Assisting Emotionally Distressed Students (2008)

## **RELATED DOCUMENTS**

- *Code of Virginia* § 23.1-802  
<https://law.lis.virginia.gov/vacode/title23.1/chapter8/section23.1-802/>
- NSU Counseling Center Website <https://www.nsu.edu/counselingcenter/counseling>

## **FORMS**

*There are no forms associated with this policy.*



## BOV POLICY # 21 (2016) COMMUNICABLE DISEASE PROTOCOL

<b>Policy Title:</b>	Communicable Disease Protocol
<b>Policy Type:</b>	Board of Visitors
<b>Policy No.:</b>	BOV Policy # 21 (2016)
<b>Approved Date:</b>	March 19, 2021
<b>Responsible Office:</b>	Spartan Health Center
<b>Responsible Executive:</b>	Vice President for Student Affairs
<b>Applies to:</b>	University Community

### POLICY STATEMENT

The Norfolk State University Board of Visitors is authorized under the *Code of Virginia* § 23-174.6 and § 23-9.2:3 to, among other things, make all necessary policies and procedures concerning the University. As such, the Board intends to promote a safe learning and working environment for the University community at all times. This policy describes the protocols to be administered in the event of a communicable disease outbreak on campus or within the University community in accordance with [Code of Virginia § 32.1-116.3](#). The protocols are also identified in the most recent version of the [Crisis Emergency Management Plan](#), under the Section XXII Functional Annex – # 7 Infectious Disease (see attached Annex 7).

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## **DEFINITIONS:**

**Communicable Disease:** means any airborne infection or disease, including, but not limited to, Covid-19 (SARS-COV2 virus infection), tuberculosis, measles, certain meningococcal infections, mumps, chickenpox and Hemophilus Influenzae Type B, and those transmitted by contact with blood or other human body fluids, including, but not limited to, human immunodeficiency virus, Hepatitis B and Hepatitis C (Code of Virginia § 32.1-116.3).

## **CONTACT(S)**

The Vice President for Student Affairs and the Medical Director of the Spartan Health Center officially interpret this policy. The Vice President for Student Affairs is the Executive responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Spartan Health Center.

## **POLICY CONTENTS**

In accordance with the Code of Virginia, section 32.1-116.3, Reporting of Communicable Disease, the University is required to:

- (a) Obtain the immunization status of all new incoming freshmen, transfer, and graduate students, facilitated by the Student Health Center; appropriate waivers for Religious and medical exemptions will be obtained.
- (b) Report all reportable communicable diseases to the Virginia Department of Health (VDH) and cooperate with local VDH public health investigators while maintaining individual HIPAA privacy regulations facilitated by the Student Health Center

Spartan Health Center and/or Health Center Annex staff shall notify the Vice President for Student Affairs (or his/her designee) at the earliest known opportunity whenever it is determined a communicable disease meets the definition/criteria of an outbreak. This notification must be documented in writing.

## **STAKEHOLDER (S) (FOR ADMINISTRATIVE POLICY)**

*Not associated with this policy and procedures.*

## **EDUCATION AND COMPLIANCE**

The Board of Visitors shall make available to the University community this policy by inclusion in the online Policy Library and the Board's Website. Education and training for all stakeholders and appropriate audiences on the policy's content will occur, as necessary. This policy will be maintained as a part of the Board of Visitors Policy. In accordance with Code of Virginia § 32.1-116.3 Reporting of Communicable Disease, the Spartan Health Center, shall submit reports required by the Virginia Department of Health.

## **PUBLICATION**

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive or Office will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of Board approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the Board's Website and;
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

## **REVIEW SCHEDULE**

- Next Scheduled Review: March 2024
- Approved by, date: Board of Visitors: March 19, 2021
- Revision History: September 11, 2009; June 24, 2014; September 23, 2016; September 18, 2020; December 7, 2020
- Supersedes: Policy # 27.006 Communicable Disease Protocol and Policy (2014)

## **RELATED DOCUMENTS**

- *NSU Crisis Emergency Management Plan*  
<https://www.nsu.edu/Assets/websites/police/Crisis-Emergency-Management-Plan.pdf>
- Functional Annex AN7, Infectious Disease (see p. 4 of this Policy)
- *Code of Virginia* § 32.1-116.3 Reporting of communicable diseases; definitions.  
<http://law.lis.virginia.gov/vacode/title32.1/chapter4/section32.1-116.3/>

## **FORMS**

*There are no forms associated with this policy and procedures.*

## **NSU CRISIS EMERGENCY MANAGEMENT PLAN**

Functional Annex (pp. 70-72)

**INFECTIOUS DISEASE**

**AN7**

Primary University Respondents

Spartan Health Center

Supporting Area / Agencies	Norfolk Department of Health, Virginia Department of Emergency Management; Centers for Disease Control (CDC); World Health Organization (WHO)
Documents and Policies	BOV Policy # 21 (2016) Communicable Disease Protocol Centers for Disease Controls and Prevention- Emergency Preparedness and Response <a href="https://emergency.cdc.gov/index.asp">https://emergency.cdc.gov/index.asp</a> Virginia Department of Health Emergency Preparedness <a href="https://www.vdh.virginia.gov/emergency-preparedness/">https://www.vdh.virginia.gov/emergency-preparedness/</a>
Hazard Specific Appendices/SOP	Infectious Diseases, Biological Agents and Food Poisoning

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**Purpose:**

To establish procedures for an appropriate response level to a possible occurrence of an infectious disease outbreak at the University.

**Scope of Work:**

To identify the responsibilities and expected activities of all University, local, state and/or federal agencies that may be involved in responding to this situation.

**Situation and Assumptions:**

1. As an open campus community with a majority commuting population the likelihood that an outbreak of an infectious disease is possible.
2. Awareness and notification that such a circumstance is imminent could potentially arrive through:
  - a. Student(s) seeking medical assistance from the Spartan Health Center and a pattern or reoccurrence of symptoms becomes evident
  - b. Notification from the Norfolk Health Department (NHD) or other local health departments.
  - c. Information from local hospitals of increased frequency of visits for common symptoms
  - d. Notification from regional or federal CDC agencies
3. Depending on the magnitude of the outbreak, assistance and/or management of the response may be requested from local or state health care agencies.

**Concept of Operations:**



1. The Command Center for response to the situation would be located in the Spartan Health Center or an appropriate location determine by senior medical personnel.
2. All responses to treatment areas will be under the direction of the medical personnel in the Spartan Health Center or if medically indicated and/or beyond the scope of practice, then under the direction of local or state medical personnel.
3. The Spartan Health Center and other medical emergency response personnel will be directed to the Command Center, issued appropriate protective wear and assigned duties and responsibilities in response to the emergency based on need.
4. If the nature and magnitude of the disease is such that transport to local medical facilities is not available, appropriate alternate locations will be utilized for observation, isolation and treatment. Mass Care and Sheltering-in-Place protocols and procedures would be implemented.
5. If transport is available, The Spartan Health Center and University Police will coordinate pickup points for individuals to be transported to local medical facilities. Evacuation procedures and protocols would be implemented.
6. Transportation arrangements include:
  - a) area emergency rescue service
  - b) local ambulance services
  - c) local fire department

**Organization and Assignment of Responsibilities:**

- 1) If it is decided that a biological epidemic or emergency exists, the Medical Director of the Spartan Health Center, along with the staff of the Center, will use appropriate references to form a plan of action (e.g., Control of Communicable Diseases Manual, Virginia State Health Division of Epidemiology Immunization Program. See also Spartan Health Center Clinical Manual for more information on Clinical Recognition and Management of Suspected Bioterrorism Events). Contacts with the Center for Disease Control and the World Health Organization (foreign travel alerts) may be made as directed by the Norfolk Health Department.
- 2) In the event that a biological epidemic or emergency is determined to exist, the Vice President for Student Affairs may request that the Emergency Operations Center be activated. At that meeting, the Emergency Management Team will be briefed on the situation and requirements. Should quarantine, mass screening, mass post exposure prophylaxis or closing of the University be recommended, activation of protocols and procedures will take place at that time. The Emergency Management team will determine the appropriate notification to the campus community and the public. The Vice President for Operations/Chief Strategist for Institutional Effectiveness will coordinate efforts with the campus communication and marketing.

If a case of bacterial meningitis or other reportable communicable disease is diagnosed, the Virginia Department of Health will be notified by medical personnel via the online reporting portal, phone or fax. Laboratories are also required to report all positive reportable communicable test results to the Virginia Department of Health.

<https://www.vdh.virginia.gov/disease-prevention/disease-reporting/>

The Medical Director of the Spartan Health Center will assist with contact tracing and initiation of prophylactic antibiotics for students who are identified as close contacts of the original case.

Contact tracing is done by public health officials to recommend antibiotic prophylaxis for close contacts.

**Direction and Control:**

1. External assistance may be requested if necessary, by the Spartan Health Center via the Emergency Operations Center.
2. If the situation warrants the opening of the NSU and/or City of Norfolk Emergency Operations Center, the Emergency Management Coordinator shall ensure that communications is established between centers.

**Annex Development and Maintenance:**

The Executive Director of Health Services has overall responsibility for Annex development and maintenance. The Spartan Health Center will be responsible for keeping this plan up to date by an annual review.

This plan supports the NSU Crisis Emergency Management Operations Plan (CEMP). It is implemented with the approval and knowledge of individuals and organizations with assignments or responsibilities under the annex.

Following any exercise, actual emergency or disaster, the Emergency Management Team will determine if this Annex provided satisfactory support and make direct changes accordingly. This Annex will be revised whenever any significant change occurs, as a part of the general CEMP review and revision process.



<b>Policy Title:</b>	Parental Notification of Dependent Students in Instances of Psychological Emergencies
<b>Policy Type:</b>	Board of Visitors
<b>Policy Number:</b>	BOV Policy # 20 (2017)
<b>Approval Date:</b>	March 19, 2021
<b>Responsible Office:</b>	Counseling Center and Spartan Health Center
<b>Responsible Executive:</b>	Vice President for Student Affairs
<b>Applies to:</b>	Campus Community

### **POLICY STATEMENT**

The Norfolk State University Board of Visitors is authorized under the Code of Virginia § 23.1-1301 et seq. to, among other things, make regulations and policies concerning the University. As such, the Board intends to promote a safe learning and working environment for the University community at all times. Section 23.1-1303 (B)(4) of the Code of Virginia (the Code) requires that the governing board establish policies and procedures requiring the notification of the parent of a dependent student when such student receives mental health treatment at the institution's student health or counseling center, and such treatment becomes part of the student's educational record in accordance with the federal Health Insurance Portability and Accountability Act (42 U.S.C. § 1320d et seq.) and may be disclosed without prior consent as authorized by the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) and related regulations (34 C.F.R. Part 99). This policy establishes requirements for the institution for parental notification of taxdependent students in instances of psychological emergencies.

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<b>CONTACT(S)</b>	

The Vice President for Student Affairs officially interprets this policy and is responsible for matters pertaining to this policy as it relates to students. The Vice President for Student Affairs is the

Executive responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures.

## **DEFINITIONS**

Dependent Student: means a student under the age of 24 who is claimed for federal income tax purposes as a dependent by his/her parents.

## **POLICY CONTENTS**

Section 23.1-1303(B)(4) of the Code of Virginia requires a parent of dependent student to be notified in the following instances:

- (a) When such student receives mental health treatment at the institution's student health or counseling center; and
- (b) When such treatment becomes part of the student's educational record in accordance with the federal Health Insurance Portability and Accountability Act (42 U.S.C. § 1320d et seq.) and may be disclosed without prior consent as authorized by the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) and related regulations (34 C.F.R. Part 99); and
- (c) if it is determined that there exists a substantial likelihood that, as a result of mental illness the student will, in the near future, (i) cause serious physical harm to themselves or others as evidenced by recent behavior or any other relevant information or (ii) suffer serious harm due to his/her lack of capacity to protect themselves from harm or to provide for his/her basic human needs.

Such notification may be withheld if any person licensed to diagnose and treat mental, emotional, or behavioral disorders by a health regulatory board within the Department of Health Professions who is treating the student has made a part of the student's record a written statement that, in the exercise of his/her professional judgment, the notification would be reasonably likely to cause substantial harm to the student or another person.

The Norfolk State University Counseling Center and Spartan Health Center shall notify the Vice President for Student Affairs (or his/her designee) at the earliest known opportunity whenever a student is treated by their respective offices and meets the criteria for parental notification under Code of Virginia § 23.1-1303(B)(4). This notification must be documented in writing.

The Vice President for Student Affairs (or his/her designee) is responsible for contacting the parent of any such dependent student. The Vice President for Student Affairs (or his/her designee) is also responsible for reviewing this policy.

Upon making a disclosure pursuant to the Code, Norfolk State University and its employees are not civilly liable for any harm resulting from such disclosure unless such disclosure constitutes gross negligence or willful misconduct by the institution or its employees.

## **EDUCATION AND COMPLIANCE**

The Counseling Center shall make available to all employees training on the requirements of this policy on an annual basis. Records of training will be maintained in the Counseling Center.

## **REVIEW SCHEDULE**

- Next Scheduled Review: March 2024
- Approval by, date: Board of Visitors,; March 19, 2021
- Revision History: August 29, 2008; August 28, 2017; September 15, 2017; December 11, 2020

**Supersedes:** Policy # 24.001 Parental Notification of Tax-Dependent Students in Instances of Psychological Emergency (2008); Policy #24-01 Parental Notification of Tax-Dependent Students in Instances of Psychological Emergency (2014)

## **RELATED DOCUMENTS**

- Code of Virginia § [23.1-1303\(B\)\(4\)](#) (eff. Oct. 1, 2016)

## **FORMS**

There are no forms associated with this policy.

FY 2024 RESOLUTION  
NORFOLK STATE UNIVERSITY BOARD OF  
VISITORS RESOLUTION TO APPROVE  
AMENDMENTS TO THE  
2024 SIX-YEAR PLAN

WHEREAS, the Higher Education Opportunity Act of 2011 (TJ21) requires each public institution of higher education in Virginia to prepare and submit a Six-year Plan; and

WHEREAS, during the 2015 General Assembly session, joint resolutions approved by the House (HJR 555) and Senate (SJ 228) also require that the mission, vision, goals, and strategies expressed in the statewide strategic plan framework guide the development of the strategic plan and the Six-year Plan at each public institution of higher education; and

WHEREAS, the governing board of each public institution of higher education shall submit a Six-year Plan to the Council (State Council of Higher Education for Virginia), the Governor and the Chairs of the House Committee on Appropriations and the Senate Committee on Finance no later than July 1 of each odd-numbered year, and shall submit amendments to an affirmation of that plan no later than July 1 of each even-numbered year or at any other time permitted by the Governor or General Assembly; and

WHEREAS, Norfolk State University prepared a Six-year Plan in accordance with the requirements and guidelines and the amendments to the Plan were submitted by the stated deadline of July 15, 2024; and

WHEREAS, the amendments to the 2024 Six-year Plan must be formally approved by the Board of Visitors prior to the October 15, 2024, final submission or as soon thereafter;

THEREFORE, BE IT RESOLVED, that after due consideration and careful review by the Provost and Vice President for Academic Affairs, the Vice President for Finance and Administration, the University President, and by University Counsel for legal sufficiency, the Norfolk State University Board of Visitors approves this resolution for the amendments to the 2024 Six-year Plan as presented this \_\_\_\_\_day of October 2024; and

BE IT FURTHER RESOLVED, that the University is authorized to revise the 2024 Six-year Plan with any changes recommended by the Commonwealth's Higher Education Advisory Committee (HEAC) before the final submission is due on October 1, 2023.

	Bishop Kim Brown
Signature	Rector Norfolk State University Board of Visitors
Date	_____



## INFORMATION SECURITY POLICY

**Policy Title:** Information Security Policy

**Policy Type:** BOV

**Policy Number:** 38-10

**Approval Date:** XXXXX-2024

**Responsible Office:** Office of Information Technology

**Responsible Executive:** Vice President for Operations and Chief Strategist for Institutional Effectiveness

**Applies to:** All employees, students, visitors, and contractors, in all academic and operational departments and offices at all Norfolk State University locations, and to all University information technology and data, whether owned and operated by the University, or used for University business through contractual arrangements.

### POLICY STATEMENT

All individuals to whom this policy applies shall comply with the Norfolk State University Information Security Standards and protect all IT systems and data to which they have access commensurate with sensitivity and risk. All University information technology and data whether owned and operated by the University, or used for University business through contractual arrangements shall be managed and protected in accordance with the provisions of the Norfolk State University Information Security Standards.

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## DEFINITIONS:

**Authorization:** The process of verifying that a requested action or service is approved for a specific entity.

**Authorize:** A decision to grant access, typically automated by evaluating a subject's attributes.

**Authorized:** A system entity or actor that has been granted the right, permission, or capability to access a system resource.

**Availability:** The property that data or information is accessible and usable upon demand by an authorized person and that timely, reliable access to data and information services is provided for authorized users.

**Computer Network:** Two or more computers that can share information, typically connected by cable, data line, or satellite link.

**Confidentiality:** Protection of systems and data so that unauthorized parties cannot view the data, the property that sensitive information is not disclosed to unauthorized entities, and the assurance that information is not disclosed to unauthorized individuals or processes.

**Controlled Unclassified Information (CUI):** Information the Federal government owns or has created that needs to be safeguarded and disseminated using only controls consistent with Federal laws, regulations and policies.

**Data Custodian:** An individual or organization in physical or logical possession of data for Data Owners. Data Custodians are responsible for protecting the data in their possession from unauthorized access, alteration, destruction, or usage and for providing and administering general controls, such as back-up and recovery systems. A Data Custodian may not be a Data Owner or System Owner. A Data Custodian may hold the role of System Administrator.

**Data Owner:** An individual, who defines, manages, and controls the use of data and ensures compliance with the Information Security Standards with respect to the data. Data Owner may not be a System Administrator.

**Information Security:** The policies, standards, guidelines, processes, activities, and actions taken to protect the confidentiality, integrity, and availability of information systems and the data they handle commensurate with sensitivity and risk.

**Information Security Incident:** means an adverse event or situation, whether intentional or accidental, that poses an enterprise impact or threat to the integrity, availability, or confidentiality of University data or systems or requires reporting based upon regulatory requirements.

**Information Technology (IT) System:** An interconnected set of IT resources under the same direct management control.

**Integrity:** Guarding against improper information modification or destruction, including ensuring information non-repudiation and authenticity.

**Intellectual Property:** Please refer to the BOV POLICY # 35 (2019) INTELLECTUAL PROPERTY POLICY.

**Sensitive System:** A system that processes any data of which the compromise with respect to confidentiality, integrity, and/or availability could have a material adverse effect on NSU interests, the conduct of NSU programs, or the privacy to which individuals are entitled. Please refer to the 32-02 - Data Classification Policy

**Sensitive Information/Data:** Any data of which the compromise with respect to confidentiality, integrity, and/or availability could have a material adverse effect on COV interests, the conduct of agency programs, or the privacy to which individuals are entitled. Please refer to the 32-02 - Data Classification Policy

**System Administrator:** An individual or entity that implements, manages, and/or operates a system at the direction of the System Owner, Data Owner, and/or Data Custodian. A System Administrator may not be a Data Owner or System Owner. A System Administrator may also hold the role of Data Custodian.

**System Owner:** An individual or entity responsible for the operation and maintenance of an IT system. A System Owner may not be a System Administrator.

**Technological Resources:** Technological resources include but are not limited to: computers and terminals, software, printers, networks and equipment, telecommunication equipment and services such as telephones, facsimile machines, modems, basic and long distance calling service, and voicemail; television and radio systems and equipment; computer information systems; and, data files and/or documents managed or maintained by the University which reside on disk, tape or other media. Technology resources also include multimedia equipped classrooms, computer classrooms, computer laboratories, computer offices, and computer furnishings operated or maintained by NSU.

**Users:** Faculty, staff and students as well as others who have been authorized to use Norfolk State University's technological resources, (e.g., contractors, interns, volunteers, etc.).

**CONTACT(S):**

The Office of Information Technology officially interprets this policy. Questions regarding this policy should be directed to the Office of Information Technology (OIT).

**STAKEHOLDER(S):**

University Faculty & Staff  
Students

Others who have been authorized to use Norfolk State University's technological resources.

**ALIGNMENT WITH EXTERNAL FRAMEWORKS:**

The University's information security program aligns with the Commonwealth of Virginia Information Technology Resource Management Information Security Standard SEC530 and is tailored to the University's environment and unique needs.

**RESPONSIBILITIES:**

**The Vice President for Operations and Chief Strategist** is authorized to establish information security controls and requirements for all members of the University community. The Vice President for Operations and Chief Strategist, along with the University **Chief Information Officer** (CIO) and **Chief Information Security Officer** (CISO), are responsible for developing and maintaining the University's information security program.

**System owners, data owners, data custodians, and system administrators** must comply with the Norfolk State University Information Security Policy and Standards and are responsible for assessing the sensitivity for the systems and data for which they are responsible, classifying the systems and data appropriately, implementing controls commensurate with sensitivity and risk, and re-evaluating the systems and data periodically.

All users of University IT resources are required to promptly report information security incidents to the University's Office of Information Technology (OIT) Security Office or OIT Client Services.

In responding to any information security incidents, individuals or departments may not release University information, electronic devices or electronic media to any outside entity, including law enforcement organizations, before notifying the OIT Security Office or OIT Client Services.

The **Chief Information Security Officer** (CISO) is responsible for responding to information security incidents. In addition to following up on reported incidents, the CISO may monitor IT resources for potentially malicious and/or harmful activity and take action deemed necessary based on detected activity, or to enforce a University policy.

**SENSITIVE IT SYSTEM ASSESSMENT AND AUDIT:**

For each IT system owned by Norfolk State University that handles data classified as sensitive, the System Owner and Data Owner(s) shall collaborate with the Office of Information Technology to assess risks to the system and the data it handles as needed, but not less than once every three years.

For each IT system owned by Norfolk State University that handles data classified as sensitive, the System Owner and Data Owner(s) shall cooperate with Internal Audit to conduct an audit of the presence and effectiveness of the controls in the control profile selected for the IT system not less than once every three years for each system.

**INFORMATION SYSTEM CONTROL SELECTION AND IMPLEMENTATION:**

Protecting Norfolk State University's IT systems and data in a manner commensurate with sensitivity and risk in accordance with this Policy requires the selection and implementation of controls that achieve this objective. Accordingly, the System Owner and Data Owner of each IT system owned by Norfolk State University shall collaborate to select and implement information system controls for the IT system and the data it handles that align with the classification of the data the IT system handles under the NSU Data Classification Policy (32-02) and the risks to which the data are subject.

**➤ GUIDANCE:**

In most cases, the System Owner and Data Owner will implement controls as defined in the standards documents below based on the Commonwealth's SEC530 Information Security

Standard control baselines <https://csrc.nist.gov/pubs/sp/800/53/b/upd1/final>. The control baseline for each IT system should be selected as follows:

Subject system data are classified	Appropriate NIST SP 800-53B profile
Public	Low
Internal	Moderate
Confidential	High
Sensitive	High <sup>1</sup>

Departures from this guidance should be documented in writing and approved by the Vice President for Operations and Chief Strategist, the Chief Information Officer, and the Chief Information Security Officer.

COV SEC530 control families are described below, from which the System Owner and Data Owner should select and implement controls in accordance with the appropriate classification within the NSU Data Classification Policy (32-02).

- **Access Control**

NSU System and Data Owners must limit information system access to authorized users, processes acting on behalf of authorized users or devices (including other information systems) and to the types of transactions and functions that authorized users are permitted to exercise.

- **Awareness and Training**

NSU System and Data Owners must: (i) ensure that managers and users of information systems are made aware of the security risks associated with their activities and of the applicable laws, directives, policies, standards, instructions, regulations, or procedures related to the security of institution information systems; and (ii) ensure that personnel are adequately trained to carry out their assigned information security-related duties and responsibilities.

- **Audit and Accountability**

NSU System and Data Owners must: (i) create, protect, and retain system audit records to the extent needed to enable the monitoring, analysis, investigation, and reporting of unlawful, unauthorized, or inappropriate information system activity on protective enclave systems, specific to confidential data and confidential networks, at a minimum; and (ii) ensure that the actions of individual information system users can be uniquely traced for all restricted systems.

- **Assessment and Authorization**

NSU System and Data Owners must: (i) periodically assess the security controls in institution information systems to determine if the controls are effective in their application; (ii) develop and implement plans of action designed to correct deficiencies and reduce or eliminate vulnerabilities in institution information systems; (iii) authorize the operation of the institution's information systems and any associated information system connections; and (iv) monitor information system security controls on an ongoing basis to ensure the continued effectiveness of the controls

<sup>1</sup> In the case of Sensitive systems, the System Owner and Data Owner should consider also implementing control enhancements as outlined in SEC530 Security Standard as appropriate to protect the data.

- **Configuration and Management**

NSU System and Data Owners must: (i) establish and maintain baseline configurations and inventories of institution information systems (including hardware, software, firmware, and documentation) throughout the respective system development life cycles; and (ii) establish and enforce security configuration settings for information technology products employed in institution information systems.

- **Contingency Planning**

NSU System and Data Owners must establish, maintain, and effectively implement plans for emergency response, backup operations, and post-disaster recovery for the institution's information systems to ensure the availability of critical information resources and continuity of operations in emergency situations.

- **Identification and Authentication**

NSU System and Data Owners must identify information system users, processes acting on behalf of users, or devices and authenticate (or verify) the identities of those users, processes, or devices, as a prerequisite to allowing access to NSU information systems.

- **Incident Response**

NSU System and Data Owners must: (i) establish an operational incident handling capability for institution information systems that includes adequate preparation, detection, analysis, containment, recovery, and user response activities; and (ii) track, document, and report incidents to appropriate institution officials and/or authorities.

- **Maintenance**

NSU System and Data Owners must: (i) perform periodic and timely maintenance on institution information systems; and (ii) provide effective controls on the tools, techniques, mechanisms, and personnel used to conduct information system maintenance.

- **Media Protection**

NSU System and Data Owners must: (i) protect information system media, both paper and digital; (ii) limit access to data on information system media to authorized users; and (iii) employ encryption, where applicable, (iv) sanitize or destroy information system media before disposal or release for reuse.

- **Physical and Environmental Protection**

NSU System and Data Owners must: (i) limit physical access to information systems, equipment, and the respective operating environments to authorized individuals; (ii) protect the physical plant and support infrastructure for information systems; (iii) provide supporting utilities for information systems; (iv) protect information systems against environmental hazards; and (v) provide appropriate environmental controls in facilities containing information systems.

- **Planning**

NSU System and Data Owners must develop, document, periodically update and implement

security plans for institution information systems that describe the security controls in place or planned for the information systems as well as rules of behavior for individuals accessing the information systems.

- **Program Management**

NSU must appoint a senior agency Chief Information Security Officer to develop and update the University's information security program plan. The plan documents implementation details about program management and common controls distinct from common, system-specific, and hybrid controls. Together, the individual system security plans and the organization-wide information security program plan provide complete coverage for the security controls employed within the University.

- **Personnel Security**

NSU System and Data Owners must: (i) ensure that individuals occupying positions of responsibility within the institution are trustworthy and meet established security criteria for those positions; (ii) ensure that institution information and information systems are protected during and after personnel actions such as terminations and transfers; and (iii) employ formal sanctions for personnel failing to comply with NSU security policies and procedures.

- **Risk Assessment**

NSU System and Data Owners must periodically assess the risk to institution operations (including mission, functions, image, or reputation), institution assets, and individuals, resulting from the operation of institution information systems and the associated processing, storage, or transmission of institution information.

- **System and Services Acquisition**

NSU System and Data Owners must: (i) allocate sufficient resources to adequately protect institution information systems; (ii) employ system development life cycle processes that incorporate information security considerations; (iii) employ software usage and installation restrictions; and (iv) ensure that third-party providers employ adequate security measures, through federal and state law and contract, to protect information, applications and/or services outsourced from the institution.

- **System and Communications Protection**

NSU System and Data Owners must: (i) monitor, control and protect institution communications (i.e., information transmitted or received by institution information systems) at the external boundaries and key internal boundaries of the information systems for confidential data transmissions; and (ii) employ architectural designs, software development techniques, encryption, and systems engineering principles that promote effective information security within institution information systems.

- **System and Information Integrity**

NSU System and Data Owners must: (I) identify, report and correct information and information system flaws in a timely manner; (ii) provide protection from malicious code at appropriate locations within institution information systems; and (iii) monitor information system security alerts and advisories and take appropriate actions in response.



### **EDUCATION AND COMPLIANCE:**

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval; • Post the policy on the appropriate Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

The Chief Information Security Officer (or designee) is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Chief Information Security Officer reserves the right to revise or eliminate this policy.

Violations of this policy, including without limitation any misuse of data or IT resources may result in the limitation or revocation of access to University IT resources. In addition, failure to comply with requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies, and may violate federal, state, or local laws.

### **EXCEPTIONS:**

Exceptions to this policy must be documented in writing and approved by the Vice President for Operations and Chief Strategist, the Chief Information Officer, and the Chief Information Security Officer.

### **REVIEW SCHEDULE:**

- Next Scheduled Review:
- Approval by, date:
- Revision History:
- Supersedes (previous policy):

### **RELATED DOCUMENTS:**

- **BOV POLICY # 35 (2019) INTELLECTUAL PROPERTY POLICY**  
<https://www.nsu.edu/policy/bov-35.aspx>
- **32-01 - Acceptable Use of Technological Resources**  
<https://www.nsu.edu/policy/admin-32-01.aspx>
- **32-02 - Data Classification Policy**  
<https://www.nsu.edu/policy/admin-32-02.aspx>

- Virginia Department of Human Resources Management Policy 1.75  
<http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1175useofinternet.pdf?sfvrsn=2>
- Codes of Virginia §2.2-2827  
<https://law.lis.virginia.gov/vacode/title2.2/chapter28/section2.2-2827/>

## NORFOLK STATE UNIVERSITY

### RESOLUTION TO NAME

#### NORFOLK STATE UNIVERSITY STUDENT LYMAN BEECHER BROOKS ROTUNDA

#### Dr. Harold L. Watkins, II and Dr. Arvat McClaine Rotunda

**WHEREAS**, Dr. Harold L. Watkins, II is an alumnus of Norfolk State University with a Master of Social Work in 2001; and

**WHEREAS**, Norfolk State University recognizes Dr. Harold Watkin's exceptional contributions to the programs of NSU as he currently serves as a member of the Board of Visitors since 2019 and as Chair of the Audit, Risk, and Compliance Committee; and

**WHEREAS**, Dr. Harold Watkins plays a vital role in the Now Is Our Time Campaign serving as the Board of Visitors Campaign Liaison for Norfolk State University's second comprehensive campaign that began in 2020, further demonstrating his commitment to the institution; and

**WHEREAS**, Dr. Harold Watkin's influence extends beyond Norfolk State, as he contributes to the Richmond community through his passion for honoring the impacts of 18<sup>th</sup>-century black bateau men in Virginia's historic Canal Walk; and

**WHEREAS**, Dr. Harold Watkins has dedicated over 34 years of distinguished service in the fields of social work and political science, and Dr. Arvat McClaine, a successful entrepreneur, podcast host, and best-selling author of four titles has also made remarkable contributions. Together, their combined efforts have significantly advanced the field of mental and behavioral health profoundly impacting clients in crisis; and

**WHEREAS**, Norfolk State University recognizes Dr. Harold Watkins and Dr. Arvat McClaine's influence, generosity, and commitment to global development through their support of programs that uplift communities and foster growth in communities worldwide including Tanzania and Barbados; and

**WHEREAS**, the naming of The Dr. Harold L. Watkins, II and Dr. Arvat McClaine Rotunda is recommended upon the completion of a financial pledge to the Norfolk State University Foundation; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Visitors of Norfolk State University approve the naming of the Lyman Beecher Brooks Rotunda located on the campus of Norfolk State University as The Dr. Harold L. Watkins, II and Dr. Arvat McClaine Rotunda; and

**BE IT FURTHER RESOLVED** that an appropriately framed copy of this resolution be presented to Dr. Harold L. Watkins, II and Dr. Arvat McClaine, that signage be prominently displayed at the Lyman Beecher Brooks Rotunda, and that the University keeps all the covenants as established in keeping with the signed gift agreement.

**IN TESTAMENT THERETO**, I have hereunto set my hand and affixed the great seal of Norfolk State University this \_\_\_\_ day of October 2024, in the two hundred forty-ninth year of the Commonwealth and the eighty-ninth year of the University.

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RECTOR

**NORFOLK STATE UNIVERSITY**

**RESOLUTION TO NAME**  
**NORFOLK STATE UNIVERSITY**  
**STUDENT CENTER ROOM 138 THE**  
**TONY AND KIMBERLY BROTHERS MULTI-PURPOSE**  
**ROOM**

**WHEREAS**, William “Tony” Brothers is a friend of Norfolk State University and Kimberly Brothers is an alumna of Norfolk State University; and

**WHEREAS**, Norfolk State University recognizes Tony’s exceptional contributions to the programs of NSU as he serves as a member of the Norfolk State University Foundation Board; and

**WHEREAS**, Kimberly’s remarkable career includes over 20 years of service in the banking, technology, and hospitality industries where she currently serves as co-owner of Brothers Restaurant; and

**WHEREAS**, Tony’s remarkable career includes over 30 years of service as a referee for the National Basketball Association where he is one of the most recognizable and longest-serving referees in the sport; and

**WHEREAS**, Tony and Kimberly's dedication to Norfolk State University includes the establishment of two endowments-the Dorothy B. Brothers Endowed Scholarship in honor of Tony’s mother who attended Norfolk State University, and the Spartan Legion Gap Endowed Fund; and

**WHEREAS**, the naming of The Tony and Kimberly Brothers Multi-Purpose Room is recommended upon the completion of a financial pledge to the Norfolk State University Foundation; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Visitors of Norfolk State University approve the naming of the Student Center Room 138 located in the

Student Center on the campus of Norfolk State University as The Tony and Kimberly Brothers Multi-Purpose Room; and

**BE IT FURTHER RESOLVED** that an appropriately framed copy of this resolution be presented to Tony and Kimberly Brothers, that signage be prominently displayed at Student Center Room 138, and that the University keeps all the covenants as established in keeping with the signed gift agreement.

**IN TESTAMENT THERETO**, I have hereunto set my hand and affixed the great seal of Norfolk State University this \_\_\_\_ day of October 2024, in the two hundred forty-ninth year of the Commonwealth and the eighty-ninth year of the University.

---

**RECTOR**

Bishop Kim W. Brown

## **NORFOLK STATE UNIVERSITY**

### **RESOLUTION TO NAME NORFOLK STATE UNIVERSITY GWC BROWN HALL ATRIUM THE GARY AND FREDERICKA MCCOLLUM ATRIUM**

**WHEREAS**, Gary T. McCollum is a long-term friend of Norfolk State University; and

**WHEREAS**, Norfolk State University recognizes Gary McCollum's exceptional contributions to the programs of NSU as he served as Rector of the Board of Visitors in 2011 after joining the Board of Visitors in 2007; and

**WHEREAS**, Gary was instrumental in leading Norfolk State University's second comprehensive campaign from 2020-2025, further exemplifying his commitment to the institution; and

**WHEREAS**, Gary's influence extends beyond Norfolk State, as he serves as an associate minister at First Baptist Church of Norfolk where he has received Man of the Year and Father of the Year honors; and

**WHEREAS**, Gary's remarkable career includes being a former US Army Ranger, Military Intelligence Officer and a 26-year cable telecommunications career with Cox Communications where he served as the top executive in the company's Virginia region; and

**WHEREAS**, Gary's dedication to giving voice to the voiceless in areas of economic disparity, community policing, affordable housing, financial literacy, voting rights, early education and more led him to receive prestigious awards such as the Hampton Roads Lenore Matthews Lifetime Achievement Award, the NAACP Trailblazer Award, and the Vanguard Award for Operations Management; and

**WHEREAS**, the naming of The Gary and Fredericka McCollum Atrium is recommended upon the completion of a financial pledge to the Norfolk State University Foundation; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Visitors of Norfolk State University approve the naming of the GWC Brown Hall Atrium located on the campus of Norfolk State University as The Gary and Fredericka McCollum Atrium; and

**BE IT FURTHER RESOLVED** that an appropriately framed copy of this resolution be presented to Gary and Fredericka McCollum, that signage be prominently displayed at the Atrium, and that the University keeps all the covenants as established in keeping with the signed gift agreement.

**IN TESTAMENT THERETO**, I have hereunto set my hand and affixed the great seal of Norfolk State University this \_\_\_\_ day of October 2024, in the two hundred forty-ninth year of the Commonwealth and the eighty-ninth year of the University.

---

RECTOR



**NORFOLK STATE UNIVERSITY**

**RESOLUTION TO NAME**  
**NORFOLK STATE UNIVERSITY SWIMMING POOL LANE 1 THE**  
**WILLIAM “BILL” ARCHIE LANE**

**WHEREAS,** William “Bill” Archie is a friend and former faculty of Norfolk State University; and

**WHEREAS,** Norfolk State University recognizes Coach Bill Archie’s exceptional contributions to the football program where he began coaching in 1961; and

**WHEREAS,** Coach Bill Archie was instrumental in establishing Norfolk State University’s first swimming team; and

**WHEREAS,** Coach Bill Archie served as Norfolk State University’s Director of Intercollegiate Athletics for 14 years; and

**WHEREAS,** Coach Bill Archie’s remarkable career was inundated with numerous accolades and achievements, including induction into the National Association of Directors of Intercollegiate Athletics Hall of Fame in 1987, the Tom Ferguson “Man of the Year” Award by the City of Norfolk, Cox Communication’s “Outstanding Citizen” in Hampton Roads, induction into the West Virginia State College Athletics Hall of Fame, the Central Intercollegiate Athletics Association (CIAA) Hall of Fame, the McDowell County Athletics Hall of Fame, and the Norfolk State University Athletics Hall of Fame; and

**WHEREAS,** the naming of Lane 1 of the NSU Athletic Pool as The William “Bill” Archie Lane is recommended upon the completion of a financial pledge from the family of Coach Bill Archie to the Norfolk State University Foundation; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Visitors of Norfolk State University approve the naming of Lane 1 of the NSU Athletic Pool located on the campus of Norfolk State University as the **William “Bill” Archie Lane**; and

**BE IT FURTHER RESOLVED** that an appropriately framed copy of this resolution be presented to April M. Jones, that signage be prominently displayed on the swimming pool lane, and that the University keeps all the covenants as established in keeping with the signed gift agreement.

**IN TESTAMENT THERETO**, I have hereunto set my hand and affixed the great seal of Norfolk State University this \_\_\_\_ day of October 2023, in the two hundred forty-ninth year of the Commonwealth and the eighty-ninth year of the University.

---

**RECTOR**

## **NORFOLK STATE UNIVERSITY**

### **RESOLUTION TO NAME**

#### **NORFOLK STATE UNIVERSITY GWC BROWN HALL 230 CLASSROOM OF THE FUTURE THE REVEREND JEFFREY AND KATHY POPE BELFIELD ROOM**

**WHEREAS**, Kathy Pope Belfield is an alumna of Norfolk State University with a bachelor of science degree in Business Management and Reverend Jeffrey Belfield is a friend of Norfolk State and a member of the NSUAA Prince George's County Chapter; and

**WHEREAS**, Norfolk State University recognizes Kathy's exceptional contributions to the programs of NSU as she serves as President of the Norfolk State University Alumni Association Prince George's County Chapter; and

**WHEREAS**, Kathy's dedication to Norfolk State University included her involvement as a Majorette in the Spartan Legion Marching Band, Business Leaders of America Club and as an active member of the Epsilon Theta Chapter of Delta Sigma Theta, Inc. and Prince George's County Alumnae Chapter of Delta Sigma Theta, Inc.; and

**WHEREAS**, Kathy and Jeffrey's influence extends beyond Norfolk State as they are members of New Chapel Baptist Church where Reverend Jeffrey Belfield serves as an associate minister; and

**WHEREAS**, Kathy's remarkable career includes over 30 years of service with the federal government most recently with the Department of Commerce; and

**WHEREAS**, Kathy and Jeffrey's dedication to Norfolk State University includes the establishment of two endowments that support student scholarships, athletic support, alumni support, and countless other program support; and

**WHEREAS**, the naming of The Reverend Jeffrey and Kathy Pope Belfield Classroom of the Future is recommended upon the completion of a financial pledge to the Norfolk State University Foundation; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Visitors of Norfolk State University approve the naming of the GWC Brown Hall 230 Classroom located on the campus of Norfolk State University as The Reverend Jeffrey and Kathy Pope Belfield Classroom of the Future; and

**BE IT FURTHER RESOLVED** that an appropriately framed copy of this resolution be presented to Reverend Jeffrey and Kathy Pope Belfield, that signage be prominently displayed at GWC Brown Hall, and that the University keeps all the covenants as established in keeping with the signed gift agreement.

**IN TESTAMENT THERETO**, I have hereunto set my hand and affixed the great seal of Norfolk State University this \_\_\_\_ day of October 2024, in the two hundred forty-ninth year of the Commonwealth and the eighty-ninth year of the University.

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RECTOR

## NORFOLK STATE UNIVERSITY

# **RESOLUTION TO NAME NORFOLK STATE UNIVERSITY STUDENT CENTER FOOD COURT THE DR. KIM W. BROWN AND DR. VALERIE K. BROWN SPARTAN LOUNGE**

**WHEREAS**, Bishop Kim W. Brown is an alumnus of Norfolk State University with a Bachelor of Science in Engineering from Norfolk State University and a Master of Divinity degree, and a Doctorate of Ministry degree from Virginia Union University, and Elder Valerie Brown is an alumna of Virginia State University with a Bachelor of Science in Accounting and a Doctorate of Management from Case Western Reserve University; and

**WHEREAS**, Norfolk State University recognizes Bishop Kim Brown's exceptional contributions to the programs of NSU as he was honored as a Distinguished Alumnus and currently serves as the Rector of the Board of Visitors after joining the Board of Visitors in 2019; and

**WHEREAS**, Bishop Kim Brown plays a pivotal role on the Now Is Our Time Campaign Steering Committee for Norfolk State University's second comprehensive campaign from 2020-2025, further exemplifying his commitment to the institution; and

**WHEREAS**, Bishop Kim Brown's influence extends beyond Norfolk State, as he serves as the Presiding Prelate of The Mount Global Fellowship of Churches spanning over seven campuses; and

**WHEREAS**, Bishop Kim Brown's remarkable career includes over 33 years of service as the Senior Site Pastor of the Chesapeake campus leading the organization's growth with a congregation of over 15,000 partners; and

**WHEREAS**, Bishop Kim Brown's exemplary leadership and commitment to service have earned him numerous accolades, including being named Chesapeake's First Citizen in 2017 and receiving the esteemed Men for Hope Trailblazer Award. Bishop Kim Brown is an accomplished author, with best-selling titles such as "Marriage Talk," "Creating Pastures," and "Boiling Our Children" to his credit; and

**WHEREAS**, the naming of Dr. Kim W. Brown and Dr. Valerie K. Brown Spartan Lounge is recommended upon the completion of a financial pledge to the Norfolk State University Foundation; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Visitors of Norfolk State University approve the naming of the Student Center Food Court located on the campus of Norfolk State University as The Dr. Kim W. Brown and Dr. Valerie K. Brown Spartan Lounge; and

**BE IT FURTHER RESOLVED** that an appropriately framed copy of this resolution be presented to Bishop Kim and Elder Valerie Brown, that signage be prominently displayed at the Food Court, and that the University keeps all the covenants as established in keeping with the signed gift agreement.

**IN TESTAMENT THERETO**, I have hereunto set my hand and affixed the great seal of Norfolk State University this \_\_\_\_ day of October 2024, in the two hundred forty-ninth year of the Commonwealth and the eighty-ninth year of the University.

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**VICE-RECTOR**

**DRAFT**

**NORFOLK STATE UNIVERSITY BOARD OF VISITORS ROLL CALL VOTE OCTOBER 24, 2024**

<b>Item</b>	<b>Rector Brown</b>	<b>Dr. Chase</b>	<b>Mr. Blake</b>	<b>Mr. Bland</b>	<b>Mr. Andrews</b>	<b>Mrs. Abbott</b>	<b>Honorable Spruill</b>	<b>Honorable Dyke</b>	<b>Mr. Sanders</b>	<b>Mr. Hall</b>	<b>Mr. Jamison</b>	<b>Mr. Parks</b>	<b>Dr. Watkins (Absent)</b>	<b>Totals</b>
<b>Quorum established for start of Full Board Meeting</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0
<b>Approval of Electronic Participation (none)</b>	--	--	--	--	--	--	--	--	--	--	--	--	--	--
<b>Approval of May 3, 2024, Minutes</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0
<b>Approval for Mr. Gilbert Bland and Mr. Jay Jamison to serve on the Executive Committee</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0
<b>Approval of BOV POLICY # 06 (2014) Statement on Code of Student Conduct</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0
<b>Approval of BOV Policy #07 (2014) Military Deployment</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	13-0

<b>Approval of BOV Policy # 19 (2017) Assisting Emotionally Distressed Students</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0
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<b>Approval of BOV Policy # 21 (2016) Communicable Disease Protocol</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0
<b>Approval of the 2024-Six-Year Plan</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0
<b>Approval of the Information Security Policy 38-10</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0
<b>Approval of the Resolution to Name</b> -Dr. Harry Watkins & Dr. Arvat McClaine Lyman Beecher Brooks Rotunda -Mr. Tony and Mrs. Kim Brothers Student Center Ballroom 123 A, B, C -Mr. Gary and Mrs. Cookie McCollum Brown Hall Atrium	--	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	11-0



<b>-Mr. William “Bill” Archie Lane # 1 NSU Swimming pool</b> <b>-Rev. Jeffery &amp; Mrs. Kathy Pope Belfield Brown Hall Classroom of the future</b> <b>-Bishop Kim and Elder Valerie Brown Spartan Lounge</b> <b>-Mr. William “Bill” Archie Lane # 1 NSU Swimming pool</b>														
<b>Adjournment</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0

**BOARD OF VISITORS FULL  
BOARD MEETING  
October 25, 2024  
MINUTES**

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

Bishop Kim W. Brown, Rector, called the Norfolk State University Board of Visitors meeting to order at approximately 8:40 a.m.

A quorum was established with a 12-0 Roll Call vote. A list of individuals who joined the meeting is provided below.

**Present – Board Members**

Bishop Kim W. Brown, Rector  
Mr. Dwayne B. Blake, Vice Rector  
Dr. Katrina Chase, Secretary  
Mrs. Heidi Abbott  
Mr. Conrad Hall  
Mr. James Jamison  
Mr. Delbert Parks  
Mr. Edward Sanders  
Mr. T. Michael Andrews  
The Honorable Lionell Spruill, Sr.  
The Honorable James W. Dyke, Jr.  
Mr. Gilbert Bland

**Members Absent**

Dr. Harold Watkins, II

**Student Representative to the Board**

Mr. Za’Chary R. Jackson, SGA

**Faculty Representative to the Board**

Dr. Robert K. Perkins, Faculty Representative

**Participants – NSU Administrators and Staff**

Dr. Javaune Adams-Gaston, President  
Ms. Pamela F. Boston, University Counsel and Senior Assistant Attorney General  
Dr. Justin L. Moses, Vice President for Operations and Chief Strategist for Institutional Effectiveness  
Dr. DoVeanna Fulton, Provost/Vice President for Academic Affairs  
Dr. Aurelia T. Williams, Senior Vice Provost, Office of the Provost  
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. Drika Burgess, Chief Audit Executive  
Dr. Melody Webb, Athletics Director  
Dr. Melissa J. Barnes, Assistant VP for Enrollment Management  
Mr. Christopher Gregory, OIT  
Mrs. Kimberly Gaymon, Scheduler/Financial Services Specialist  
Ms. Sher're Dozier, Clerk to the President for the Board of Visitors

**1. Student Representative..... Mr. Za'Chary R. Jackson**

Mr. Jackson highlighted the following objectives:

- Transparency: Promoting open communication
- Community: Ensuring safety on campus
- Student Engagement: Promoting extracurricular activities through engagement on and off campus
- Safety: Ensuring that the campus remains safe through partnership with the Norfolk State University Police Department.

Mr. Jackson informed that the Student Government Association has organized Towne Hall meetings, which has created an environment for students to discuss their concerns. Mr. Jackson provided insight regarding The General Assembly; this meeting will provide the opportunity for discussion of the upcoming year's expectations. The SGA have also partnered with the Athletic department, to ensure support for the athletic teams. Mr. Jackson highlighted the success of the week's homecoming activities. The State of the Student Body Address will be hosted in the spring semester, with an overview of the fall semester.

**2. Faculty Representative ..... Dr. Robert K. Perkins**

Dr. Perkins highlighted the elected officers of the 2024-2025 Faculty Senate, Executive Committee and the Faculty Senators. The new strategic plan was discussed. Dr. Perkins advised that the faculty is working with the Provost to address the current critical issues. Dr. Perkins also informed of his attendance at the Mid-South Sociological Association (MSSA) and highlighted the winning of the paper competition.

Mr. Porter acknowledged Mr. Conrad Hall for his additional gift to the University.

**3. President's Update/ Presentation .....Dr. Adams-Gaston**

Dr. Adams-Gaston expressed her gratitude and acknowledgement of the importance of giving. Dr. Adams-Gaston informed that giving transforms the lives of our students. The mission at NSU is to support student success and encourages faculty to increase student participation. Dr. Adams-Gaston expressed the importance of homecoming at Norfolk State University.

The US Senate Debate was discussed, which took place on October 2, 2024, at the L. Douglas Wilder Center. In partnership with WAVY-10, amongst candidates Hung Cao and Senator Tim Kaine. The debate views, publicity, and student opportunity were highlighted.

The Now Is Our Time campaign was discussed. With four areas of focus:

- Investing in People: Promoting opportunities for students to obtain scholarships. Ensuring all students experience their greatness and having their greatness work for them. The importance of internships was also discussed. The importance of classroom experience by promoting learning outcomes was highlighted.
- Strengthening Academic Programs: Provides the opportunity for students to receive a world class education. We are looking at excellence and teaching excellence.
- Elevating Athletics: Support for student athletes, through scholarships.
- Advancing Excellence: The State of the Arts facilities were highlighted. Norfolk State University has a new science, and a new fine arts facility building coming. The General Assembly representatives were also discussed, and their participation for the day on the hill.

Attorney Boston highlighted virtual participation, which was placed into effect temporarily during the height of COVID and made permanent later. Attorney Boston reviewed the BOV Policy-18. It was recommended to adopt the revised BOV-Policy 18, in compliance with legal requirements.

**Mr. Blake motioned to accept the resolution in relation to BOV Policy 18. Seconded by Dr. Chase, and with a 12-0 Roll Call Vote the Board unanimously approved.**

**4. MOTION-CLOSED MEETING ..... Rector Brown**

Closed Session: Mr. Blake read the following motion, seconded by Mr. Hall, and with an 12- 0 Roll Call Vote the Board unanimously approved.

Mr. Chair, I move that we adjourn and reconvene in Closed Meeting pursuant to: Section 2.2-3711(A) 1, 7, 8, and 11 of the Code of Virginia, for the following purposes, pursuant to the noted subsections:

(1): To discuss personnel matters, including more specifically, appointment, salaries, and/or promotion to certain university employees, and further, to discuss the evaluation of performance of specific employees; and

(11) For discussion or consideration of honorary degrees or special awards; 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 listen in the Closed Meeting; and further, that the following remain for or attend, when called, the Closed Meeting.

State all that apply:

\_\_\_\_ President

\_\_\_\_ University Counsel

\_\_\_\_ Vice President for Operations and Chief Strategist for Institutional Effectiveness

**5. Reconvene in Open Meeting.....Rector Brown**

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. Second by Bishop the motion was unanimously approved with an 12-0 roll call vote.

**Mr. Blake motioned to confer the Honorary Doctorate of Humane Letters degree to the individual that was discussed during closed session at the December commencement. Seconded by The Honorable Mr. Dyke, Jr. and with a 12-0 Roll Call Vote the Board unanimously approved.**

**DRAFT**

**6. New Business-**

**7. Old Business** – there was none

**8. Public Comments**-there was none

**9.** The meeting was adjourned at approximately 11:40 a.m.

Respectfully submitted,

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Mr. Dwayne Blake, Secretary Board of Visitor

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Sher're Dozier, Clerk to the University President for the  
Board of Visitor

**RESOLUTION**

**WHEREAS**, the Norfolk State University Board of Visitors wishes to encourage public awareness and make meetings of the Board and its committees accessible to the public by electronic means; and

**WHEREAS**, the Board wishes to comply with the directive of the General Assembly regarding conduct of such virtual meetings; and

**WHEREAS**, the Board wishes to facilitate individual members' virtual attendance at in-person meetings when they are unable to physically attend, and

**WHEREAS**, the Board and its committees wish to preserve for themselves the opportunity to conduct all-virtual meetings; and

**WHEREAS**, it is in the interest of the University community and the public to make such virtual access available as soon as possible, and

**WHEREAS**, the General Assembly requires that in order to provide for remote participation and all-virtual meetings, the Board must annually adopt a policy allowing for such, then

**THEREFORE**, be it resolved as follows:

1. The President is directed to present an updated version of BOV Policy 18 no less than annually for the Board's consideration.
2. Any notice and comment periods that might otherwise be required before adoption of BOV policy are waived in order to make provisions of this amended BOV Policy 18 immediately applicable;
3. BOV Policy 18 is hereby amended and reapproved to read as follows:

**NORFOLK STATE UNIVERSITY BOARD OF VISITORS**

**ROLL CALL VOTE October 25, 2024**

**DRAFT**

<b>Item</b>	<b>Rector Brown</b>	<b>Dr. Chase</b>	<b>Mr. Blake</b>	<b>Mr. Bland</b>	<b>Mr. Andrews</b>	<b>Mrs. Abbott</b>	<b>Honorable Spruill</b>	<b>Honorable Dyke</b>	<b>Mr. Sanders</b>	<b>Mr. Hall</b>	<b>Mr. Jamison</b>	<b>Mr. Parks</b>	<b>Dr. Watkins (Absent)</b>	<b>Totals</b>
Quorum	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0
Approval of Virtual Participation (none)	--	--	--	--	--	--	--	--	--	--	--	--	--	12-0
Motion to go into a Closed Meeting	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0
Motion to Reconvene in an Open Meeting	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0
Approval of Revised Policy 18	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0
Approval to confer the Honorary Doctorate of Humane Letters degree to the individual that was discussed during closed session at the December commencement	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	12-0



# **Auditor of Public Accounts**

# **Student Representative Report**

# **Faculty Representative Report**

# **Audit, Risk, and Compliance Committee**

**AGENDA**  
**BOARD OF VISITORS MEETING**  
**AUDIT, RISK AND COMPLIANCE COMMITTEE**  
*Friday, December 6, 2024*  
*Dr. Harold Watkins II, Chair*

Campus Location:

Norfolk State University, 700 Park Avenue, Norfolk, VA 23504

Student Center Board Room, 3<sup>rd</sup> Floor, Suite 301

Zoom Link: [https://nsu-edu.zoom.us/webinar/register/WN\\_v7EzfeFfQdW389\\_oGRvqgxg](https://nsu-edu.zoom.us/webinar/register/WN_v7EzfeFfQdW389_oGRvqgxg)

I. Discussion Items

- a. Internal Audit, Ms. Derika Burgess
  - i. State of Audit: Resources, Quality Review
  - ii. State Cybersecurity Audit
  - iii. BOV Policy #30: Reporting and Investigating Suspected Wrongdoing (Action Item)
  - iv. Export Controls – Corrective Actions
- b. Research and Innovation
  - i. Export Controls in Research
  - ii. Research Compliance Gap Closure
  - iii. Animal Care
- c. University Compliance, Dr. Dawn M. Hess
  - i. Ethics in Compliance
  - ii. Compliance updates: Policies
  - iii. Compliance Updates: Student Affairs

**Audit, Risk and Compliance Committee**

*Dr. Harold Watkins, II, Chair*

The Honorable James W. Dyke, Jr.

Mr. Gilbert Bland

Mr. Dwayne B. Blake

Mr. Conrad Hall

Mr. Edward Sanders

*Staff:*

*Derika Burgess, Chief Audit Executive*

*Dr. Dawn M. Hess, Chief Compliance Officer*

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*The President participates in all Committee meetings.*

\*All meetings of all committees are noticed for meeting at 8:30 a.m. on April 11, 2023. Committee Meetings will meet sequentially in the order listed. The meeting of each public body will begin 10 minutes following adjournment of the prior meeting. Thus, the specific times shown for the various meetings are approximate only, and meetings may start earlier than the listed approximate start time. In compliance with the Virginia Freedom of Information Act, please be advised that during the course of this meeting there will be no opportunity for public comment (except where indicated).

**BOARD OF VISITORS**  
**AUDIT, RISK AND COMPLIANCE COMMITTEE MEETING MINUTES**  
October 1, 2024

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

Dr. Harold L. Watkins II, Chair, called the Audit, Risk and Compliance Committee meeting to order at approximately 11:03 a.m. A quorum was established with a 5-0 roll call.

Committee Members

Dr. Harold L. Watkins II, Chair  
Mr. Gilbert T. Bland  
Mr. Dwayne B. Blake  
Mr. Conrad Mercer Hall  
Mr. Edward Sanders

Committee Members Virtual

The Honorable James W. Dyke, Jr.

Counsel Present

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

NSU Administrators and Staff

Dr. Javaune Adams-Gaston, President  
Dr. Tanya S. White, Chief of Staff  
Ms. Drika L. Burgess, Chief Audit Executive  
Dr. Dawn Hess, Chief Compliance Officer  
Dr. Leonard E. Brown Jr., Vice President for Student Affairs  
Dr. DoVeanna S. Fulton, Provost and Vice President for Academic Affairs  
Dr. Justin L. Moses, VP Operations and Chief Strategist for Institutional Effectiveness  
Mr. Clifford Porter, Vice President for University Advancement  
Dr. Aurelia Williams, Senior Vice Provost for Academic & Faculty Affairs  
Ms. Melody Webb, Athletics Director  
Mr. Peter Glanville, Director of Technical Services/Office of Information Technology  
Mr. Dennis Jones, Executive Budget Director  
Mr. Ronald King, Chief Information Security Officer/Director, OIT Security  
Ms. Brianna Williams, AVP Access and Equal Opportunity/Title IX Coordinator  
Dr. Aixi Zhou, Vice Provost for Research & Innovation  
Ms. Sher're S. Dozier, Clerk to the University President/Liaison to the Board of Visitors  
Ms. Phillita Peeples, Executive Assistant to Internal Audit and Compliance

## **2. Recommend Approval of Electronic Participation**

The Committee unanimously approved the electronic participation for The Honorable James W. Dyke, Jr. with a 5-0 roll call vote. The motion was made by Mr. Dwayne B. Blake and seconded by Mr. Edward Sanders.

## **3. Approval of the Minutes**

Mr. Blake motioned, Mr. Mercer seconded, and the Committee unanimously approved the Audit, Risk, and Compliance Committee meeting minutes for April 3, 2024.

## **4. Discussion Items**

### **University Compliance**

Chief Compliance Officer Dr. Hess delivered updates on University Compliance including 2024 Priority Areas, Policy Program, University Required Employee Training, Compliance Assessments and the ADA Compliance Assessment.

#### **Policy Management**

- Institutional Effectiveness is taking a major technological step forward by acquiring and implementing Softdocs, a policy management system.
- Softdocs will be designed to merge our public facing library with tracking and editing and will provide support for reviewing and maintaining University policies. Tracking data will be stored securely and centrally.
- Institutional Effectiveness is redesigning our policy format for consistency and modernization.

#### **Required Employee Training**

- Data collection is on-going for employee compliance-related and required training.
- Currently, 55 compliance-related trainings, managed by 10 different areas across the University, have been identified and documented.
- The compliance-related elements under review include identifying the compliance requirement, related NSU policy, required frequency, area responsible, target audience, length and mode of delivery, and required record keeping practices.

### **Assessments**

- The data collection for the student-focused ADA Compliance Assessment has been concluded and is currently in the gap closure phase.
- The division of Student Affairs is revising and updating the gap closure plan in the areas of organizational structure, policies and procedures, documentation and record retention, housing, and animals in housing.

### **Existing Gap Closure Plans – Open Issues**

- The Vice Provost for Research and Innovation is currently seeking a full-time Research Operations Coordinator. This role will include laser and radiation safety, programs, documentation, and training.
- Environmental, Health and Safety and Risk Management is drafting a Hazardous Commodities Disclosure policy to address campus-wide inventories and related information for MSDS/chemicals/hazardous materials & equipment.

### **Internal Audit**

Chief Audit Executive Burgess shared a progress report on the NSU 2024-2025 Audit Plan

### **Audit Plan**

- The most recent audit on Sensitive IT Systems, conducted by Impact Makers, evaluated key processes related to information security compliance.
- Audits of Sensitive IT Systems are mandated by VITA at minimum, once every 3 years.
- Various measures are being implemented to enhance IT governance throughout the enterprise and to improve critical processes for managing IT service delivery in compliance with VITA standard SEC530 and NIST SP 800-53.

### **5. Closed Meeting – Pursuant to Section 2.2-3711 – A - 1, 4, 7, 8, and 19 of the Code of Virginia**

Mr. Gilbert Bland read the following motion, seconded by Mr. Dwayne B. Blake, and with a 5-0 Roll Call Vote the Board unanimously approved.

Motion by Mr. Conrad Hall



**Pursuant to Section 2.2-3711 – A - 1, 4, 7, 8, and 19 of the Code of Virginia, for the following purposes, pursuant to the noted subsections:**

(1) personnel matters regarding evaluation of performance of specific university departments where such evaluation will necessarily involve discussion of the performance of specific individuals and certain university employees; and

(4) The protection of the privacy of individuals and personnel matters not related to public business; and

(19) and per section 2.2-3711(19) for discussion of certain matters relating to cybersecurity pursuant to 2.2-3711(19), allowing discussion in closed meeting of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats and vulnerabilities where discussions in public would jeopardize the safety of persons or the security of any facility, building, or structure, or the safety of persons using those facilities, buildings, or structures."

(7) and (8) Consultation with legal counsel and briefing by staff members or consultants regarding specific legal matters requiring the provision of legal advice, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the university;

and that any non-committee member of the NSU Board of Visitors be permitted to attend virtually, in person or by phone, to listen in the Closed Meeting; but not participate or vote;

**and further, that the following remain for or attend when called the Closed Meeting.**

the President

University Council

Vice President for Operations and Chief Strategist for Institutional Effectiveness

Chief Information Officer, and the

Chief Information Security Officer/Director of IT Security

## **6. Reconvene Open Meeting**

Dr. Watkins II read the following motion, and with a 5-0 Roll Call Vote the Board unanimously approved.

Motion by Dr. Harold Watkins II

Having reconvened in open session, 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.

## **7. Adjournment**

There being no further business, Chairman Dr. Harold L. Watkins II adjourned the meeting at 12:14 p.m.

Respectfully submitted,

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Dr. Harold L. Watkins II, Chair  
Audit, Risk and Compliance Committee

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Ms. Phillita M. Peeples, Executive  
Assistant to Audit and Compliance

**NSU BOV AUDIT, RISK AND COMPLIANCE COMMITTEE****ROLL CALL VOTE****OCTOBER 1, 2024**

<b>Item</b>	<b>Dr. Harold Watkins, II  (Chair)</b>	<b>The Honorable James Dyke, Jr.</b>	<b>Mr. Gilbert Bland</b>	<b>Mr. Dwayne B. Blake</b>	<b>Mr. Edward Sanders</b>	<b>Mr. Conrad Hall</b>	<b>Totals</b>
<b>Quorum</b>	Yes	Virtual	Yes	Yes	Yes	Yes	5-0
<b>Recommend Approval of Electronic Participation</b>	Yes	-	Yes	Yes	Yes	Yes	5-0
<b>Approval of the Minutes</b>	Yes	-	Yes	Yes	Yes	Yes	5-0
<b>Motion to go into Closed Meeting Pursuant to 2.2- 3711. A. 1, 4, 7, 8 and 19 of the Code of Virginia</b>	Yes	-	Yes	Yes	Yes	Yes	5-0
<b>Motion for Open Meeting</b>	Yes	-	Yes	Yes	Yes	Yes	5-0
<b>Adjourned</b>	Yes	-	Yes	Yes	Yes	Yes	5-0

# Board of Visitors Audit, Risk and Compliance Committee

December 6, 2024



# Agenda

## I. Internal Audit, Mrs. Derika Burgess

- ▶ State of Audit: Resources, Quality Review
- ▶ State Cybersecurity Audit
- ▶ BOV Policy #30: Reporting and Investigating Suspected Wrongdoing (Action Item)
- ▶ Export Controls - Corrective Actions

## II. Research and Innovation

- ▶ Export Controls in Research
- ▶ Research Compliance Gap Closure
- ▶ Animal Care

## I. University Compliance, Dr. Dawn M. Hess

- ▶ Ethics in Compliance
- ▶ Compliance Updates: Policies
- ▶ Compliance Updates: Student Affairs

# State of Internal Audit

## Mission

- Enhance NSU’s performance
- Ensure its long-term sustainability
- Identify areas of improvement

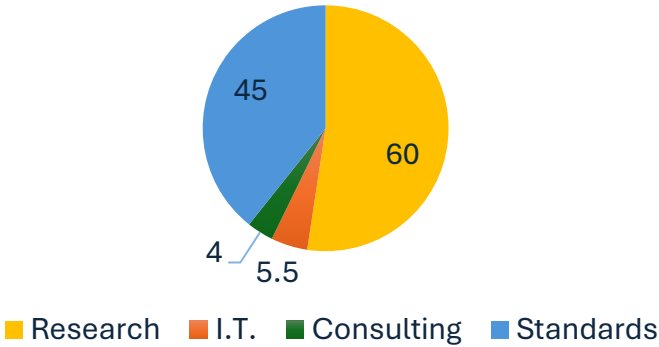
## Goals

- #1: Realign and expand the audit team
- #2: Develop fraud risk framework
- #3: Broaden management advice and consultation activities

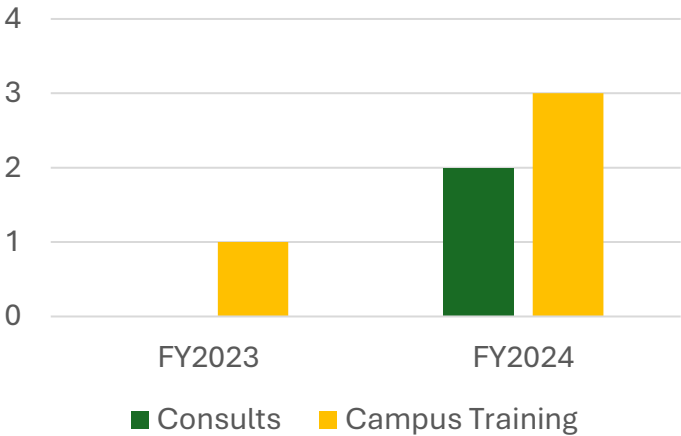
## Strategy

- Increase the depth of knowledge and audit approaches in strategic areas including research and information technology.
- Develop matrices based on NSU’s unique industry, risks, and operations
- Perform target based, forward-looking, actionable consults and training at management’s request
- Benchmarking and continuous improvement

## Professional Development



## Campus Outreach

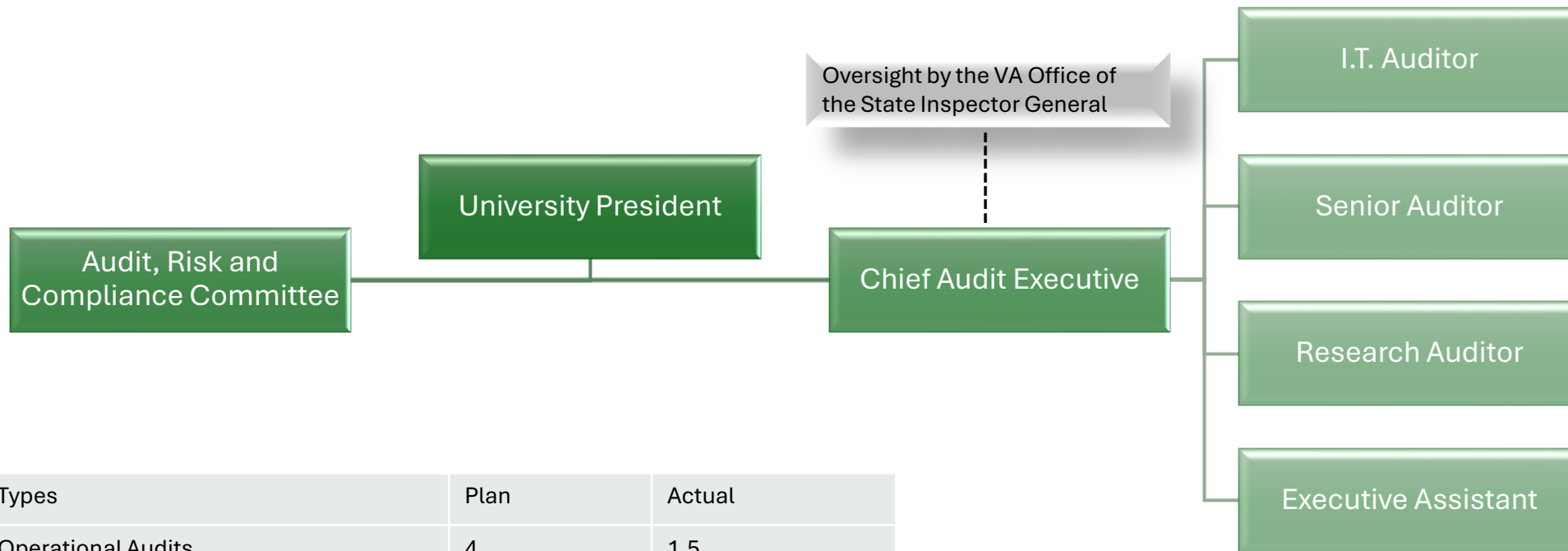


Objectives	Status
Certifications for Staff	✓
Fraud and Risk Analysis	✓
Consults and Training	✓
External Quality Review	✓

# Internal Audit Resources

Audit utilizes a hybrid work model to provide assurance services for Norfolk State University. The model is designed to blend full time professional staff with co-sourced professionals from regional firms that bring specialized expertise to execute specific audit engagements such as Information Technology and Quality Assessment Reviews.

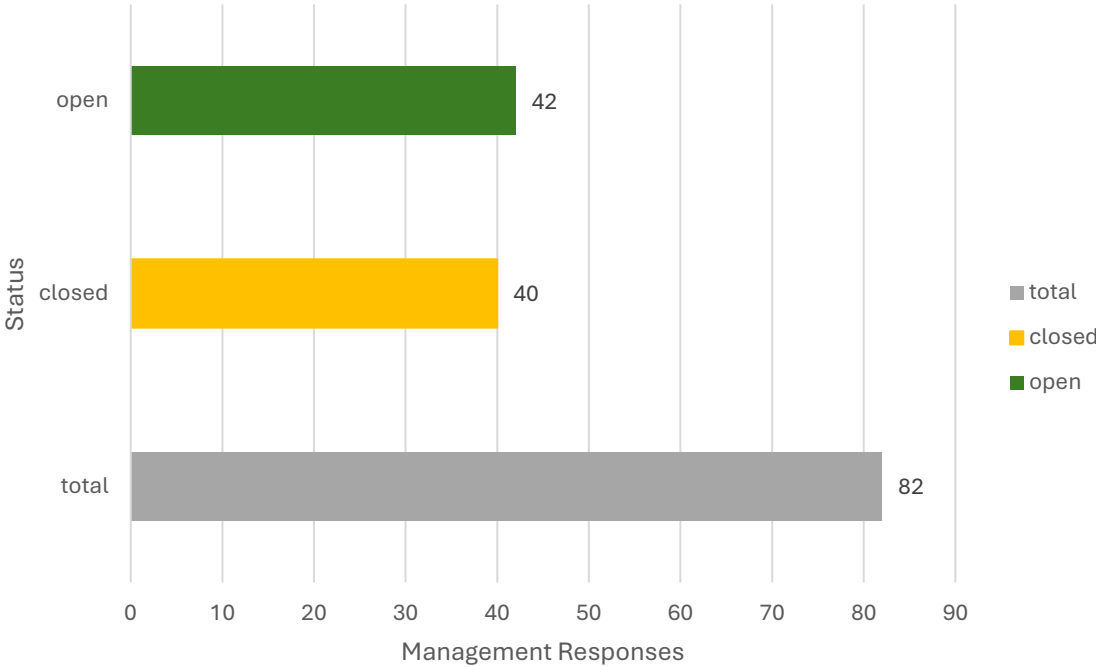
## Staffing



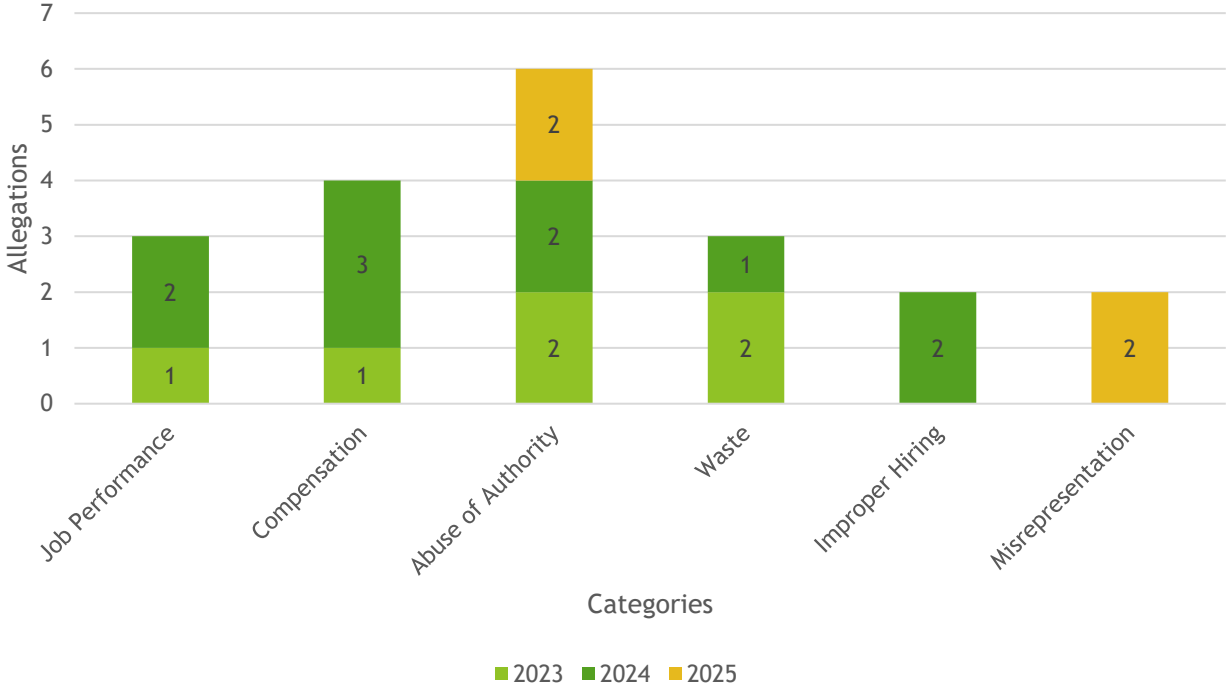
Types	Plan	Actual
Operational Audits	4	1.5
Financial Audits	1	0
I.T. Audits Co-Sourced	3	4
Fraud, Waste, Abuse	n/a	4
External Review	1	1

# Actions and Trends

2024 Mgmt Action Plans



Hotline Trends





# Office of State Inspector General

## HEI Cybersecurity Summary Report

<https://www.osig.virginia.gov/reports/#PerformanceAuditServicesReports>

### Audit Results

Overall  
34 Findings

NSU  
2 Findings

Objective	Low	Medium	High	Critical
Determine if HEIs can identify and respond to cyberattacks in a manner consistent with industry standards through penetration testing	89	23	19	0
Objective	Baselines		Scanning	Logging
Determine if HEI’s current cybersecurity monitoring and testing, to include internal penetration testing, is adequate to reasonably protect against cybersecurity threats	21		22	13
Objective	Policies	Metrics	Schedule	Total
Determine whether HEIs have established performance metrics in responding to or preventing cyberattacks	n/a	n/a	n/a	7
Objective	Decentralized		Lack of oversight	Total
Determine whether security assessments in the form of management reviews or security audits are performed as required by state or institution policy	n/a		n/a	9

# Approval of BOV Policy #30

## Reporting and Investigating Suspected Wrongdoing (Action Item)

- Framework for how suspected wrongdoing are managed and communicated.
- Establishes the overall roles and responsibilities for preventing, identifying, and reporting fraudulent behavior.
- Defines Abuse, Waste and Fraud. Provides examples wrongdoing and red flag indicators of wrongdoing.



November 17–23, 2024



# BOV Policy #30



## BOV POLICY # 30 (2020) REPORTING AND INVESTIGATING SUSPECTED WRONGDOING

<b>Policy Title:</b>	Reporting and Investigating Suspected Wrongdoing
<b>Policy Type:</b>	Board of Visitors
<b>Policy Number:</b>	BOV Policy #30 (2020)
<b>Approved:</b>	March 19, 2021
<b>Responsible Office:</b>	Internal Audit
<b>Responsible Executive:</b>	Chief Audit Executive
<b>Applies to:</b>	All University organizations, students, faculty, staff, and volunteers

### POLICY STATEMENT

The University will not tolerate fraud, theft, waste or abuse of state or University property or resources. University employees should report suspected wrongdoing or possible fraudulent activities to the Chief Audit Executive or the State Fraud, Waste or Abuse Hotline. All reported allegations will be fully reviewed, and substantiated fraudulent activities will be reported to the proper authorities.

The purpose of this policy is to establish the overall roles and responsibilities of University employees for preventing, identifying, and reporting fraudulent transactions at the University. This policy details responsibility for the reporting and investigation of suspected irregularities.

Non-compliance with this policy may result in disciplinary action up to and including termination of employment. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

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**BOV POLICY # 30 (2020) REPORTING AND INVESTIGATING  
SUSPECTED WRONGDOING**

# BOV Policy #30

**DEFINITIONS**

**Abuse:** Abuse involves behavior that is deficient or improper when compared with behavior that a prudent person would consider reasonable and necessary business practice given the facts and circumstances. Abuse also includes misuse of authority or position for personal financial interests or those of an immediate or close family member or business associate. Abuse can occur in financial or nonfinancial settings and does not necessarily involve fraud, violation of laws, regulations, or provisions of a contract or grant agreement. Examples may include excessive charges, improper billing practices, or payment for unnecessary services

**Fraud:** The State Fraud, Waste and Abuse Hotline Policies and Procedures Manual defines fraud as, “The intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to state government, which could result in a tangible or intangible benefit to themselves, others, or the Commonwealth or could cause detriment to others or the Commonwealth. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.”

Some Examples of Fraud, Waste, and Abuse:

- Personal use of state-owned supplies or equipment
- Contract fraud
- Conducting personal business on state time
- Embezzlement or other financial irregularity
- Unauthorized use of University employees/time
- Violations of state procurement policy
- Falsification of official documents (time and leave records, check deposit, etc.)
- Inappropriate expenditures
- Engaging in bribery, kickbacks, or seeking unauthorized rebates

**Good Faith Report:** A report of conduct wrongdoing or abuse which is made without malice and which the person making the report has reasonable cause to believe is true.

**Internal Controls:** Policies, practices, and procedures that are designed to provide reasonable assurance that objectives are achieved in the following categories:

- Effectiveness and efficiency of operations (including safeguarding of assets and records)
- Reliability of financial reporting
- Compliance with laws and regulations
- Safeguarding of assets



# BOV Policy #30



## BOV POLICY # 30 (2018) REPORTING AND INVESTIGATING SUSPECTED WRONGDOING

**Red Flag:** A red flag is a set of circumstances that are unusual in nature or vary from the normal activity. It is a signal that something is out of the ordinary and may need to be investigated further. By themselves, they don't necessarily mean anything, but the more that are present, the higher the risk that fraud, waste and abuse is occurring, or could occur.

**Waste:** Waste is the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of resources, to the detriment or potential detriment of the University. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

**Whistleblower:** An employee or citizen of the Commonwealth who witnesses or has evidence of wrongdoing or abuse and who makes or demonstrates by clear and convincing evidence that he is about to make a good faith report of, or testifies or is about to testify to, the wrongdoing or abuse to one of the employee's superiors, an agent of the employer, or an appropriate authority.

**Wrongdoing:** A violation, which is not merely technical or minimal in nature, of a federal or state law or regulation or a formally adopted code of conduct or ethics of a professional organization to protect the interests of the public or employee.

### CONTACT(S)

The President's Office officially interprets this policy and is responsible for matters pertaining to this Policy as it relates to the University Community. The President's Office is responsible for obtaining approval for any revisions as required by [BOV Policy # 01 \(2014\) Creating and Maintaining Policies](#) through the appropriate governance structures. Questions regarding this policy should be directed to the Chief Audit Executive.

### STAKEHOLDER(S)

All University organizations, students, faculty, staff, and volunteers

### REPORTING AND INVESTIGATING SUSPECTED WRONGDOING POLICY CONTENTS

University employees are responsible for safeguarding University resources under their control and for ensuring that those resources are used only for authorized purposes and in accordance with University policies, and applicable federal and state laws. Administrators and all levels of management have additional responsibility for the design and implementation of effective internal controls to protect University resources from misuse or abuse. Administrators and managers should be familiar with the potential risks and exposures in their areas of responsibility and be alert to any indicators of fraud and financial misconduct, including abusive or dishonest activities.

# BOV Policy #30



## BOV POLICY # 30 (2018) REPORTING AND INVESTIGATING SUSPECTED WRONGDOING

Upon discovery of information or circumstances suggesting fraud or misuse of University property or funds, the individual should report the information to the Chief Audit Executive or the Office of State Inspector General Fraud, Waste, and Abuse Hotline by phone at 1-800-723-1615. To avoid conflict, employees are discouraged from personally conducting investigations or interviews. Self-investigating may also compromise the investigation.

Concerns related to employee's moral, ethics or behavior should be referred to the University Human Resource Department or the State Department of Human Resource Management. If unsure whether or not actions are considered as fraud or whom to contact, the employee should contact Internal Audit for guidance.

To protect employee confidentiality, allegations and results will not be disclosed or discussed with anyone other than those with legitimate need to know. The University will provide appropriate support to reporting employees to protect against retaliation and respond to concerns of retaliation or unfair treatment linked to the employee's reporting. Allegations made maliciously will not be tolerated.

All reported allegations will be fully investigated and results reported to the appropriate levels of management. Internal Audit may coordinate the investigations with the General Counsel, University Police and/or other affected areas, both internal and external. Once probable criminal activity has been detected, the University Police will take over the investigation. Internal Audit will support the investigation as required.

Internal Audit will work with management to identify control weaknesses, if any, to prevent further similar violations. Management Action Plans should be developed to mitigate the weaknesses identified. The status of the action plans should be communicated to the President and the Audit Committee on a quarterly basis.

Internal Audit will communicate all substantiated cases of fraud or financial misconduct to the University President, Audit Committee and General Counsel. Internal Audit will not make any recommendations related to disciplinary action. Criminal or civil actions may be taken against employees who participate in fraudulent acts. Decision to take action will be made by the Division Head in conjunction with General Counsel and the President's Office. The determination of disciplinary action is not dependent on the outcomes of law enforcement's investigations or prosecutorial decisions as to whether or not to file criminal charges. The reporter of the allegation may not be privileged to the results of the report submitted.

Code of Virginia § 30-138 requires agency heads to promptly report circumstances suggesting a reasonable possibility that a fraudulent transaction has occurred to the Auditor of Public Accounts, Office of the State Inspector General, and Virginia State Police. The President of the University has assigned this reporting responsibility to the Chief Audit Executive. The University is committed to assisting law enforcement and/or other agencies in the prosecution of those suspected of committing fraud.

# BOV Policy #30



## BOV POLICY # 30 (2018) REPORTING AND INVESTIGATING SUSPECTED WRONGDOING

An employee suspected of committing or otherwise involved in fraud may be suspended with or without pay during an investigation of the allegations. If the evidence substantiates that the employee participated in fraudulent acts, the employee will be subject to disciplinary action, up to and including termination, pursuant to the policies outlined in the Virginia Department of Human Resource Management Standards of Conduct Policy 1.60, the Teaching Faculty, and Administrative and Professional Faculty Handbook.

### WHISTLEBLOWER PROTECTION

University employees shall not intimidate or take retaliatory action, directly or indirectly, against any member of the University community as a result of whistleblowing. Retaliation against employees for making good faith reports is prohibited by the Virginia Fraud and Abuse Whistleblower protection Act, as set forth in Section 2.2-3011 of the Code of Virginia. The University will provide appropriate support to reporting employees to protect against retaliation and respond to concerns of retaliation or unfair treatment linked to the employee's reporting.

The types of retaliation that are prohibited include, but are not limited to: (1) intimidation, (2) adverse actions with respect to the whistleblower's work assignments, salary, vacation, and other terms of employment; (3) unlawful discrimination; (4) termination of employment; (5) adverse actions against a relative of the whistleblower who is a University employee or student; and (6) threats of any of the above.

### EDUCATION AND COMPLIANCE

New employees should be advised of this policy at the time of hire. Periodic training should be provided to all stakeholders, at minimum on an annual basis. Please log into MOAT, choose the Norfolk State University Vault and complete. Completion of this training module is mandatory and failure to complete the training will result in notifications to direct supervisors and the Human Resource Department. An assessment will be given at the end of the session to test understanding of:

- (A) Norfolk State's Suspected Wrongdoing Policy
- (B) The effective use of Fraud, Waste and Abuse Hotline
- (C) The rights and protections afforded to all Hotline Callers

Internal Audit will review completion logs on a quarterly basis and report noncompliance to the Division Vice Presidents for appropriate corrective action.

# BOV Policy #30



## BOV POLICY # 30 (2018) REPORTING AND INVESTIGATING SUSPECTED WRONGDOING

### PUBLICATION

This policy will be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the Online Policy Library within 14 days of approval; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

### REVIEW SCHEDULE

- Next Scheduled Review: March 2024
- Approved by, date: Board of Visitors, March 19, 2021
- Revision History: September 28, 2018
- Supersedes: *BOV Policy #30 (2018)*

### RELATED DOCUMENTS

State agencies, courts, and local constitutional officers to report certain fraudulent transactions; penalty. [Code of Virginia § 30-138](#)

Department of Human Resource Management Employee Dispute Resolution. <http://www.dhrm.virginia.gov/employmentdisputeresolution/workplaceconflictconsultationprogram>

Department of Human Resource Management policy 1.60 - Standard of Conduct [http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1\\_60.pdf?sfvrsn=2](http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1_60.pdf?sfvrsn=2)

Office of the State Inspector General, State Fraud, Waste, and Abuse Hotline. <https://osig.virginia.gov/program-areas/citizen-services/report-fraud-waste-and-abuse/>

Code of Virginia: The Fraud and Abuse Whistleblower Protection Act <http://law.lis.virginia.gov/vacode/title2.2/chapter30.1/>

Common types of fraud in higher education and examples of red flags (document attached).

### FORMS

There are no forms associated with this policy.



# Open Corrective Actions

<u>Topic</u>	<u>Issue Rating</u>	<u>Finding Details</u>	<u>Management Action Plan</u>	<u>Update</u>
Export Controls	MRIA	<b>Identification of Restricted Projects and Individuals</b> <ul style="list-style-type: none"> <li>Controlled research not identified or communicated or reviewed for compliance</li> </ul>	<ul style="list-style-type: none"> <li>Full time Export Control Officer</li> <li>Identify all active restricted research.</li> <li>Identify restricted individuals, entities and organizations</li> <li>Create and implement a form that requests citizenship status of all participants on restricted research</li> </ul>	<ul style="list-style-type: none"> <li>OSP Form developed/modified to identify restricted research</li> <li>CAYUSE research management suite-pre-award and post-award</li> </ul>
Export Controls	MRIA	<b>Decentralized Data</b> <ul style="list-style-type: none"> <li>No systematic means to label, and track research related activities with export control restrictions</li> </ul>	<ul style="list-style-type: none"> <li>Include adding restricted research notification to projects in Colleague Financials including lab location of research</li> <li>PI's must share source documentation with Export Controls and OSP (i.e., SharePoint)</li> </ul>	<ul style="list-style-type: none"> <li>CAYUSE system is a database with functionality to allow file share</li> </ul>
Export Controls	MRIA	<b>International Travel</b> <ul style="list-style-type: none"> <li>No system of notification</li> <li>University devices and software are not encrypted</li> <li>Lack of training on prohibitions against imports and exports without a license.</li> <li>No communications of restricted regions and parties prior to travel.</li> </ul>	<ul style="list-style-type: none"> <li>Short term-Create and implement a form acknowledging export control regulations including suggestion to use NSU issued IPAD which provides a greater level of security</li> <li>Long term-Create a hardware loaner program to provide encrypted hardware and software or sterilize hardware for student and staff use.</li> <li>Notify export control officer of destination and participants scheduled for overseas travel</li> </ul>	<ul style="list-style-type: none"> <li>Form has been implemented, procedure is individual based on destination</li> </ul>

# Open Corrective Actions

Topic	Rating	Finding	Management Action Plan	Update
<b>Export Controls</b>	MRIA	<b>Physical Access</b> <ul style="list-style-type: none"> <li>No system to limit physical access to restricted chemicals, equipment, software, hardware, and data</li> </ul>	<ul style="list-style-type: none"> <li>Remove door access from student</li> <li>Implement a technology control plan to limit access to research based on need</li> <li>Lock restricted chemicals and perform annual inventory counts</li> <li>Remove password cheat sheets from computers</li> <li>Lab manager</li> </ul>	<ul style="list-style-type: none"> <li>University Compliance is working with Research to develop and Hire Research Operation Coordinator</li> <li>OSP is developing a list for Sponsored Programs; Hazardous Commodities Disclosure Policy will address new purchases</li> <li>Use of Technology Control Policy reminders for all faculty and staff</li> </ul>
<b>Export Controls</b>	MRIA	<b>Documentation and Retention</b> <ul style="list-style-type: none"> <li>Specific records are not created and maintained to satisfy export control requirements</li> <li>Data sheets are not available for hazardous materials</li> </ul>	<ul style="list-style-type: none"> <li>Identify and maintain required export control documentation (HR, Shipping, Title III)</li> <li>Develop purchasing plan for hazardous and controlled chemicals and equipment</li> </ul>	<ul style="list-style-type: none"> <li>Consider adding module to CAYUSE</li> <li>See Hazardous Commodities Disclosure Policy</li> </ul>
<b>Export Controls</b>	MRIA	<b>Policy, Procedure and Training</b> <ul style="list-style-type: none"> <li>Draft procedures and reporting lines</li> <li>Limited faculty and staff training</li> </ul>	<ul style="list-style-type: none"> <li>Utilizing export control working group to provide input and consultation over export control activities</li> <li>Continue approval process for Export Control Policies and Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Policy will be added electronically to Blackboard Ultra</li> <li>Periodic updates are provided to all users from the Research and Innovation Office</li> </ul>

# Research & Innovation Updates



# Export Controls in Research

- ▶ Most research activities at NSU are not subject to export control regulations; however, there are certain conditions under which the export of a technology (including technical data) either is prohibited or requires a license.
- ▶ *Export Controls*: The set of regulations that govern the export of commodities and technology outside of the U.S. or to a foreign person (or a corporation or entity).
  - ▶ Controlled Physical Items: dual use (i.e., civilian and military) technologies listed on the Commerce Control List at 22 CFR § 121 of the Export Administration Regulations (EAR) and defense articles listed on the U.S. Munitions List at 15 CFR § 774, Supp. 1 of the International Trafficking In Arms Regulations (ITAR).
  - ▶ Controlled Information: information about export-controlled items (e.g., design, development, production, manufacture, assembly, operation, repair, testing, maintenance or modification etc.), including intangible items such as software and algorithms listed under EAR or ITAR.
- ▶ NSU Policy # 39-01 (2023) *Export Controls and Economic Sanctions Compliance Policy* establishes a framework for identifying activities, research, and/or research space that requires additional security precautions to comply with export controls.
  - ▶ Implemented and managed by a full-time Export Controls Officer

## Research Compliance Gap Closure

### Research Operations Coordinator

- ▶ Laser and radiation safety
  - ▶ Program development
  - ▶ Documentation/Record Management
  - ▶ Training
- ▶ With EHSRM, implement process for management of hazardous materials/chemicals/equipment.

### Update:

A search committee is reviewing applicants.

The new hire will be either laser and radiation safety certified or is expected to complete these certifications within 18 months of initial employment.

## Research & Innovation Updates



## Care and Use of Laboratory Animals in Research

## Research & Innovation Updates

- ▶ *Laboratory animals:* Any vertebrate animal (e.g., traditional laboratory animals, agricultural animals, wildlife, and aquatic species) produced for or used in research.
- ▶ *Animal use:* The proper care, use, and humane treatment of laboratory animals produced for or used in research.
  - ▶ Legal regulations (e.g., Animal Welfare Act and PHS Policy on Humane Care and Use of Laboratory Animals); Ethical guidelines (e.g., APA and NAS guides); and Institutional policies.
- ▶ NSU does not have any active research using animals on campus, and therefore, does not have an Animal Care and Use program, an institutional animal care and use committee (IACUC), nor an Animal Welfare Assurance.
  - ▶ An **Animal Care and Use Policy** has been drafted for animal use in research. NSU employees may conduct research involving animals only with the prior approval of an IACUC, under the auspices of an Inter-institutional Assurance with an assured partner institution. (Since NSU does not have its own IACUC, an **Inter-institutional Assurance** and **prior IACUC approval** are required regardless of the funding source of the research project.)

# University Compliance, Dr. Dawn M. Hess



# Ethics and Compliance

To guide all employees in setting and practicing high standards of ethical conduct, Norfolk State University has our Code of Ethics: <https://www.nsu.edu/office-of-the-president/code-of-ethics>

- ▶ Meeting held Wednesday, October 23, 2024
- ▶ Purpose – To discuss principles that guide us to make a positive impact through our decisions and actions
  - **Culture of Trust**  
Ethical leaders can help employees feel more confident and secure by establishing a culture of trust and respect.
  - **Employee Morale**  
A positive work environment can lead to higher morale.
  - **Employee Retention**  
Ethical leaders can positively affect employee turnover by creating a quality work environment of which employees are happy to be a part.
  - **Decision-Making**  
Ethical decision-making can help avoid costly lawsuits.
  - **Collaborative Environment**  
Transparent decision-making processes can create trust and invite constructive feedback.
  - **Organizational Performance**  
Ethical leadership can enhance organizational performance by integrating moral values into practices
- ▶ Leadership Invitees:
  - IT
  - Controller
  - Human Resources
  - Equity and Access
  - University Compliance
  - Environmental, Health and Safety
  - Sponsored Programs
  - Enrollment Management
  - Dean of Students
  - Internal Audit



## New & Updated Policies

- Civility in the Workplace, Operations & Institutional Effectiveness/ Human Resources (DHRM Policy 2.35)
- Animal Care & Use, Academic Affairs/Research & Innovation (Animal Welfare Act)
- Hazardous Commodity Disclosure, Finance & Administration/ Environmental, Health and Safety (Federal & State Laws)
- Hazing, Student Affairs/Dean of Students (Code of Virginia §18.2-56 )

## Forthcoming Policies

- Minors on Campus, Operations & Institutional Effectiveness and University Police Department [Code of Virginia § 63.2-1509 (A)(18)]
- Updating Nondiscrimination Policy, Operations & Institutional Effectiveness (Federal & State Civil Rights Laws)

## Student Affairs

Office of Accessibility Services and International Student Services (OASIS)

[Americans with Disabilities Act (ADA), 1990 and Section 504 of the Rehabilitation Act of 1973)

- Student Accessibility Services
  - Implementing Staff Planning
- International Student Services
  - Director, Ms. Mary Banks, MHS

Drug Free Schools and Communities Act Biennial Review in Draft, Student Affairs  
(34 CFR Part 86)

Animals in Housing Program in Development, Student Affairs/Dean of Students  
(Code of Virginia § 36-96.1)

# Questions

# **Academic and Student Affairs Committee**

**AGENDA**  
**BOARD OF VISITORS**  
**ACADEMIC AND STUDENT AFFAIRS COMMITTEE MEETING**  
*Friday, December 6, 2024*  
*Delbert Parks, Chair*

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

**II. Recommend Approval of Electronic Participation**

**III. Recommend Approval of the October 1, 2024, Committee Minutes**

**IV. Discussion Items**

- a. Academic Affairs Update ..... Dr. DoVeanna Fulton
- b. Student Affairs Update ..... Dr. Leonard Brown
  - i. **Review of BOV Policies**
    - i. Parental Notification of Dependent Students in Instances of Tax-Dependent Students in Instances Psychological Emergency (**BOV Policy #20**)
    - ii. Freedom of Speech and Expression on Campus (**BOV Policy #33**)
- c. Enrollment Management Update..... Dr. Justin Moses
- d. Athletics Update ..... Ms. Melody Webb

**V. Public Comment**

**VI. Adjournment**

**Academic and Student Affairs Committee**

- Delbert Parks, Chair
- Mike Andrews
- Dwayne Blake
- The Honorable James W. Dyke, Jr.
- Jay Jamison
- Lionell Spruill

**Staff:**

- Dr. Leonard E. Brown, VP for Student Affairs
- Dr. DoVeanna S. Fulton, Provost/VP for Academic Affairs
- Dr. Justin L. Moses, VP for Operations & Chief Strategist for Institutional Effectiveness
- Ms. Melody Webb, Director of Athletics

\*The President participates in all Committee meeting

**All times are approximate and the Board reserves the right to adjust its schedule as necessary.**

**NORFOLK STATE UNIVERSITY  
BOARD OF VISITORS (BOV)  
Academic and Student Affairs Committee Meeting  
Tuesday, October 1, 2024**

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

Mr. Delbert Parks, Chair, called the Academic and Student Affairs Committee meeting to order at 9:02 a.m. A quorum was established with a 4-0 roll call vote.

**Committee Members Present**

Mr. Delbert Parks, Chair  
Mr. Jay Jamison

Mr. Dwayne Blake  
The Honorable Lionell Spruill, Sr.

**Committee Members- Virtual**

Mr. Mike Andrews  
The Honorable James Dyke Jr.

**Other Board Members Present**

Mr. Gilbert Bland  
Mr. Edward Sanders

Dr. Katrina Chase

**Counsel Present**

Pamela Boston, University Counsel and Senior Assistant Attorney General

**NSU Administrators and Staff Present**

Dr. Javaune Adams- Gaston, President  
Bishop Kim Brown, Rector  
Dr. Dawn Hess, Chief Compliance Officer  
Dr. Aurelia T. Williams, Academic Affairs  
Mrs. Kimberly Gaymon, Scheduler/ Financial Specialist  
Ms. Keisha Taylor, Executive Director of Student Health  
Mrs. Saranette Williams, Director for Career Services  
Ms. Cheniqua Goode, Director Counseling Center  
Mr. Chris Gregory, OIT  
Dr. Justin Moses, Vice President for Operations  
Dr. Leonard Brown, Jr., Vice President for Student Affairs  
Mr. Tyson King- Medows, College of Liberal Arts  
Mrs. Sharea' Williams, Executive Administrative Assistant for Enrollment Management

Dr. Vanessa Jenkins, Executive Director Health and Wellness  
Mr. David Simon Jr., Dean of Students  
Dr. Faith Fitzgerald,  
Dr. Terry Venable, Assistant to the Vice President for Student Affairs  
Mr. Terry Woodhouse,  
Mr. Wayne Ivey,  
Dr. Clifford Porter, Vice President, University Advancement  
Dr. Melissa Barnes, Enrollment Management  
Dr. Aixi Zhou  
Mr. Dennis Jones, Budget  
Dr. Michel Shackelford, Enrollment Management  
Dr. James Walke,  
Ms. Sher're Dozier, Clerk to the President and BOV

**II. Recommend Approval of Electronic Participation**

The Honorable James Dyke and Mr. Mike Andrews provided their reasons for electronic participation. Mr. Dwayne Blake motioned, second by The Honorable Lionell Spruill, Sr., with a 4-0 roll call vote, the Committee unanimously approved electronic participation of The Honorable James Dyke and Mr. Mike Andrews.

**III. Recommend Approval of the April 3, 2024, Committee Meeting Minutes**

Mr. Dwayne Blake, motioned, second by The Honorable James Dyke, with a 4-0 roll call vote, the Committee unanimously approved the April 3, 2024, Academic and Student Affairs Committee Meeting minutes.

**IV. Discussion Items**

**a. Academic Affairs Update- Provost DoVeanna S. Fulton**

Provost Fulton provided an update on new appointments to the division.

Dr. Tyson D. King-Meadows is now the Dean of College and Liberal Arts, and Dr. Aixi Zhou is now the Vice Provost for Research and Innovation. Dr. Fulton also mentioned that the search for the Dean of the School of Business will be relaunched.

Next Dr. Fulton provides insight into how Norfolk State faculty continually produces important research and scholarships. NSU faculty has produced 26 written publications. The grants and contracts acquisitions for the 2024 academic year were some of the highest were some of our highest to date with 129 funded projects, and over 37 million dollars in awards. There were over 6 million dollars in expenditures which was up from 3.5 million dollars in 2022. To be designated as a high research university you must meet 2 criteria; One of the main criteria is to have at least 5 million dollars in annual expenditures. This puts us halfway to our goal. Dr. Fulton stated that she is confident that we will remain and maintain this level of expenditure. NSU Faculty scholarships were showcased in 14 public scholarship venues.

Dr. Fulton lastly provided the results of the latest assessments of the Institutional Performance Standards. These standards demonstrate another movement towards excellence for NSU. On 5 of the 6 standards, NSU exceeded expectations. We fell short only on 1 metric but have been working in collaboration with Enrollment Management, Student Affairs, and Academic Affairs, to ensure that all 6 standards are met for the next assessment.

**The floor was opened for questions:**

1. **Bishop Brown-** Can you explain what Conference Proceedings?

**Dr. Fulton-** Those are publications as well. The organizers of the conference choose a select number of presentations to publish in journals.

2. **Mr. Parks-** What is the level of research for most universities? Where are we and what's our aspirations?

**Dr. Fulton-** Our aspiration is to be a R2. We would have to have 5 million dollars in expenditures consistently over 3 years, as well as graduate 20 Ph.D.'s. We are currently at 10.

3. **Dr. Adams- Gaston-** Can you talk about expenditures?

**Dr. Fulton-** Expenditures are a challenge because there are regulations that you must meet. Working with Office of Sponsor programs, Finance and Administration, as well as Accounts Payable to make sure that we meet those expenditures.

4. **The Honorable James Dyke-** Do we have a plan that would include what additional resources that we might need from the state?

**Dr. Fulton-** We have planned to increase the facility. We have used Title III resources to pair students with facility and working on a new Strategic Plan.

- b. Student Affairs Update- Dr. Leonard Brown

Dr. Brown provided an update on new appointments to the division. Mr. David R. Simon Jr. is now our Dean of Students, Dr. Keisha M. Taylor will now serve as the Executive Director of Student Health Services, as well as Mr. Za'Chary "Prince" Jackson, 2024- 2025 SGA President.

Next, Dr. Brown stated that there were 4 BOV policies that were being brought forth this meeting. These policies have been reviewed to ensure that the university is up to date on practices. Policies will be moved to the Full Board after approval from the BOV.

- i. Statement of Code of Conduct (BOV Policy #6)- authorizes administration to develop standards of behavior and conduct through. No major changes in review of this policy.
- ii. Military Deployment (BOV Policy #7)- provides tuition relief, refunds, and reinstatements for students who must withdraw or be absent for a significant amount of time due to military obligations. Minor changes who made to make sure that civil service individuals were covered under this policy.
- iii. Assisting Emotionally Distressed Student (BOV Policy #19)- policy ensures that the university has the proper procedures in place to work with students who may have challenges and situations. Procedures were



reviewed and updated this year and posted on the website. No other significant changes were made to this policy.

- iv. Communicable Disease Policy (BOV Policy #21)- policy outlines protocol for managing outbreaks and communicable diseases. This policy was reviewed to make sure that it was in line with the emergency plan for the university. No major changes. Just needed to make sure that language was up to date and that most updated protocols are noted in the policy.

Dr. Brown stated that there are two additional policies that are being reviewed. Once those have been reviewed, he will make sure that the full policies are sent, and they can be brought back to the committee.

**The Floor was opened for Questions:**

**Mr. Mike Andrews-** Does our policies reflect being better prepared in case there is another Covid outbreak?

**Dr. Brown-** those changes are reflected in those policies.

**Mr. Jamison-** With policy #19, is this an extension or something new with Timely Care?

**Dr. Brown-** This is not new it is a revision.

Chair Parks made a recommendation to move the policies forward to the Full Board. A motion was made by The Honorable Lionell Spruill, Jr. and seconded by Mr. Dwayne Blake. With a 4-0 roll call vote, the Committee unanimously voted for the approval of policies to move to the Full Board.

- v. Counseling services on Campus- the number of clients has increased. Dr. Brown stated that there are 79 students who meet the criteria for a mental health diagnosis. A journaling group has started and there are 30-40 students consistently. We need to find ways to retain counseling staff.

**The Floor was opened for Questions:**

**Mr. Jamison-** How are we measuring the success of the students who are accessing this program?

**Dr. Brown-** There is a satisfaction survey sent to the students.

Lastly, Dr. Brown wanted to update the committee on the housing situation. Currently there are approximately 300 students at 3 different hotels. This does put

pressure on Housing, because students want to be on campus. However, the good news is that it shows that students are still very much interested in attending NSU.

c. Enrollment Management Updates- Dr. Justin Moses

Dr. Moses provided an update on new appointments to the division. With the departure of Dr. Juan Alexander, Dr. Melssia Barnes has been named the Interim Sr. AVP for Enrollment Management. Dr. Michael Shackleford has returned to the university as a consultant/ advisor to Enrollment Management, and Dr. James Walke is now the AVP for Institutional Effectiveness and Planning.

Next, Dr. Moses stated that enrollment has increased to 6053 students. There was a decrease in undergraduate students, but retention has grown. The university is consistent and trending upwards in comparison with previous years. FAFSA affected college plans for many students. There were at least 55 technical issues with FAFSA this year, which are still working to be resolved.

**The Floor was opened for Questions:**

The Honorable James Dyke- How are we addressing retention? What is the plan to retain students?

Dr. Adams- Gaston- Yes! That is something that we are working on. Our students have very high economic needs. We need ways of closing the gap. The state must give us more support. 71% of our seniors are working students. Need to have on campus work options for students.

d. Athletics Updates- Dr. Melody Webb

Dr. Webb stated that the mission of Athletics is to provide our student athletes with an environment that is fair, inclusive, and holistic, where they can thrive both academically and athletically. Dr. Webb wanted to focus on the significance of NSU participating in the MEAC/ SWAC Classic. The classic has been around for 19 years, and this was the first time that Norfolk State had been invited. Over 1.3 million viewers tuned in on a primetime network. This was record breaking! This increased our media exposure, elevating the university visibility on a national level. Dr. Webb stated that participating in the classic also was a recruitment effort.

Next, Dr. Webb spoke on the AASP grant. This grant presents opportunities for colleges with limited resources.

Lastly, Dr. Webb stated that there are 2 key areas that are essential to the athletic transformation process.

1. Health care
2. Student athlete well-being.

There are 3 priority areas.

- a. Elevated support for the physical and mental well-being of the student athletes.
- b. Enhance the athletic performance and competitive experience.
- c. Improving the overall support infrastructure of our student athletes.

Nearly all coaches and staff are CPR certified and have shown that they can respond to medical emergencies. All coaches have completed mental health certification. Working with Proactive Health to learn the signs of cardiac health challenges that plague a high percentage of athletes today. The medical support team has been expanded. Increased the number of athletic trainers and hired a dietician.

**University Counsel-** Explained Full Board vs. Sub Committee.

5. Public Comments- there were no public comments.

There being no further business, Mr. Delbert Parks adjourned the meeting at 10:46a.m.

Respectfully Submitted,

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Mr. Delbert Parks, Chair

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Date

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Sharea' Williams, Executive Administrative Assistant

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Date

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Dr. Justin Moses, Vice President for Operations

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Date

**NSU BOV ACADEMIC AND STUDENT AFFAIRS COMMITTEE  
ROLL CALL VOTE  
OCTOBER 1, 2024, 9:00 A.M.**

<b>Item</b>	<b>Mr. Delbert Parks (Chair)</b>	<b>Mr. Mike Andrews</b>	<b>Mr. Dwayne Blake</b>	<b>The Honorable James Dyke</b>	<b>The Honorable Lionell Spruill, Sr.</b>	<b>Mr. Jay Jamison</b>	<b>Totals</b>
<b>Quorum</b>	<b>Yes</b>	<b>Virtual</b>	<b>Yes</b>	<b>Virtual</b>	<b>Yes</b>	<b>Yes</b>	<b>4-0</b>
<b>Recommend Approval of Electronic Participation</b>	<b>Yes</b>	<b>Virtual</b>	<b>Yes</b>	<b>Virtual</b>	<b>Yes</b>	<b>Yes</b>	<b>4-0</b>
<b>Approval of the Minutes</b>	<b>Yes</b>	<b>Virtual</b>	<b>Yes</b>	<b>Virtual</b>	<b>Yes</b>	<b>Yes</b>	<b>4-0</b>
<b>Approval of Policies Move to Full Board</b>	<b>Yes</b>	<b>Virtual</b>	<b>Yes</b>	<b>Virtual</b>	<b>Yes</b>	<b>Yes</b>	<b>4-0</b>



# Academic & Student Affairs –

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**NSU B.O.V. Subcommittee  
Meeting  
11-21-2024**

# Agenda

- Academic Affairs Update →



- Student Affairs Update →

**-Parental Notification of Dependent Students in  
Instances of Tax-Dependent Students in Instances of  
Psychological Emergency ( BOV #20)  
-Freedom of Speech and Expression and Campus  
Utilization (BOV 33)**



- Enrollment Management Update →



- Athletics Update →







**Academic Affairs Update  
Dr. DoVeanna Fulton  
Provost & Vice President for Academic Affairs**



# SACSCOC

## Statement for Accredited Institutions

(Name of member institution) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award (name specific degree levels, such as associate, baccalaureate, masters, educational specialist, and doctorate). (Name of institution) also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of (name of member institution) may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Current Statement Teaching Faculty Handbook

### 1.7 ACCREDITATION

Norfolk State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Norfolk State University.

### Revised Statement

Norfolk State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Norfolk State University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Norfolk State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

# Academic Program Review & Disciplinary Accreditations

Schedule of Academic Program Reviews & Disciplinary Accreditations					
COLLEGE/SCHOOL	AY 2021-22	AY 2022/23	AY 2023/24	AY 2024/25	AY 2025/26
College of Liberal Arts (COLA)	Clinical Psych (Ph.D.)* Fine Arts & Graphic Design (BA) Psychology (BA)	Criminal Justice (MA) Political Science (BA)	Mass Com & Journalism (BS)*	History (BA) Interdisciplinary Studies (BA/BS) Sociology (BA)	Cyber Psychology (MS) Drama & Theatre (BA) English (BA) Media & Commu (MA) Music (BMus)*
College of Sci, Eng & Tech (CSET)	Biology (BS) Electrical & Electronics Eng (BS)* Optical Engineering (BS)* Physics (BS)	Construction Mgt Eng Tech (BS)* Computer Eng Technology (BS)* Electronics Eng Technology (BS)* Electronics Eng.(MS)	Computer Science (BS)* Cyber Security (MS) Health Services Mgt. (BS) Materials Science (MS) Materials Sci & Eng (PhD)	Chemistry (BS)* Computer Sci.(MS) Mathematics (BS) Information Tech (BS)	Healthcare Admin (MHA) Nursing (BSN)*
School of Business	Accounting (BS)* Business (BS)* Tourism & Hosp Mgt (BS)				
School of Education		Educator Preparation Programs*	Exercise Sci/Phy Educ (BS)*	Counseling Education (MA)*	
E.R. Strong School of Social Work		Social Work (BSW)* Social Work (MSW)*			

# Software Acquisition: Gray Decision Intelligence (Gray DI)



Software that provides information on student demand, competition, wages, skills.

- Analyzes data on careers by academic program
- Aligns programs with the jobs graduate obtain by degree level
- Provides data on student demand, competitive markets, and opportunities for growth.

Software will be used to create a profile of graduate programs and use data to identify:

1. Alignment with workforce needs
2. Growth potential
3. Areas for improvement

# Faculty Success: A Watermark App

- Digital Solution
- Annual Evaluation, Tenure, and Promotion
- Recommended by the Faculty, Adopted by the Administration
- Alleviates the challenges of paper submissions, bias, and document retention
- Launched Fall 2024 /Campus Adoption Fall 2025





# Division for Student Affairs

Dr. Leonard Brown, Jr.  
Vice President for Student  
Affairs



# Student Affairs Board of Visitors



## *Approved Policies*

- **Parental Notification of Dependent Students in Instances of Tax-Dependent Students in Instances of Psychological Emergency ( BOV #20)**
- **Freedom of Speech and Expression and Campus Utilization (BOV 33)**



## **BOV POLICY #20 (2017) PARENTAL NOTIFICATION OF DEPENDENT STUDENTS IN INSTANCES OF PSYCHOLOGICAL EMERGENCY**

<b>Policy Title:</b>	Parental Notification of Dependent Students in Instances of Psychological Emergencies
<b>Policy Type:</b>	Board of Visitors
<b>Policy Number:</b>	BOV Policy # 20 (2017)
<b>Approval Date:</b>	March 19, 2021
<b>Responsible Office:</b>	Counseling Center and Spartan Health Center
<b>Responsible Executive:</b>	Vice President for Student Affairs
<b>Applies to:</b>	Campus Community

### **POLICY STATEMENT**

The Norfolk State University Board of Visitors is authorized under the Code of Virginia § 23.1-1301 et seq. to, among other things, make regulations and policies concerning the University. As such, the Board intends to promote a safe learning and working environment for the University community at all times. Section 23.1-1303 (B)(5) of the Code of Virginia (the Code) requires that the governing board establish policies and procedures requiring the notification of the parent of a dependent student when such student receives mental health treatment at the institution's student health or counseling center, and such treatment becomes part of the student's educational record in accordance with the federal Health Insurance Portability and Accountability Act (42 U.S.C. § 1320d et seq.) and may be disclosed without prior consent as authorized by the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) and related regulations (34 C.F.R. Part 99). This policy establishes requirements for the institution for parental notification of tax-dependent students in instances of psychological emergencies.

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## **BOV POLICY #20 (2017) PARENTAL NOTIFICATION OF DEPENDENT STUDENTS IN INSTANCES OF PSYCHOLOGICAL EMERGENCY**

### **CONTACT(S)**

The Vice President for Student Affairs officially interprets this policy and is responsible for matters pertaining to this policy as it relates to students. The Vice President for Student Affairs is the Executive responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures.

### **DEFINITIONS**

Dependent Student: means a student under the age of 24 who is claimed for federal income tax purposes as a dependent by his/her parents.

### **POLICY CONTENTS**

Section 23.1-1303(B)(5) of the Code of Virginia requires a parent of dependent student to be notified in the following instances:

- (a) When such student receives mental health treatment at the institution's student health or counseling center; and
- (b) When such treatment becomes part of the student's educational record in accordance with the federal Health Insurance Portability and Accountability Act (42 U.S.C. § 1320d et seq.) and may be disclosed without prior consent as authorized by the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) and related regulations (34 C.F.R. Part 99); and
- (c) if it is determined that there exists a substantial likelihood that, as a result of mental illness the student will, in the near future, (i) cause serious physical harm to themselves or others as evidenced by recent behavior or any other relevant information or (ii) suffer serious harm due to his/her lack of capacity to protect themselves from harm or to provide for his/her basic human needs.

Such notification may be withheld if any person licensed to diagnose and treat mental, emotional, or behavioral disorders by a health regulatory board within the Department of Health Professions who is treating the student has made a part of the student's record a written statement that, in the exercise of his/her professional judgment, the notification would be reasonably likely to cause substantial harm to the student or another person.

The Norfolk State University Counseling Center and Spartan Health Center shall notify the Vice President for Student Affairs (or his/her designee) at the earliest known opportunity whenever a student is treated by their respective offices and meets the criteria for parental notification under Code of Virginia § 23.1-1303(B)(4). A record of all notifications will be maintained.



## **BOV POLICY #20 (2017) PARENTAL NOTIFICATION OF DEPENDENT STUDENTS IN INSTANCES OF PSYCHOLOGICAL EMERGENCY**

The Vice President for Student Affairs (or his/her designee) is responsible for contacting the parent of any such dependent student. The Vice President for Student Affairs (or his/her designee) is also responsible for reviewing this policy.

Upon making a disclosure pursuant to the Code, Norfolk State University and its employees are not civilly liable for any harm resulting from such disclosure unless such disclosure constitutes gross negligence or willful misconduct by the institution or its employees.

### **EDUCATION AND COMPLIANCE**

The Counseling Center shall make training available to all Counselor Center employees on the requirements of this policy on an annual basis. Records of training will be maintained in the Counseling Center.

### **REVIEW SCHEDULE**

- Next Scheduled Review: March 2024
- Approval by, date: Board of Visitors,; March 19, 2021
- Revision History: August 29, 2008; August 28, 2017; September 15, 2017; December 11, 2020

**Supersedes:** Policy # 24.001 Parental Notification of Tax-Dependent Students in Instances of Psychological Emergency (2008); Policy #24-01 Parental Notification of Tax-Dependent Students in Instances of Psychological Emergency (2014)

### **RELATED DOCUMENTS**

- Code of Virginia § [23.1-1303\(B\)\(5\)](#) (eff. July. 23, 2024)

### **FORMS**

There are no forms associated with this policy.



## **BOV Policy #33 (2019) Freedom of Speech and Expression and Campus Space Utilization**

<b>Policy Title:</b>	Freedom of Speech and Expression and Campus Space Utilization
<b>Policy Type:</b>	Board of Visitors
<b>Policy Number:</b>	BOV Policy #33 (2019)
<b>Approval Date:</b>	March 19, 2021
<b>Responsible Office:</b>	Vice President for Student Affairs
<b>Responsible Executive:</b>	Vice President for Student Affairs
<b>Applies to:</b>	University Community

### **POLICY STATEMENT**

Norfolk State University is committed to creating an environment that fosters the exercise of protected speech and other expressive activity on university property while maintaining an atmosphere free of disruption to the mission of the university. It recognizes that the free expression of ideas and open inquiry are essential in fulfilling its academic mission by embracing rigorous open discourse, and the exploration of ideas. As such, the university has established requirements for use of its property to pursue its academic mission, provide a safe environment, and preserve the functional and aesthetic integrity of the campus. Expression by individuals or groups, as described in this policy is not speech made by, on behalf of, or endorsed by the University.

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## **BOV Policy #33 (2019) Freedom of Speech and Expression and Campus Space Utilization**

### **DEFINITIONS**

**Expressive Activity:** For the purpose of this policy, expressive activity may include, but is not limited to, speaking, silent protest, distributing literature such as leaflets or pamphlets, displaying signs, wearing certain clothing or accessory items, dancing, meetings, performances, demonstrations, rallies, and vigils.

**Solicitation:** Selling or promoting products, goods or services; using staff and faculty listings for the purpose of selling/promoting goods and/or services; seeking contributions or pledges, including distributing printed materials; and conducting membership drives.

**University Property:** Buildings, grounds, and land owned or controlled by NSU. This includes property leased, rented, or otherwise contractually reserved for NSU operations, either permanently or on a temporary basis.

### **CONTACT(S)**

The Vice President for Student Affairs officially interprets this policy. The Assistant Vice President for Campus Life & Diversity is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to the Assistant Vice President for Campus Life & Diversity.

### **FREEDOM OF SPEECH AND EXPRESSION AND CAMPUS SPACE UTILIZATION POLICY CONTENTS**

This policy applies to activities conducted on university property. The restrictions are designed to comply with Code of Virginia sections 23.1-900.1 and 23.1-401 and are narrowly tailored to serve the university's interest in maintaining the safe and effective educational and administrative operations of the university without regard to the viewpoint of any speech or expression.

NSU supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is strictly prohibited.



## **BOV Policy #33 (2019) Freedom of Speech and Expression and Campus Space Utilization**

### **General Prohibitions**

The U.S. Constitution, its First Amendment, and the Code of Virginia do not protect certain expressions. Such expressions include the following, all of which are prohibited by NSU on NSU property: defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, copyright or trademark violation, criminal or civil harassment, sexual harassment, trespass, and false advertising. The university further prohibits any person from interfering with university and authorized functions, activities, and events and from participating in unlawful conduct on university property. As such, in engaging in expressive activity no person may do any of the following on university property:

1. Obstruct or impede vehicular, bicycle, pedestrian, or other traffic;
2. Obstruct any entrance or exit to any building, assembly space, driveway, parking lot, vehicular path, stairway or walkway or impede entry to or exit from any such area;
3. Disrupt, disturb, or interfere with educational or administrative activities, events, or operations inside or outside any building;
4. Enter into any building or facility or occupy any university property without appropriate authorization;
5. Violate any applicable federal, state, or local law, rule, or ordinance;
6. Fail to comply with any reasonable instruction by university police or any university official acting in the performance of their duty;
7. Cause any threat to the health or safety of any passerby or member of the university community;
8. Obstruct, disrupt, or attempt by physical force to cancel or discontinue speech by any speaker, or the observation of speech by any person intending to see or hear a speaker;
9. Damage university property, including structures, grass, shrubs, trees, or other landscaping;
10. Mark university property, including any vertical or horizontal surface, other than in accordance with written requirements, such as rules for authorized chalking;
11. Use amplified sound, including bullhorns, except as approved in advance under applicable policy and within sound limits that will not disrupt university operations; or
12. Organize or lead any major event, as described in this policy without written authorization as set forth in that section.

### **Use of University Property**

University property, including outdoor areas, is designated primarily for use by students, faculty, and staff to advance the educational mission of the university. Any university student or employee may generally use campus spaces in accordance with university policy. However, any other person may use university property for assembly or organized expressive activity only (1) if sponsored or hosted by a member of the university community with authority under an applicable university policy or (2) by reserving a specifically designated area through the process set forth in this policy.



## **BOV Policy #33 (2019) Freedom of Speech and Expression and Campus Space Utilization**

The university may require any person to pay applicable rental or usage fees and comply with appropriate contractual obligations. In addition to complying with the restrictions set forth in this policy, persons desiring to use certain university spaces must comply with standard requirements established by the university office responsible for the specific space. Such requirements, including restrictions for reservation, scheduling, insurance, posting and other use of such space, must be consistent with this policy and other reasonable time, place and manner restrictions and not based on the content or viewpoint of the expressive activity or the persons involved. If any such restriction conflicts with this policy, this policy governs.

### **Instructions for Specific Uses of University Property**

#### **A. Non-University Commercial Use**

Any commercial use of university space must be authorized in writing by the vice president with oversight of the administrative unit managing the space or designee authorized by that vice president. Commercial door-to-door activities and commercial solicitations are prohibited. The university does not permit the solicitation, distribution or selling of products or services of any kind at any time on university property by university employees other than as a required job function.

#### **B. Events**

Any person organizing an event must comply with this policy regardless of any expressive purpose of the event and whether the event is planned in advance. Advance notice and written authorization are required only for major events and event reservations, as described below. However, NSU Police request notice prior to commencement of any event or activity to promote the safety and security of all persons on campus. University officials will coordinate with the primary organizer or responsible person regarding appropriate logistical issues related to safety, time, and location.

Advance notification must include the day, time, anticipated attendance, items or equipment associated with the event, the planned location(s), and the full name and detailed contact information for the primary organizer and/or person responsible for the activity. University officials will also consider factors such as required accommodations, traffic, noise, time, relationship to nearby areas and activities, security needs, and other relevant viewpoint-neutral facts and circumstances to determine to what extent (a) a suitable location exists and (b) special precautions or arrangements are necessary.

##### **a. Events requiring authorization (major events):**

All major events require advance notice and permission from the university because they may disrupt university functions or activities, destroy property, or present insurmountable



### **BOV Policy #33 (2019) Freedom of Speech and Expression and Campus Space Utilization**

or unreasonable logistical or security challenges. A major event is an event, other than an academic course, program, or curriculum approved by the provost, which involves any one of the following risk factors:

1. Expected attendance over 50 persons;
2. Setting with safety concerns (including time and location) based on assessment from the NSU Police;
3. The event is a dance or concert, regardless of how many attendees;
4. Presence of any object or substance requiring review by the Office of Environmental Health and Safety, including but not limited to any animal, open flame, firework, pyrotechnic, or other flammable or hazardous item;
5. Installation of any structure, such as a tent, stage, scaffold, bleacher, bounce house, or carnival- style ride;
6. Alcohol served; or
7. Outdoor amplified sound, including but not limited to bullhorns, Bluetooth speakers, etc.

To request authorization for a major event, students should contact the Assistant Vice President for Campus Life & Diversity or the Director for Auxiliary Enterprises & Services for appropriate guidance. Employees and members of the public should contact Auxiliary Enterprises & Services at (757) 823-8085. The process to request the use of facilities for an event reservation is described below. (However, major events may not be reserved through this process.):

i. Event reservations by students and employees

Students and employees may reserve certain campus facilities or areas by submitting requests online through <https://25live.collegenet.com>. Such requests should be submitted within 14 working days of the planned event to allow sufficient time for logistical support and to otherwise comply with applicable facility requirements.

ii. Event reservations by members of the public

The university has designated certain campus facilities/spaces for use by any person, including members of the general public, by reservation. These facilities/spaces are available by reservation only. Reservations will be granted to members of the general public on a space-available basis and denied only if sufficient space is not available. All requests for reservations of space by members of the general public must be made through NSU's Office of Conference Services by calling (757) 823-8085. Information is also available on the Conference Services website. Such requests should be submitted at least 14 working days from the date of the planned event.



### **BOV Policy #33 (2019) Freedom of Speech and Expression and Campus Space Utilization**

In addition, a student or employee may host or sponsor an event in cooperation with members of the public as invited guests. The sponsor or host may reserve university space for such sponsored or hosted events according to applicable reservation requirements and may be held accountable under applicable university conduct policies for use under the reservation, including for use by an invited guest. In such cases, invited guests may use the reserved space consistent with restrictions applicable to the sponsor or host. The university may rescind the invitation of a guest for failure to comply with applicable restrictions. Unsponsored public speaking, distribution of literature, or other expressive activity by members of the public is prohibited on campus other than by reservation under this section.

#### **iii. Event Fees and Charges**

All persons and event organizers are responsible for costs of damage, repair and clean up arising from their use of university facilities. Examples of such costs related to event reservations include the cost of providing tents, platforms, special fixtures and equipment, or the assignment of maintenance or security personnel. The university will determine any fee for security based on viewpoint-neutral standards used to assess risk, such as the number of expected attendees as determined by the university, the location of the event, the time of day, and presence of alcohol or special equipment. Consistent with lawful protection of expressive activity, NSU will not charge security-related fees based on the content of the expressive activity, the likelihood of disruption caused by others than event attendees, or the actions of those who may protest the expressive activity.

#### **C. Placement of Materials on Campus**

Printed materials, writings, or other tangible means of expression may not be attached to University property, including sidewalks, trees, walls, or other property (including on vehicles parked on campus), except: (1) that such materials may be placed on outdoor bulletin boards designated as public bulletin boards--all postings on public bulletin boards will be removed at regular intervals; and (2) banners promoting a University or NSU sponsored event may be displayed at location designated as approved locations in advance.

Printed materials, writings, or other tangible means of expression may not be placed on any interior surface of any University building without the written permission of the relevant Building Supervisor and in accordance with the rules established for each building. Permission shall include a designated date for removal.

Individuals and organizations are responsible for cleanup, property restoration, and for any associated costs incurred by the University from their activities. Individuals and organizations





### **BOV Policy #33 (2019) Freedom of Speech and Expression and Campus Space Utilization**

are also responsible for the content of any signage, pamphlets, or structure that they post, distribute, or erect on campus. Furthermore, the University reminds any organization distributing materials to be aware of laws concerning defamation, obscenity, fair labor practices, etc.

#### **D. Reporting Violations of this Policy**

Any suspected violation of this policy shall be promptly investigated by the university, and corrective action will be taken when warranted. Members of the public who are suspected of violating this policy may be removed from University property by the Campus Police. Students who are suspected of violating this policy may be referred to the Dean of Students Office for possible Code of Student Conduct violations. Employees who are suspected of violating this policy may be referred to the Office of Human Resources for possible job action. Students should report suspected violations to the Assistant Vice President for Campus Life & Diversity at 757-785-3866. Employees should report such violations to the Office of Human Resources at (757) 823- 8160.

#### **EDUCATION AND COMPLIANCE:**

The Division of Students Affairs will provide annual training on the provisions of this policy to all members of the University Community. Training will incorporate accepted best practices in the area of Freedom of Speech on Campus.

#### **PUBLICATION:**

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students, within 14 days of Board of Visitors approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.





## **BOV Policy #33 (2019) Freedom of Speech and Expression and Campus Space Utilization**

### **REVIEW SCHEDULE:**

- Next Scheduled Review: March 2024
- Approved by: XX/XX/XXXX; Board of Visitors, March 19, 2021
- Revision History: May 3, 2019; December 11, 2020

**Supersedes:** *None*

### **RELATED DOCUMENTS**

- NSU Conference Services and Events Policies for Facility Use and Fees Manual  
<http://www.nsu.edu/auxiliary-services/forms>
- Virginia law governing speech on campus, Va. Code § [23.1-401](#) and [23.1-401.1](#)

### **FORMS:**

#### **Conference Website:**

<https://www.nsu.edu/auxiliary-services/forms>

### **REFERENCES:**

- <https://www.equalityhumanrights.com/en/our-work/news/freedom-speech-education-foundation-effective-society>
- <https://www.aclu.org/other/speech-campus>
- <https://mtsu.edu/first-amendment/post/637/college-students-support-free-speech-with-exceptions>
- <https://www.insidehighered.com/news/2019/09/16/states-passing-laws-protect-college-students-free-speech>

# Career Services Internship



**Yohance Goodrich II**  
**Enterprise Mobility (*Intern*)**



**Christopher Jones**  
**O.I.T**



**Raesha Jones**  
**Health & Wellness**

# Spartan C



Employment Year	Students Employed
2023-2024	60 ( <i>estimated</i> )
2024-2025	50 ( <i>currently employed</i> )

**NACE Competencies:** Career & Self Development, Communication, Critical Thinking, Equity & Inclusion, Leadership, Professionalism, Teamwork, and Technology

# **The Division of Student Affairs**

**Campus Life & Diversity**

**Career Services**

**Counseling**

**Dean Of Students**

**Health & Wellness**

**Housing & Residential Life**

**Military Services & Veterans Affairs**

**Office of Accessibility Services International Students  
(O.A.S.I.S)**

**Spartan Health Center**

**Student Activities & Leadership**

**Student Support Services (TRIO)**



# Enrollment Management Update

**Justin Moses, J.D. Ed.D.  
Vice President for Operations**



# Enrollment Management Updates

- Admissions staff is participating in over 100 recruitment events for the Fall semester
- Events include:
  - Admissions Fairs
  - Transfer Fairs
  - High School College Fairs
  - Organization Events
- Fall 2024 Open House Event – 1500 attendees



# ENROLLMENT MANAGEMENT UPDATE

## FALL 2025 APPLICATIONS

	Submitted Applications	% Change from Previous Year	Completed Applications
Fall 2025	7174	+ 7%	4497
Fall 2024	6684	+ 34.45%	3411
Fall 2023	4971		2283

## SP 2025 APPLICATIONS

	Submitted Applications	Admitted
Freshman	358	73
Transfer	304	100
Second Degree	9	4
Non-Degree UG	33	4
Total	704	181





DEPARTMENT OF ATHLETICS





*The traditional collegiate sports model has been upended, and the evolving landscape is reshaping its future.*

*Ongoing debates continue over how to balance the interests of athletes, institutions, fans, and the public.*

*As the industry adapts, college sports will face increasing pressure to meet the changing expectations of both athletes and the new business model.*





# Thank you!



# **Strategic Finance Committee**



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

Mr. Jay Jamison, *Chair*  
December 6, 2024

**Campus Location**

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

**Zoom Webinar Participation**

<https://nsu-edu.zoom.us/j/95084019485?pwd=5aiHc6YrlnaoPSxd3VaTlaQwPUGBYl.1>

- I. Call to Order/Establish Quorum**
- II. Recommend Approval of Electronic Participation**
- III. Recommend Approval of the October 1, 2024, Committee Minutes**
- IV. Discussion Items**
  - A. Quarterly Financial Report
  - B. ARMICS Update/Radio Station Audit Engagement
  - C. Clery Report Update
  - D. Level II Renewal/Resolution (December 9, 2024 – December 8, 2029)
    - BOV Approval - Norfolk State University to Continue Level II Authority
  - E. NSU RIF
  - F. Facilities Management Update
  - G. Legislative Affairs Update
  - H. Human Resources Update
  - I. Information Technology Update
  - J. Institutional Effectiveness and Planning Update
  - K. University Advancement Update
    - BOV Policy #14 (2020)-Naming Policy
- V. Closed Meeting – Pursuant to §2.2-3711A.1, 4, 7 and 8, Code of Virginia**
- VI. Open Meeting**
  - A. Closed Meeting Certification

**VII. Adjournment  
Strategic Finance Committee**

Mr. Jay Jamison, *Chair*  
Dr. Katrina Chase  
Edward Sanders

Ms. Heidi Abbott  
Conrad Hall  
Dr. Harold L. Watkins, II

**Staff:** Dr. Gerald Ellsworth Hunter, Vice President for Finance and Administration & CFO  
Dr. Justin L. Moses, Vice President for Operations & Chief Strategist for Institutional Effectiveness  
Mr. Clifford Porter, Vice President for University Advancement

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The President participates in all Committee Meetings

All times are approximate and the Board reserves the right to adjust its schedule as necessary. In compliance with the Virginia Freedom of Information Act, please be advised that during the course of this meeting there will be no opportunity for public comment.

**BOARD OF VISITORS**

Strategic Finance Committee Meeting

October 1, 2024

Page 1

**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, 3<sup>rd</sup> 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

Mr. Clifford Porter, Vice President, University Advancement

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

## BOARD OF VISITORS

Strategic Finance Committee Meeting

October 1, 2024

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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.



## BOARD OF VISITORS

Strategic Finance Committee Meeting

October 1, 2024

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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. Hunter reported that only change from the Six-Year Plan is the IT Infrastructure and Innovation. Requested amount for FY 2025 \$18,429,000 and \$25,351,178 for FY 2026.

### 1. FY2024 Resolution Update Plan

**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.

## BOARD OF VISITORS

Strategic Finance Committee Meeting

October 1, 2024

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- 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 (\$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.**

## BOARD OF VISITORS

Strategic Finance Committee Meeting

October 1, 2024

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- **Institutional Effectiveness and Planning**
    - ✓ 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,

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Jay Jamison, Chair  
Strategic Finance Committee

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

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Martha M. Wilson, Executive Assistant for  
Finance and Administration

**Roll Call Vote October 1, 2024**  
**Strategic Finance Committee**

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

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

# **BOARD OF VISITORS (BOV)**

## **STRATEGIC FINANCE COMMITTEE MEETING**

**Friday, December 6, 2024**

**Jay Jamison, Chair**

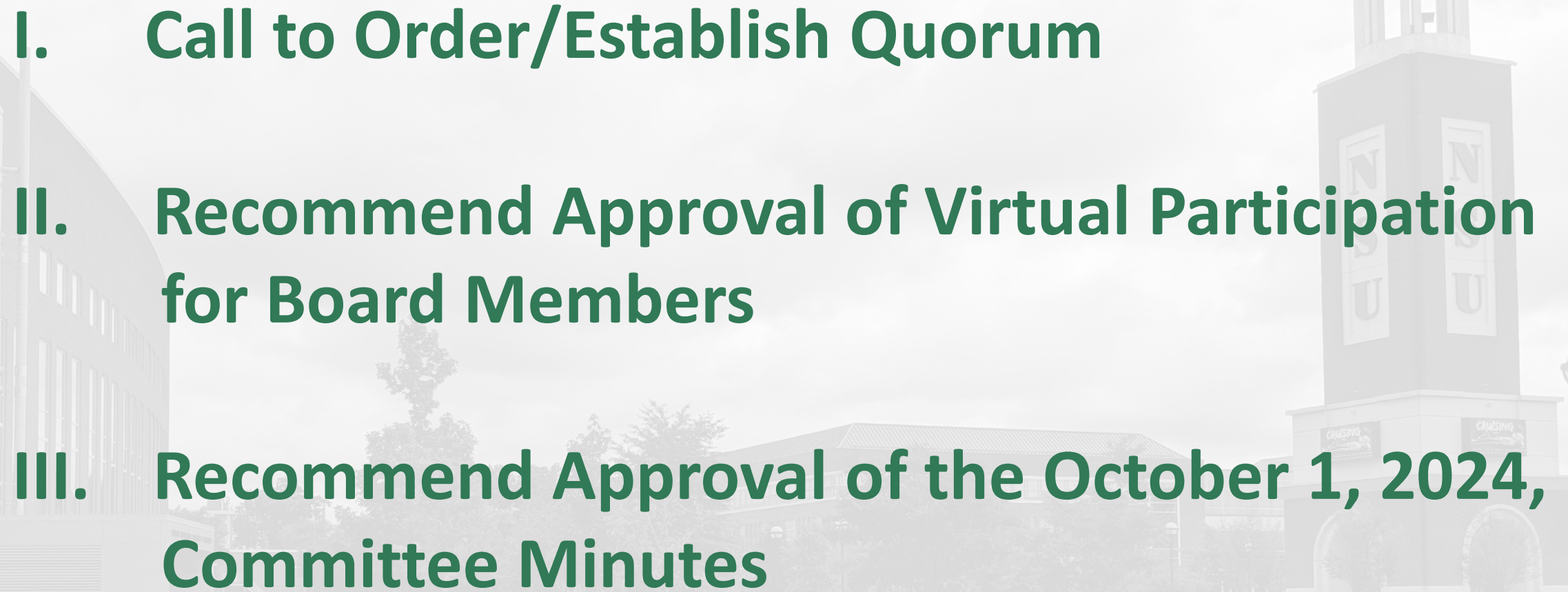
**Heidi Abbott**

**Dr. Katrina Chase**

**Conrad Hall**

**Edward Sanders**

**Dr. Harold L. Watkins, II**

- 
- I. Call to Order/Establish Quorum**
  - II. Recommend Approval of Virtual Participation for Board Members**
  - III. Recommend Approval of the October 1, 2024, Committee Minutes**



# DIVISION CAMPUS UPDATES

## Division of Finance and Administration

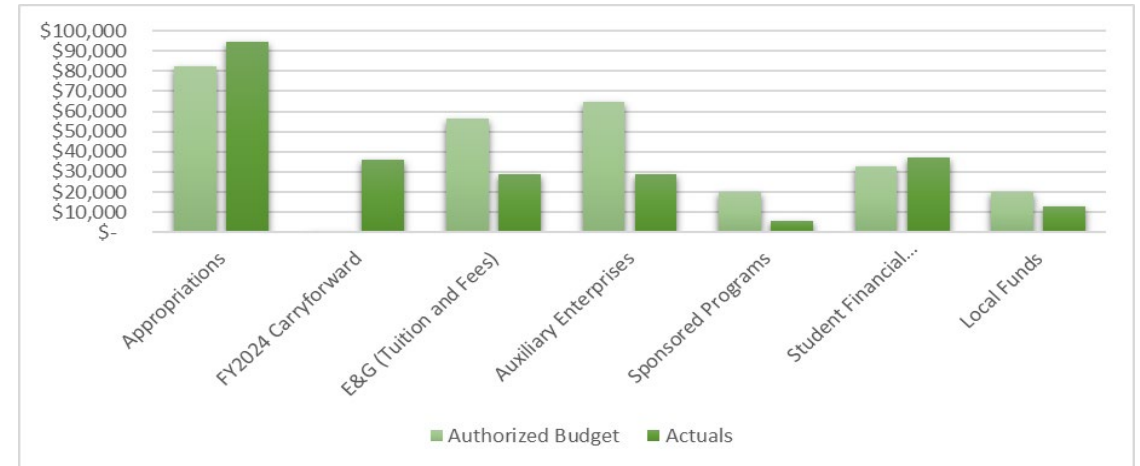
Gerald Ellsworth Hunter, PhD

Vice President & Chief Financial Officer

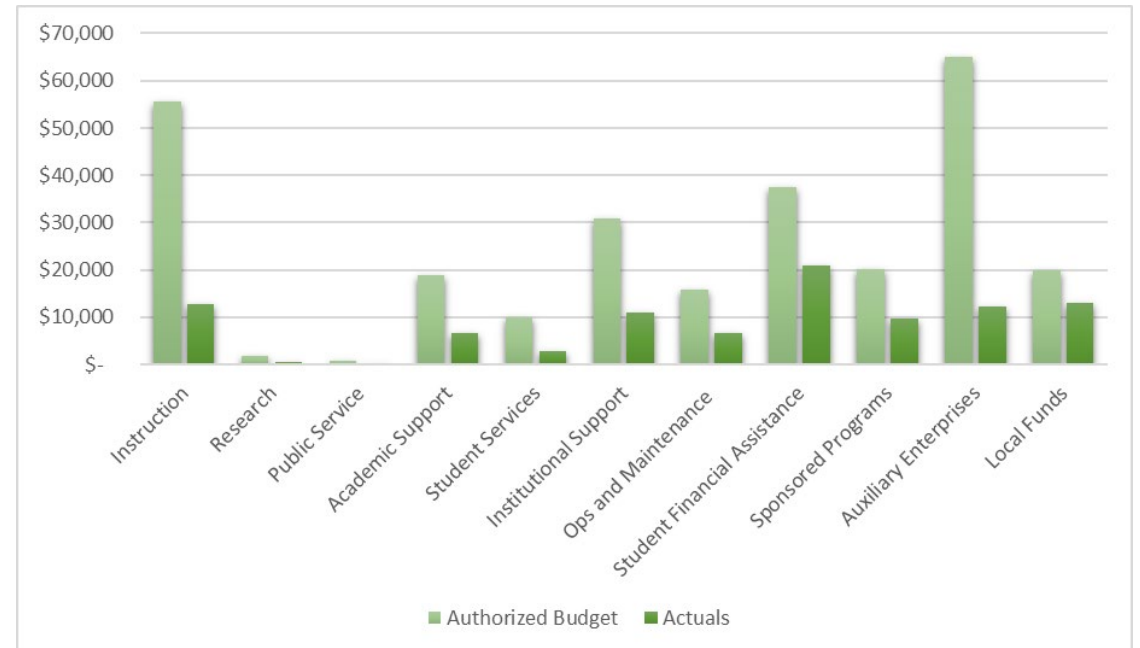


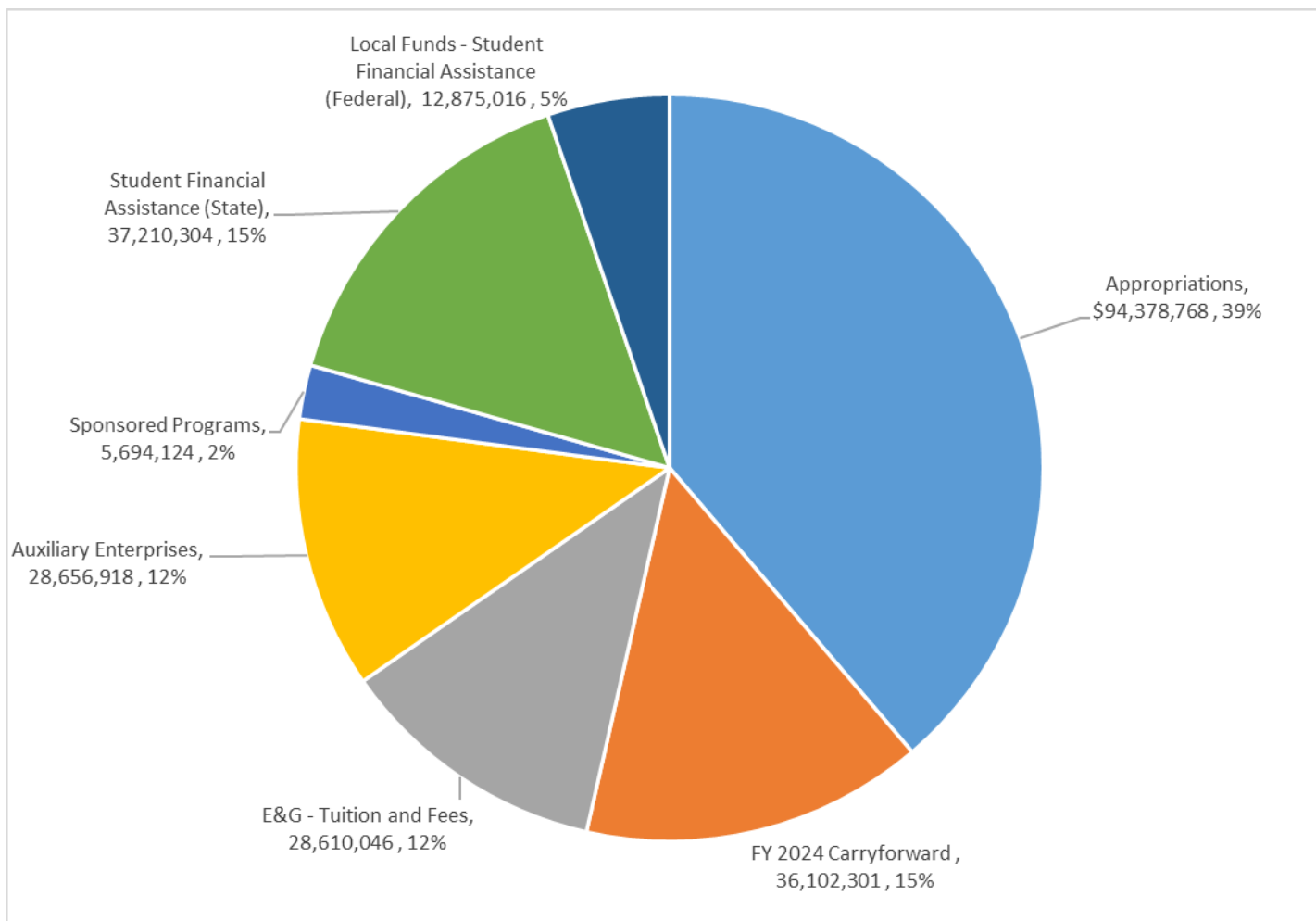


Revenues	Authorized Budget	Actuals	% of Budget Collected	Year-end Projection
Appropriations	\$ 82,502	\$ 94,379	114%	\$ 94,379
FY2024 Carryforward	-	36,102	0%	36,102
E&G (Tuition and Fees)	56,393	28,610	51%	56,870
Auxiliary Enterprises	64,932	28,657	44%	64,932
Sponsored Programs	20,232	5,694	28%	20,232
Student Financial Assistance	32,443	37,210	115%	37,210
Local Funds	20,000	12,875	64%	20,000
<b>Total Revenues</b>	<b>\$ 276,503</b>	<b>\$ 243,527</b>	<b>88%</b>	<b>\$ 329,726</b>



Expenses	Authorized Budget	Actuals	% of Budget Spent	Year-end Projection
Instruction	\$ 55,711	\$ 12,681	23%	\$ 55,711
Research	1,715	503	29%	1,715
Public Service	858	198	23%	858
Academic Support	18,813	6,701	36%	18,813
Student Services	9,905	2,823	29%	9,905
Institutional Support	30,889	11,036	36%	30,889
Ops and Maintenance	15,871	6,615	42%	15,871
Student Financial Assistance	37,576	21,001	56%	37,576
Sponsored Programs	20,232	9,728	48%	20,232
Auxiliary Enterprises	64,932	12,154	19%	64,932
Local Funds	20,000	12,910	65%	20,000
<b>Total Expenses</b>	<b>\$ 276,503</b>	<b>\$ 96,349</b>	<b>35%</b>	<b>\$ 276,503</b>
<b>Revenue Over Expenses</b>	<b>\$ -</b>	<b>\$ 147,179</b>		<b>\$ 53,223</b>





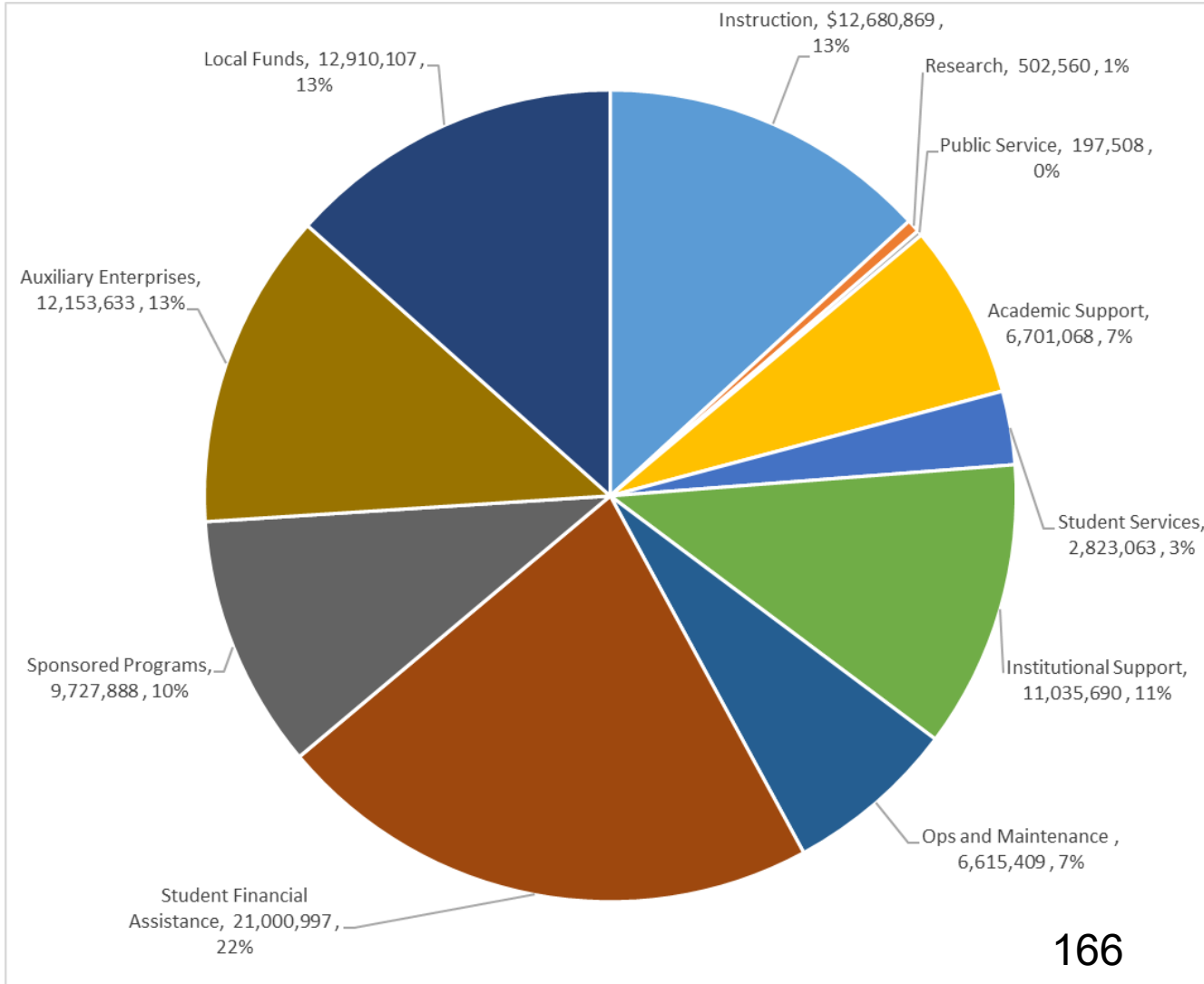
#### Revenues

Appropriations	
FY 2024 Carryforward	
E&G - Tuition and Fees	
Auxiliary Enterprises	
Sponsored Programs	
Student Financial Assistance (State)	
Local Funds - Student Financial Assistance (Federal)	

#### Actuals

\$	94,378,768
	36,102,301
	28,610,046
	28,656,918
	5,694,124
	37,210,304
	12,875,016
<b>\$</b>	<b>243,527,477</b>

#### **Total Revenues**



Expenses

Instruction	
Research	
Public Service	
Academic Support	
Student Services	
Institutional Support	
Ops and Maintenance	
Student Financial Assistance	
Sponsored Programs	
Auxiliary Enterprises	
Local Funds	
<b>Total Expenses</b>	

Actuals

\$	12,680,869
	502,560
	197,508
	6,701,068
	2,823,063
	11,035,690
	6,615,409
	21,000,997
	9,727,888
	12,153,633
	12,910,107
<b>\$</b>	<b>96,348,792</b>

# **ARMICS Update**

## **Agency Risk Management and Internal Control Standards**

# ARMICS - NSU UPDATES

- ARMICS annual assessment was conducted to provide **reasonable assurance** of the integrity of fiscal processes related to the submission of transactions to the Commonwealth's general ledger, submission of financial statement directive materials, compliance with laws and regulations, and stewardship over the Commonwealth's assets.
- NSU certified on October 31, 2024, to the Department of Accounts (DOA) that it can provide reasonable assurance as to the internal control over the recording of financial reporting requirements, compliance with laws, and stewardship concerning operational effectiveness over assets.
- No significant weaknesses were identified that require reporting to DOA.

# Clery Report Update

## THE ANNUAL SECURITY REPORT (ASR)

- Publication mandated by the *Clery Act* that institutions of higher education must publish and distribute annually by the required deadline (October 1).
- It serves as a reflection of an institution's current policies and procedures.
- Different Departments provide statistics required for the ASR.

## STATEMENT OF POLICY

- Procedures for students and others to report criminal actions or other emergencies
- Security of and access to campus facilities and security considerations
- Campus law enforcement (enforcement authority; jurisdiction; accurate and prompt reporting; voluntary, and confidential (counselors))
- Possession, use, sale, and enforcement – of alcohol & drugs
- Dating violence, domestic violence, sexual assault, and stalking (DVSAS-YWCA) prevention, response, and disciplinary procedures.
- Emergency response and evacuation.
- Missing student notification.

# Clery Report Update (Continued)

## KEY THINGS COVERED IN THE ASR

- Criminal Offenses
- Hate Crimes
- VAWA (Violence Against Women Act) Offenses
- Arrests & Referrals for Weapons, Liquor, and Drug Law Violations

## THE IMPORTANCE OF THE ASR

- Under the Clery Act, institutions must disclose information about certain crimes. This mandate is enforced by the United States Department of Education, and institutions that fail to comply could face a fine in excess of \$69,733 per incident.
- The annual security report provides students and their families, as higher education consumers and university staff, with accurate, complete, and timely information about safety on campus so that individuals can make informed decisions.

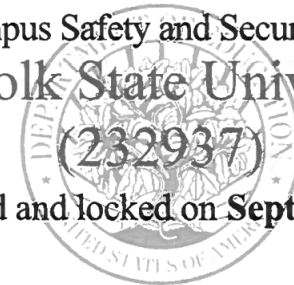


# Clery Report Update (Continued)

Crime Statistics																			
Norfolk State University Main Campus Norfolk, Virginia 23504																			
	On Campus			On-Campus Residence			Non-Campus			Public Property			Total			Unfounded			
CLERY CRIMES	2023	2022	2021	2023	2022	2021	2023	2022	2021	2023	2022	2021	2023	2022	2021	2023	2022	2021	2022
Murder & Non-negligent / Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	4	1	6	0	1	5	1	0	0	2	2	3	7	3	9	0	0	0	0
Fondling	1	0	0	0	0	0	0	0	0	2	1	1	3	1	1	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0	0	0	0	0
Aggravated Assault	1	2	0	1	0	0	0	0	0	0	0	0	1	3	0	1	0	0	0
Burglary	0	4	0	0	4	0	0	0	0	0	0	0	0	4	0	0	0	0	0
Motor Vehicle Theft	2	1	1	0	0	0	0	0	0	1	0	1	3	1	2	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES																			
Domestic Violence	1	1	1	0	1	1	0	0	0	1	0	4	2	1	5	0	0	0	0
Stalking	1	1	0	0	1	0	0	0	0	1	0	0	2	1	0	0	0	0	0
Dating Violence	23	9	0	19	7	0		1	0	3	2	0	26	12	0	0	0	0	0
ARRESTS																			
Liquor Law Violations	4	3	0	1	2	0		0	0	0	1	0	4	4	0	0	0	0	0
Drugs Violations	3	0	0	0	0	0	0	0	0	5	2	1	8	2	1	0	0	0	0
Weapon Violations	1	0	1	0	0	1	0	0	0	3	0	1	4	0	2	0	0	0	0
DISCIPLINARY REFERRALS																			
Liquor Law Violations	57	26	19	1	11	13	0	0	0	1	0	11	58	26	30	0	0	0	0
Drugs Violations	64	54	25	8	45	18	0	1	0	12	3	16	76	58	41	0	0	0	0
Weapon Violations	12	4	5	0	3	0	0	0	0	0	0	1	12	4	6	0	0	0	0

## Campus Safety and Security Survey Completion Certificate

The Campus Safety and Security data for  
Norfolk State University



were completed and locked on September 26, 2024.

Thank you for your participation in the 2024 data collection.

This certificate was prepared on September 26, 2024



TO: Dr. Gerald E. Hunter  
Vice President Administration and Finance

FROM: Monique D. Robinson  
Director of Procurement Services

DATE: November 18, 2024

SUBJECT: Level II Institution of Higher Education Memorandum of Understanding  
Certification for Five Year Renewal December 8, 2024 – December 9, 2029

On December 8, 2021, the University and the Commonwealth of Virginia entered the original three-year Memorandum of Understanding (MOU), with the appropriate Cabinet Secretaries, as designated by the Governor, granting operational authority, for the functional areas of information technology and procurement.

Substantial compliance by the University with the terms of the agreement and the Governor not exercising his/her authority to terminate the agreement as provided in the memorandum of understanding, the agreement shall automatically renew for an additional five-year term.

As Norfolk State University Director of Procurement Services, to the best of my knowledge and belief, I certify that the university remains in compliance with the terms of the MOU and submit this memorandum as documentation for continued procurement operation as granted by the Commonwealth of Virginia and appropriate Cabinet Secretaries and approved by the Norfolk State University Board of Visitors.

#### CERTIFICATION

I certify that the requirements of the 2008 Acts of Assembly, Chapters 824 and 829, procurement operational authority, have been met.

---

Monique D. Robinson  
Director of Procurement Services  
Norfolk State University  
Level II Institution of Higher Education



**SUBJECT:** Level II Institution of Higher Education Memorandum of Understanding  
Certification for Five Year Renewal December 8, 2024 – December 9, 2029

On December 8, 2021, the University and the Commonwealth of Virginia entered into the original three-year memorandum of understanding, with the appropriate Cabinet Secretaries, as designated by the Governor, granting operational authority, for the functional areas of Procurement and Information Technology.

If the university remains in substantial compliance with the terms of the agreement and the Governor has not exercised his right and power to terminate the agreement as provided in the memorandum of understanding, the agreement shall automatically renew for an additional five-year term.

As Norfolk State University Director of Procurement Services, to the best of my knowledge and belief, I certify that the University remains in compliance with the terms of the memorandum of understanding and submit this memorandum as documentation for continued procurement operation as granted by the Commonwealth of Virginia and appropriate Cabinet Secretaries and approved by the Radford University Board of Visitors.

#### CERTIFICATION

The University hereby certifies that all **general criteria** satisfied in the original MOU is still in good standing and where applicable shall continue to be so for the term of this renewal of the subsequent memorandum of understanding.

- The University continues to receive certification pursuant to § 23-9.6:1.01 of the Code of Virginia from the State Council of Higher Education for Virginia ("SCHEV") during the renewal period including the most recent fiscal year for which SCHEV has completed certification, and has maintained, and shall continue to maintain, that certification.
- The University's Board of Visitor, by at least two-thirds vote in the affirmative through a Resolution adopted on November 5, 2021, expressing that the University is qualified to be, and should be, governed by separate MOU's for Procurement and Information Technology authority.

The University hereby certifies that all **functional criteria** originally satisfied in the original MOU, is still in good standing and where applicable shall continue to be so for the term of this renewal MOU.

- Decentralized Procurement Authority: The University has decentralized procurement authority delegated it by the Department of General Services pursuant to Chapter 11 (§ 2.2-100 et seq.) of Title 2.2 of the Code of Virginia.
- Virginia Public Procurement Act: The University remains in compliance with the requirements of the Virginia Public Procurement Act, Chapter 43, (§ 2.2-4300 et seq.) of Title 2.2 of the Code of Virginia. As part of the Level II authority requirements, the



We see the future in you.

University adopted the *Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institutions of Higher Education of the Commonwealth of Virginia*.

- **Rules.** The University adopted the *Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institutions of Higher Education of the Commonwealth of Virginia* contained in Attachment 1.0 to §3.0 of the second enacted clause of *Chapters 824 and 829* to govern the University's procurement of goods, services and insurance.
- **Certification.** The University's Chief Procurement Officer and all current buyers have and shall maintain the Virginia Contracting Officer ("VCO") certification. Any new buyers hired will attain certification within two years of hiring.
  - The Department of General Services issued a written exemption, dated October 21, 2011, allowing all Higher Education Institutions who entered a MOU to be exempt from the requirements that the University's Chief Procurement Officer and buyers maintain their Virginia Contracting Officer (VCO) as well as the requirement that newly hired buyers obtain their VCO within two years of hire. Higher Education Institutions who adopted the "Rules Governing Procurement of Goods, Services, Insurance and Construction" (Rules) were granted this exemption based on replacing the VCO with VASCUPP training and certification program, or an equivalent.
- **Small, Women, and Minority-owned (SWaM).**
  - The University's Small, Women, and Minority-owned business ("SWaM") Plan goals and its aspirational SWaM plan goals, signed by the Agency Head, have and will continue to be submitted as required.
- **Policy and Procedures.** As its implementing policies and procedures for the procurement authority granted by this Memorandum of Understanding, the University will continue to use (i) the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors (the "Manual"), other than those provisions of the Manual requiring state agency review or approval for procurements covered by Chapters 824 and 829, including by the Department of General Services and its Division of Purchases and Supplies, and (ii) the University's internal procurement policies and procedures to implement the Rules and the Manual.

Furthermore, this recertification is for the five-year renewal of the MOU for the current term ending December 8, 2024.



## NORFOLK STATE UNIVERSITY BOARD OF VISITORS

### RESOLUTION TO APPROVE CONTINUATION OF LEVEL II AUTHORITY

**WHEREAS**, the 2005 Session of the General Assembly enacted Chapters 933 and 945, Acts of Assembly, known as the Restructured Higher Education Financial and Administrative Operations Act (the "Act"), now codified at Chapter 10 of Title 23.1, Sections 23.1-1000 through 23.1-1028 of the *Code of Virginia* (1950), as amended, and

**WHEREAS**, the 2008 Session of the General Assembly enacted Chapters 824 and 829, Acts of Assembly to amend and reenact §23-38.90, now codified at §23.1-1003 of the *Code of Virginia* relating to operational authority for public institutions of higher education in information technology, procurement, and capital projects excluding leases of real property, and which allows the University to enter into a memoranda of understanding for additional operating authority in two, but no more than two of these three areas; and

**WHEREAS**, as November 5, 2021, the University and the Commonwealth of Virginia entered into original memoranda of understanding with the appropriate Cabinet Secretaries, as designated by the Governor, granting appropriate operational authority, for the functional areas of information technology and procurement.

**WHEREAS**, the University desires to continue the operational authority originally granted and as required must enter into a subsequent memoranda of understanding with the Commonwealth. As a condition to entering into subsequent memoranda of understanding, the Board of Visitors must approve a resolution affirmed by at least two-thirds of the Visitors expressing the sense that the institution is qualified to be, and should continue to be, governed by such subsequent memoranda of understanding.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Visitors does hereby approve that the President of the University, the Vice President for Administration and Finance and CFO and the Vice President for Operations & Chief Strategist for Institutional Effectiveness are authorized to proceed in cooperation with the applicable Cabinet Secretaries to obtain the additional operating authority outlined in §23.1-1003 of the *Code of Virginia* relative to information technology and procurement and to take all actions deemed by them to be necessary or advisable to facilitate this understanding.

**BE IT FURTHER RESOLVED**, that upon approval of the subsequent memoranda of understanding with the applicable Cabinet Secretaries, the President of the University, the Vice President for Administration and Finance and CFO, and the Vice President for Operations & Chief Strategist for Institutional Effectiveness are granted full continuation of the additional authority and responsibility of management of the information technology and procurement functions of the University outlined in §23.1-1003 of the *Code of Virginia*.

Approved:

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Kim W. Brown, Rector

---

Dr. Katrina Chase, Secretary

November 8, 2024

To: Norfolk State University (the "University")

Re: Norfolk State University Research and Innovation Foundation (the "Foundation")  
Atlantic Union Bank ("AUB") Refinance

The Foundation has established several subsidiary organizations that, among other functions, develop and manage real estate acquisition projects for the University. One of the Foundation's subsidiaries, E2F Student Housing I, LLC (the "LLC"), served as a borrower on a 2004 financing (the "2004 Bond") that funded the construction of a 255,000-square-foot four-story student housing building with approximately 600 beds, commonly known as Spartan Suites (the "Project"). The 2004 Bond has been refinanced and modified several times, most recently with the 2017 Bond (the "2017 Bond"). This 2017 Bond with the current lender, Bank of America, has an approximate principal balance amount of \$21,500,000 that becomes due on February 1, 2025.

On behalf of the Foundation, First Tryon Advisors, as Financial Advisor to the Foundation, solicited proposals to provide a commercial loan of approximately \$23,720,000 to be issued as a tax-exempt revenue bond (the "2025 Bond"). Proceeds of the 2025 Bond will be used for the following purposes:

1. To refinance the Foundation's 2017 Bond with Bank of America.
2. To reimburse the Norfolk State University Foundation in the amount of \$2,000,000 for the acquisition of a shopping center.
3. To pay for the costs of issuance of the 2025 Bond.

After careful consideration and a recommendation from an evaluation group (which included Foundation leadership, University representatives, legal counsel, and First Tryon), the Foundation has chosen AUB to finance the 2025 Bond. Please find attached some of the bank loan terms offered by AUB, which includes the strongest pricing among all proposals the Foundation received.

Additionally, as part of this financing arrangement with AUB, the University must enter into a new Support Agreement with the LLC of the Foundation. This agreement will substantially follow the same terms and conditions similar to the Support Agreements that the University entered into with the LLC for the 2004 and 2017 Bonds (see attachments). In summary, the Support Agreement, among other things, requires the University to take specific actions to cure a debt service coverage ratio deficiency. For example, if the Project's debt service coverage ratio falls below 1.20x, the University must (1) assign students in need of housing to the Project until at least 95% of the Project's beds are occupied and (2)



Page 2  
November 8, 2024  
Atlantic Union Bank

implement a course of action including, but not limited to increasing room rates and providing cash and expense subsidies to the Project from any available funds other than funds provided directly or indirectly from appropriations of the Commonwealth.

**THE UNIVERSITY ACTION REQUIRED:**

For the 2025 Bond transaction, a Resolution is needed, in the form similar to the attached Resolution approved in 2017, authorizing an official of the University to execute a new Support Agreement with the Foundation's LLC. The 2025 Bond transaction is scheduled to close in late December of 2024.

  
\_\_\_\_\_  
Green Hampton & Kelly, PLLC

**Norfolk State University Research and Innovation Foundation, Inc.**

**Atlantic Union Bank**

<b>Tax Exempt Interest Rates</b>	Natural Fixed: N/A Synthetic Fixed: 4.07%
<b>Taxable Interest Rates</b>	Natural Fixed: N/A Synthetic Fixed: 5.36%
<b>Commitment</b>	10 years
<b>Amortization</b>	10 years (Loan paid off in its entirety)
<b>Real Estate</b>	Full real estate work-up required: 70% LTV limit
<b>Additional Debt</b>	Market Standard Additional Bonds Test: Other lenders would have to take subordinate position on Spartan Suites
<b>New Financial Covenants</b>	Minimum Liquid Assets of \$1,000,000, tested semi-annually
<b>Additional Security</b>	None
<b>Origination Fee</b>	None
<b>Notes on Change Requests</b>	-Tightened interest rate spreads -Unable to provide natural fixed rates -Removed requirement to have consent rights on new debt -Cannot take real estate as an abundance of caution

P:/944/043/NSURIF - Atlantic Union Bank Terms

## **APPROVAL OF NORFOLK STATE UNIVERSITY**

1. The Board of Visitors (the "Board") of Norfolk State University (the "University") is supportive of and committed to the development of needed housing for the students of the University by the E2F STUDENT HOUSING I, LLC, a Virginia limited liability company ("Foundation"), an organization whose purpose is to support the University.

2. The Norfolk Redevelopment and Housing Authority (the "Authority"), has agreed to issue up to \$29,775,000 in Revenue and Refunding Bonds (E2F Student Housing, LLC Student Apartments Project), Series 2017 (the "Refunding Bonds"), for the benefit of the Foundation, to refinance the outstanding principal balance of the Authority's Variable Rate Demand Revenue Bonds (E2F Student Housing I, LLC Student Apartment Project), Series 2005 (the "2005 Bonds") for debt service savings and other benefits which financed the construction and equipping of a 255,000 square-foot four-story building housing approximately 600 beds in 170 units of one, two and four bedroom apartments, and office/retail space on the ground floor, together with approximately 253 adjacent surface parking spaces (collectively, the "Project"), for the benefit of the University.

3. To enhance the marketability of the Refunding Bonds and to provide lower interest costs and lower housing costs for its students, the University intends to enter into a support agreement with the Foundation (the "Support Agreement") evidencing the University's continued agreement to support the operations of the Project.

4. The Board of the University delegated to the Executive Committee of the Board (the "Executive Committee") the authority to approve this resolution on behalf of the Board, as evidenced by the motion of the Board of Visitors on November 10, 2017, which is appended and made a part of this Approval.

5. The Executive Committee of the Board in turn met and after discussion and consideration delegated the authority to approve resolution of this matter on behalf of the Board to the Rector, as evidenced by the motion of the Executive Committee which is appended hereto and made a part of this Approval.

6. Thus, the Rector of the Board has been duly authorized and directed to execute and deliver this Approval and the Support Agreement on behalf of the Board and at the direction of the Executive Committee, such approval being conclusively evidenced by the execution of this Approval.

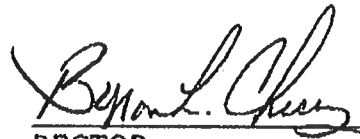
7. The Rector has considered the advisability of entering into a revised Support Agreement with the Foundation, and finds that it will be in the best interest of the University to do so. The Rector approves the University's entering into a Support Agreement, which shall be substantially in the form attached to this Approval, with such changes as may be approved by the Rector before execution of that Agreement.

8. Any Board Officer of the University shall be and hereby is authorized and directed to prepare, execute and deliver all such certificates and other documents and to do any and all such

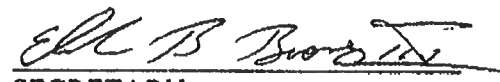
other acts and things as may be necessary or appropriate for consummation of the borrowing authorized by these resolutions.

The undersigned hereby certifies that this Approval has been duly authorized by the Board of Visitors of Norfolk State University in accordance with the above recitation of facts at a regular meeting held on November 10, 2017, and that such authorization is in full force and effect on the date hereof.

Dated: December 15, 2017

  
\_\_\_\_\_  
RECTOR  
NSU Board of Visitors

ATTEST:

  
\_\_\_\_\_  
SECRETARY  
NSU Board of Visitors

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# BOV-DIVISION CAMPUS UPDATES

## Facilities Management

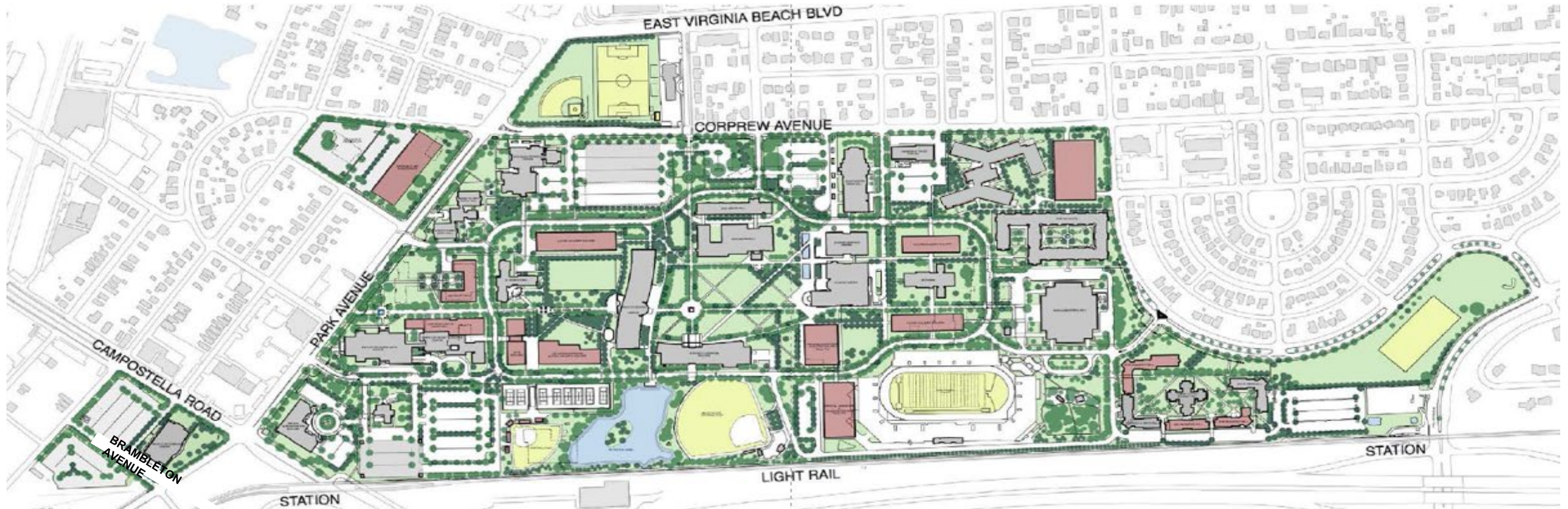
Terry G. Woodhouse

Interim Associate Vice President





# CAMPUS MASTER PLAN



# CURRENT CAPITAL PROJECTS

AGENCY RANKING	REQUEST TITLE	PROJECTED PROJECT COST
1	Construct Living Learning Center and Dining Facility	\$153,978,546
2	Construct Wellness, Health and Physical Education Center	\$157,941,926
3	Construct New Dining Facility/Replace Scott Dozier	\$84,332,814
4	Construct Residential Housing Phase II	\$84,322,472
5	Campus Security Upgrades	\$19,092,475

## In Progress Projects

- Construct New Science Building
- Replace the Fine Arts Building
- Construct Physical Plant/Warehouse



# CURRENT CAPITAL PROJECTS-CONTINUED

## New Science Building

- Design Architect: Work Program Architects + Smith-Group
- Construction Delivery Method: CMAR - SB Ballard Construction
- Construction Cost: \$112 Million
- Four-level 131,231 square foot
- Completion: Fall 2027



# CURRENT CAPITAL PROJECTS-CONTINUED

## New Fine Arts Building

- Design Architect: Hanbury
- Construction Cost: \$97 million
- Construction Delivery Method:
- Construction Manager At Risk
- Completion: Fall 2028





# CURRENT CAPITAL PROJECTS-CONTINUED

## Replace Physical Plant Building

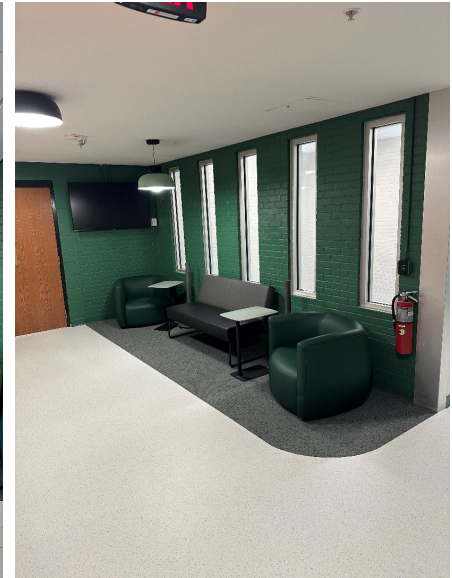
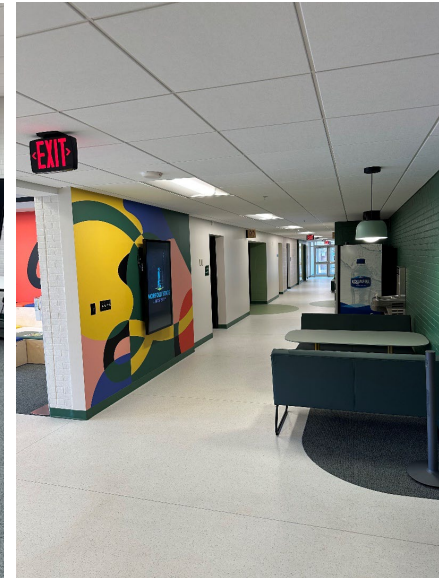
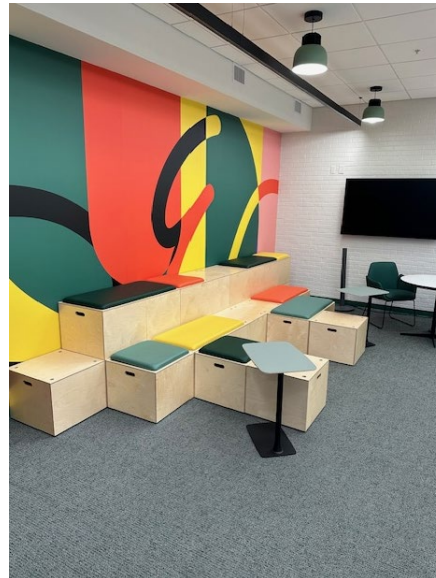
- Design Architect: RRMM Architects
- Project Cost: \$30 million
- Square Feet: 80,000
- Construction Delivery Method:  
Design-bid-build



# CURRENT CAPITAL PROJECTS-CONTINUED

## Bozeman Building Renovations:

- New Flooring
- Painting
- Ceilings and Lighting
- New Lobby with welcoming look for students, faculty and guest
- Classrooms reorganized with new finishes and furniture to support needs of the School of Education





# CURRENT CAPITAL PROJECTS-CONTINUED

## Brooks Library Renovations:

- Improved Branding
- New Flooring
- Painting
- Ceilings and Lighting
- Business Center
- Game Room

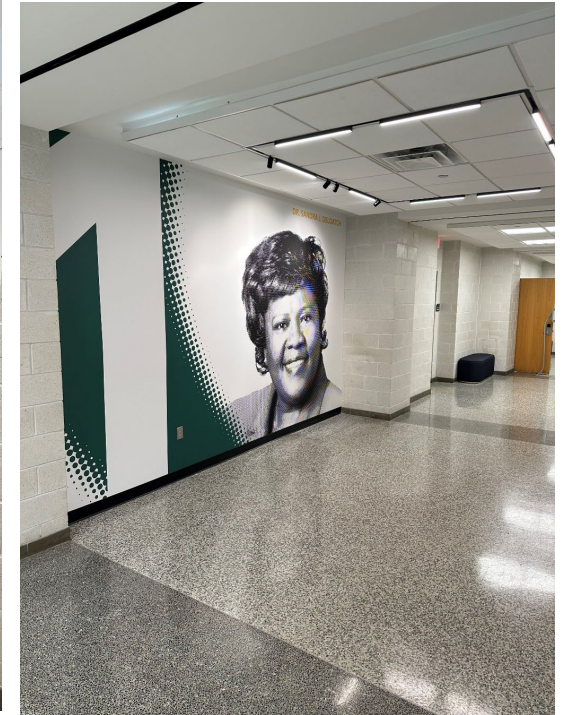




# CURRENT CAPITAL PROJECTS-CONTINUED

## Robinson Tech Renovations:

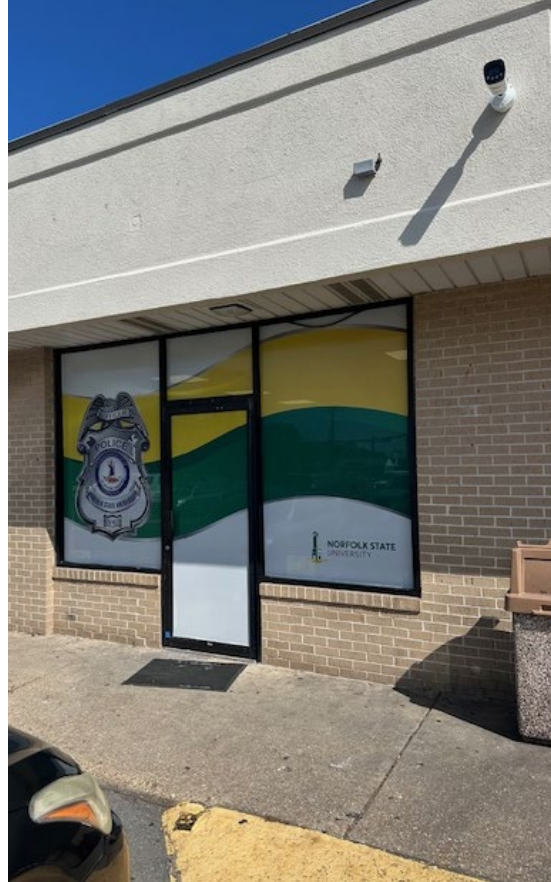
- Improved branding and wayfinding
- Painting
- Flooring
- Ceilings and Lighting



# CURRENT CAPITAL PROJECTS-CONTINUED

## University Shoppes - Police Annex Space:

- Window Graphic
- Painting
- Flooring
- Ceilings and Lighting





# CURRENT CAPITAL PROJECTS-CONTINUED

## Campus Beautification Park Avenue:

- Prune and limb 20 trees
- Removal of aged and deteriorated trees, shrubbery and hedges
- Excavation of 1000 linear feet of existing landscape
- Installation of 1200 linear feet of new irrigation system
- Installation of tall fescue SOD
- Installation of DWARF Mondo Grass
- Installation of Winter landscape flowers
- Mulched all newly planted landscape areas



# **FACILITIES MANAGEMENT ACCOMPLISHMENTS - 2024**

- **Successfully Transported Students to and from Hotels to Campus daily**
- **New Hires throughout Facilities Management**
- **Hired new Administrative Assistants for both:**
  - **Operations & Maintenance**
  - **Capital Planning & Improvement**
- **Hired new HVAC Technicians**
- **Hired a new (Transportation Manager)**
- **Hired a new (Capital Procurement Manager)**
- **Hired a new (Asst. Director of Operations & Maintenance)**
- **Renovated Bozeman, Robinson Tech and West Cafe**
- **Purchased new vehicles for Transportation Fleet**

# LEGISLATIVE UPDATES

Eric W. Claville, JD, MLIS

# Key Dates for the 2025 General Assembly Session

Wednesday, December 18	Governor presents Budget Bill
Wednesday, January 8	Session convenes Prefiling ends at 10:00 a.m. Last day to file legislation creating or continuing a study
Friday, January 10	Last day to submit budget amendments
Friday, January 17	Bill cut-off (last day to introduce bills and certain joint resolutions)
Sunday, February 2	House Appropriations and Senate Finance & Appropriations Committees to complete action on Budget Bills
Tuesday, February 4	Crossover (last day for each house to act on its own legislation, except Budget Bills) Amendments to Budget Bills available
Thursday, February 6	Houses of origin to complete action on Budget Bills
Wednesday, February 12	Last day to act on Budget Bills and revenue bills of other house and appoint conferees
Monday, February 17	Last day for committee action on remaining bills
Thursday, February 20	Last day to act on remaining bills and appoint conferees
Saturday, February 22	Session adjourns sine die
Monday, March 24	Last day for Governor's action on legislation
Wednesday, April 2 or April 9	Reconvened session
Tuesday, July 1	Effective date of enacted legislation

# QUESTIONS & DISCUSSION



# Operations and Institutional Effectiveness Update

**Justin Moses, J.D., Ed.D.**  
**Vice President and Chief Strategist**



# Updates

- **Human Resources**

- Employee Evaluations - transition to digital process
- Year/End Recruitment activities
- Recruitment for Compliance and HRIS positions underway



- **Information Technology**

- Networking/wireless infrastructure upgrades
- Additional security monitoring activities
- Continued development of Client Services function



- **Institutional Effectiveness and Planning**

- Data Governance framework (In-progress)
- Development of a new Institutional Data Paradigm





# NOW IS OUR TIME

| THE CAMPAIGN FOR  
NORFOLK STATE UNIVERSITY

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*Norfolk State University Board of Visitors  
Strategic Finance Committee Update  
University Advancement*

# Agenda

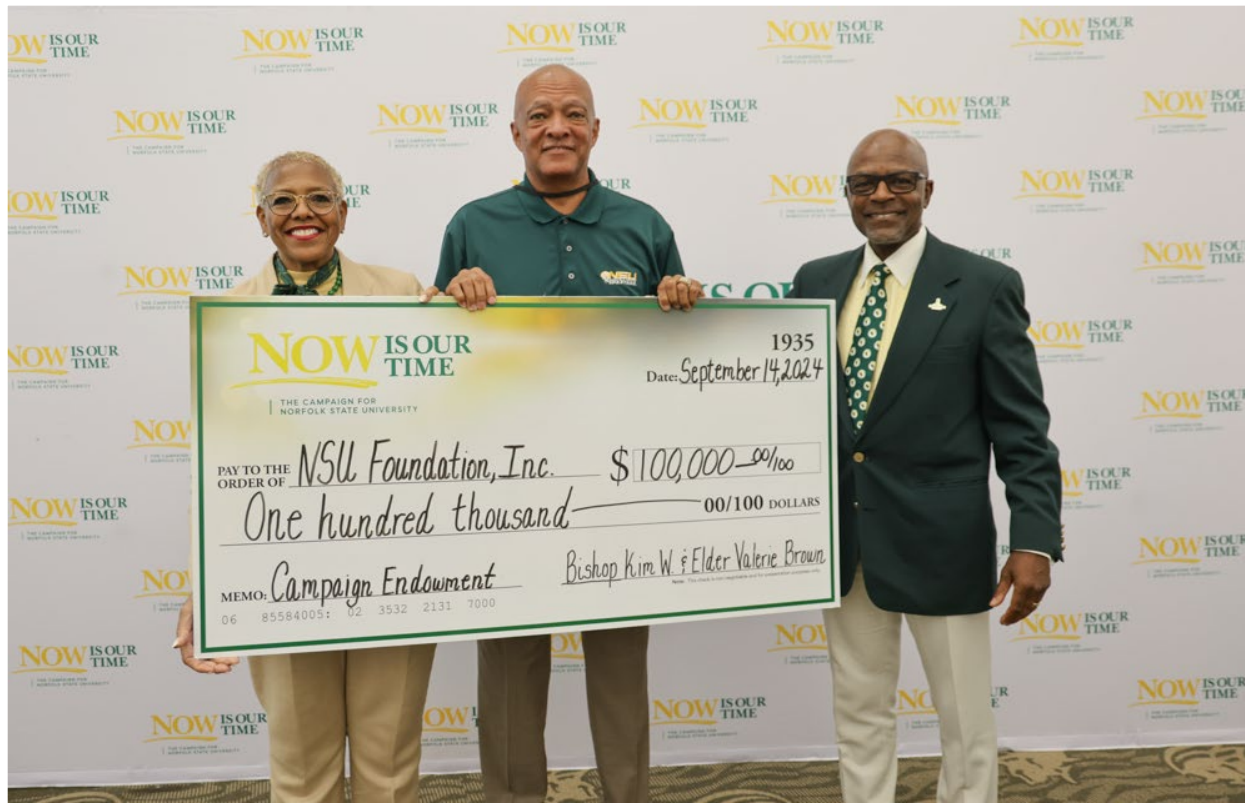
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- Campaign Kickoff Reception
- Building confidence in the campaign
- Expanding the donor base
- Next steps
- Campaign finale plans

# ***Campaign Kickoff Reception***

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# Special Presentations

- The Estate of Mr. W.T. Mason, Jr. - \$100,000
- Bishop Kim Brown and Elder Valerie Brown - \$100,000
- Langley Federal Credit Union - \$125,000
- Rev. Jeffery Belfield and Mrs. Kathy Pope Belfield - \$150,000
- Mr. Gary and Mrs. Cookie McCollum - \$250,000
- The Lassiter Family - \$300,000
- Mr. Tony and Mrs. Kim Brothers - \$500,000

# Building confidence in the campaign

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- **WNSB Interview with Dr. J about the Now Is Our Time Campaign- September 13, 2024**
- **The Kickoff (Wavy Channel 10) – September 14, 2024; NSU v. Hampton football**  
<https://www.wavy.com/sports/norfolk-state/nsu-kicks-off-now-is-our-time-fundraising-campaign/>
- **NSU Web Article- September 17, 2024**  
<https://www.nsu.edu/News/2024/Now-Is-Our-Time>
- **Hampton Roads Show Interview with Dr. J – September 20, 2024**  
<https://www.wavy.com/?submit=&s=NSU+on+Hampton+Roads+Show>
- **Virginian Pilot Article- October 19, 2024**  
<https://www.pilotonline.com/2024/10/19/norfolk-state-raising-90-million-in-most-ambitious-fundraising-campaign-in-universitys-history/>





# Media Interaction

- Additional Gift by BOV member Conrad Hall for total support of \$5M.
- 2024 Homecoming contributions totaling \$100k.
- Extension of matching fund to support endowment gifts.



## Special Presentations



# Expanding the Donor Base



# Next Steps

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## Closeout activities for 2024

- Day of Giving
- End of the year appeal
- Holiday Calendar project

## 2025 First Quarter activities

- Digital solicitation appeals
- Athletic fundraising focus
- Academic Showcase

# Campaign Closeout Activities

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## Solicit Major Gift Prospects

- Philanthropists
- Corporate leaders

## 90<sup>th</sup> Anniversary Gala & Campaign finale

- VIP guests and induction of Lyman Beecher Brooks Class of 2025

- Seek feedback from donors. Donor satisfaction survey
- Reflect on campaign performance metrics. (Total raised, alumni giving rate, total donations, corporate support)
- Distribute document summarizing campaign success and use of funds raised.



# NOW IS OUR TIME

| THE CAMPAIGN FOR  
NORFOLK STATE UNIVERSITY

# Thank you

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<b>Policy Title:</b>	Naming Policy
<b>Policy Type:</b>	Board of Visitors
<b>Policy No.:</b>	BOV Policy # 14 (2020)
<b>Approval Date:</b>	March 19, 2021
<b>Responsible Office:</b>	Division of University Advancement
<b>Responsible Executive:</b>	Vice President for University Advancement
<b>Applies to:</b>	University Community

## **POLICY STATEMENT**

Institutions of higher education have long offered naming opportunities as an important part of their recognition and fund-raising efforts. Norfolk State University (NSU) recognizes the value of these commemorations, especially for those within the University Community who have rendered distinguished service to the University and/or made a substantial contribution to the University or a University-related foundation. Such naming actions should not detract from the University's values, integrity, or reputation, nor create a conflict of interest, or the appearance of a conflict of interest, or confer special privileges.

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COMMEMORATIONS IN GENERAL.....	2
EDUCATION AND COMPLIANCE.....	9
PUBLICATION.....	9
REVIEW SCHEDULE .....	10
RELATED DOCUMENTS .....	10
FORMS.....	10

## PURPOSE

The purpose of this Policy is to define the requirements for making and receiving recommendations for the naming of facilities and spaces at (hereafter NSU). This Policy contains procedures to ensure a coordinated and equitable process for approving current and future naming proposals and for protecting the wishes of donors. The Division of University Advancement shall ensure that all nominees for naming recognition applications meet the established guidelines and requirements as set forth by the Board of Visitors.

## DEFINITIONS

**Substantial Contribution:** means the target gift amount for naming that is established for (a) a current, approved project; (b) a future project; or (c) an existing facility or space. A substantial contribution toward a project as part of the project budget must be approved by the Board of Visitors.

**Facilities and Spaces:** means physical structures or parts thereof; buildings or portions of buildings (such as classrooms, auditorium, foyer, library, etc.); and colleges or schools, academic programs, centers, institutes, or departments, outdoor and interior areas, spaces, features, or objects.

## CONTACT

The Vice President for University Advancement officially interprets this Policy and is responsible for matters pertaining to this Policy. The Vice President for University Advancement is responsible for obtaining approval for any revisions as required by [BOV Policy # 01 \(2014\) \*Creating and Maintaining Policies\*](#) through the appropriate governance structures. Please direct questions pertaining to this Policy to the Division of University Advancement.

## COMMEMORATIONS IN GENERAL

This Policy applies to naming opportunities for both new and existing facilities and spaces. All new and existing naming commitments shall be memorialized in a written agreement prepared by the Division of University Advancement in accordance with the guidelines set forth in this Policy. No agreement shall detract from the institution's values, dignity, integrity, or reputation, nor shall it create a conflict, or the appearance of a conflict of interest or confer special privileges.

In the event that there are any inconsistencies or ambiguities between this Policy and other University Naming Rights rules or practices, this Policy shall take precedence. Substantial contributions may be made directly to the University or through University-related foundations or associations for the exclusive support of the University.

Named designations may be removed at any time if the honored individual or entity is found to be in violation of the laws of the Commonwealth of Virginia, engages in activities that bring dishonor to the University or Commonwealth of Virginia, or impugns the values of the University or Commonwealth.

The University reserves the right, on reasonable grounds, to revise the form of or withdraw recognition in the event of changed circumstances.

### **Process for Naming Opportunities**

Parties interested in naming opportunities should direct the request or proposal in writing to the Vice President of University Advancement or the President of the University. A written agreement, specifying the nature of the gift, its purpose and how the project or program will be implemented, must be signed by the donor or designee, the Vice President for University Advancement and the Foundation's Executive Director prior to a request for approval by the University's Board of Visitors. The Vice President of University Advancement (or designee) shall oversee and manage the process of the written agreement and work closely with the Office of the President on requests for naming opportunities.

The Strategic Finance Committee (or the standing committee on University Advancement) must pre-approve potential building/school or college naming opportunities while the Board of Visitors will review the final resolution. If the request or proposal conforms to the guidelines set forth in this Policy, the resolution shall be presented at the next meeting of the Board of Visitors for final approval. Any such agreement is not valid until approved by the Board and resolution passed.

The nominee shall be informed in writing and the appropriate university office(s) (e.g., University Events) shall take the necessary steps to prepare for the appropriate recognition ceremony or event if applicable.

### **Pledge Duration**


Donors who pledge to donate funds and receive recognition benefits to name a facility or entity must commit to complete the payment no more than five (5) years from the date of the gift agreement. In some circumstances, and only with the authorization of the university's Vice President for University Advancement, a pledge payment schedule may exceed five (5) years.

### **Deferred Gift Commitments**


Conditions for conferring a naming on the basis of a deferred-gift commitment vary, depending on whether a physical or non-physical entity is being named, and when the naming is to be conferred. Naming thresholds will increase over time. Future naming made on the basis of deferred gifts (e.g., bequests) will be conferred only if the gift meets the criteria in place for the specified purpose when

the gift is eventually received, unless otherwise approved by the Vice President for University Advancement.

A present-day naming opportunity may be reserved and named based on a gift commitment that defers payment (i.e., with a will commitment or deferred-gift vehicle) to a date more than five years from the agreement date only when all of the following conditions apply:

- A) The donor appropriately documents that his or her commitment is irrevocable or makes a revocable gift in tandem with an outright gift, aligned with current naming levels.
-  B) The gift is not required for immediate use by the university (e.g., to complete a construction project, or for the immediate expansion of the programs of the benefiting unit).
- C) Actuarial and financial calculations indicate the net present value of the donor's commitment (i.e., its value in today's dollars) will be no less than if an outright gift in the full amount of the naming value were received today.
- D) The Vice President for University Advancement determines the conditions of the gift are beneficial to the university.

### **Buildings, Physical Facilities, and Other Commemorations**

The University will consider commemorative naming of facilities and spaces, and the erection of plaques, signs, and portraits as a tribute in appropriate instances where the University has significantly benefited from the relationship with the person or organization, and such naming brings no adverse reflection on the institution. No university facilities or spaces shall be named without a concomitant monetary gift agreement and a minimum of 75% of the pledge payment received (with the exception of approved bequest gifts) at the established naming opportunity level. Minimum levels of financial support to the University shall be established for most naming categories by the Division of University Advancement in conjunction with the Board's standing committee on University Advancement.  Marketability and the visibility of a facility or space will also be considered when determining the appropriate amount for such a naming opportunity. Levels of financial support shall be maintained and periodically updated in an Inventory of Naming Opportunities publication. The levels of financial support are not exclusive and exceptions to this requirement may be made by the Board of Visitors or upon recommendation by the University Advancement committee of the Board or the President.

Facilities or spaces may be named for a person or family associated with the University community who has rendered distinguished service to the University or who has made a significant contribution to society, or for a donor to the University whose gifts represent a "substantial contribution" toward the project cost, provided that the individual or family or donor has a prominent relationship with the University and/or the region, with a positive image and demonstrated integrity.

Corporations or organizations are encouraged to be major donors to the University by recognizing, with naming opportunities, an organization or individual important to their success. The business entity shall have a prominent relationship with the University and/or the region, and have a positive

image and demonstrated integrity. In the event of changed circumstances, the University reserves the right, on reasonable grounds, to revise the form of or withdraw recognition.

The name will appear on the building utilizing the appropriate signage as determined by the University, and on University maps and other documents in University approved lettering. No corporate logos will be permitted, except pursuant to the section, Athletics Facilities and Playing Fields Temporary Naming Rights Agreement. See page 4. Additionally, all names attached to facilities and/or spaces on the Norfolk State University campus are so attached for the useful life of the facility/space that bears the approved name. There is to be no assumed transferability of attached names from existing to new facilities/spaces on the Norfolk State University campus. However, the original donor will be given the first right of refusal to name the new facility/space at the approved funding level. Any naming from an existing facility/space to a new facility/space on the Norfolk State University campus is subject to review, discussion, and approval by the Norfolk State University Board of Visitors.

New and renovated facilities are imperative for the growth and success of the university. Donors may help NSU create an educational environment of excellence through facilities. The NSU policy for naming buildings is as follows:

- A new building with 100 percent private funding requires at least 50 percent of the construction cost.
- A new building with public or private funding component requires at least 50 percent of the private fundraising goal.
- An existing building may be named at the discretion of university leadership in accordance with costs associated with renovation. When a new facility will afford multiple naming opportunities, the University executive responsible for the facility or academic unit, should consult with the Vice President for University Advancement before the full range of naming opportunities and their respective giving levels are finalized.

In all cases, a gift of at least \$5 million is required to name a building at Norfolk State University.

### **Other Physical Facilities/Outdoor Structures**

Gifts may enable donors to name spaces within buildings, such as lecture halls, laboratories, conference rooms, specialty classrooms, and regular classrooms not pursuant to the Athletics Facilities and Playing Fields Temporary Naming Rights Agreement.

Minimum amounts are necessary to name facilities. They include:

<b>FACILITY:</b>	<b>AMOUNT:</b>
Laboratory	\$125,000 - \$250,000
Electronic Classroom	\$150,000
Distance Learning Classroom	\$75,000
Classroom/Offices	\$30,000 – \$125,000
Conference Room	\$50,000
Auditorium (with 150 or more seats)	\$400,000
Theater (with 150 or more seats)	\$1,000,000
Auditorium (with fewer than 150 seats)/Theater	\$200,000
Benches, fountains, outdoor plantings, memorial trees, other outdoor structures or areas	Varied costs – Contact University Advancement for more information

\*If a structure is for a student memorial or a student project, the project costs is needed.

### **Athletics Facilities and Playing Fields Temporary Naming Rights Agreements**

The University may enter into agreements with business entities to temporarily name athletics facilities or playing fields when the business entity makes a substantial contribution to the University's athletics program. An agreement to temporarily name an interior feature, object or space may also include the right to place a sign or signs, as deemed appropriate by the President, on the exterior of a building or in an outdoor area. A "substantial contribution" in this context means that facts and circumstances, including relevant market conditions, show that the business entity is making a substantial financial contribution to the University's athletics program.

Any such agreements must be reviewed and prepared by the Division of University Advancement in conjunction with the Athletics Department and University Counsel and presented to the Board's Strategic Finance Committee upon the recommendation of the President. Agreements for temporary naming rights shall be for a fixed term not to exceed 10 years. The Terms of the Agreement should be consistent with the contribution to the University and its Athletics Department.

### **Logos**

The logo of a business entity may be included on the name temporarily affixed to an interior feature, object, space, building or outdoor area if the logo is part of a unique design created in part for the purpose of acknowledging the relationship between the University and the business entity.

Inclusion of a logo in a unique design on the name temporarily affixed to a building or outdoor area or affixed to an interior feature, object or space shall be approved by the Board of Visitors upon the recommendation of the President.

### **Academic and Major University Units**

Contributions to name an academic or other major university unit must be able to transform the unit involved, enabling that unit to reach a level of excellence that cannot be achieved with state or university funds alone. At a minimum, 75% of a gift to name an academic unit should be in the form of



endowment support (unless otherwise approved by the Vice President for University Advancement), with income from the endowment used to provide a margin of excellence for the unit. The gift should not replace state funds previously made available to that unit.

Minimum endowment levels for colleges, departments, centers, and institutes include:

- School, college, or division — \$10,000,000
- University-wide Center or Institute — \$1,500,000
- College-based or unit-based Center or Institute — \$750,000
- Department-- \$500,000

### **Endowed Faculty Positions**

Naming opportunities for chairs or professorships are available throughout campus. Endowed chair designation is linked to a select faculty position filled by an outstanding scholar and teacher, as judged by rigorous, nationally accepted standards. Named professorships typically are held by faculty members whose accomplishments indicate potential for national and international leadership and distinction in their field, and whose current efforts are focused on honing teaching skills and/or establishing a superior record of research or other scholarly activity.

Minimum levels for endowed faculty positions are:

- Chair — \$1,000,000
- Professorship — \$500,000

Some colleges, schools or departments may require higher amounts.

### **Lectureships and Lecture Series**

Norfolk State University encourages naming opportunities for distinguished lectureships, presidential lecture series and visiting lecture series.

A distinguished lectureship is a select position to be filled by a top scholar who becomes a part of the NSU community for a specified period, but who typically does not accept a permanent position on the faculty. A presidential lecture series will bring to the university a variety of outstanding individuals with broad experience and expertise for presentations that will have university-wide and interdisciplinary appeal, while a visiting lecture series brings a variety of individuals with experience and expertise relevant to the special interests of a particular college or school.

Minimum endowment levels for lectureships and lecture series are:

- Distinguished Lectureship — \$1,000,000
- Presidential Lecture Series — \$1,000,000
- Visiting Lecture Series — \$250,000

## **Fellowships and Scholarships**

Endowed fellowships and scholarships enable NSU to attract and retain the best and brightest students from throughout Virginia, the region, and the nation. Fellowships offer educational assistance primarily for graduate students and provide full or partial support that enables students to complete their educational experience at NSU. Scholarships primarily offer educational assistance for talented undergraduate students.

The Foundation offers two types of scholarships, those which may be funded and awarded annually, and those which are awarded based on earnings from an established endowment.

The established minimum endowment levels for fellowships and scholarships are:

- Graduate Fellowships — \$250,000
- Presidential Endowed Scholarships — \$250,000
- Endowed Scholarships — \$25,000
- Annual Scholarships (non-endowed) — \$1,000

## **Presidential Endowed Scholarships**

Donors seeking to strengthen undergraduate scholarships may establish endowments through the Presidential Endowed Scholars Program. In addition to providing competitive, multi-year scholarships to talented incoming students, this program also affords mentoring opportunities for donors and students.

The Presidential Endowed Scholarships challenge outstanding students to excel academically and distinguish themselves through their studies and campus leadership roles. Recipients of these prestigious scholarships are among the most elite students in the nation, who come to Norfolk State for the opportunity to further their educational goals as they aspire to make their benefactors proud.

Endowments for Presidential Endowed Scholarships can be established with gifts of \$250,000 or more.

## **Other Naming Opportunities**

Endowed funds of excellence and awards allow the university to recognize outstanding teaching, service, research, and staff performance. Naming awards is an outstanding way to commemorate the work ethic, success or lifetime achievements of an outstanding individual.

An endowed fund for excellence may be established in support of a college, school, department, academic discipline, or other university program of interest to the donor. Typically, earnings enhance the selected program by supporting research, faculty development and travel, or for other education enrichment activities. Endowed funds for teaching, service, research, and staff awards recognize outstanding performance in the classroom, in service to the university, and in research by

faculty, other professionals or support staff members in the specified college, school or division.

Minimum levels for funds for Spartan excellence awards and other types of endowments have been established. These include:

- Endowed Fund for Spartan Excellence — \$25,000
- Teaching, Staff, Service and Research Awards — \$25,000
- Other Endowments — \$25,000

## **EDUCATION AND COMPLIANCE**

The Division of University Advancement will educate faculty and administrators that will have a role in administering this policy including Norfolk State University Foundation, Norfolk State University Athletic Foundation and the Norfolk State University Research and Innovation Foundation staff. Education sessions will occur for those with roles that include soliciting and accepting philanthropic gifts for NSU.

As necessary, the Division of University Advancement will educate and train all stakeholders and appropriate audiences on the policy's content using virtual or face to face learning sessions. Participants are required to sign an NSU Naming Policy Training Acknowledgment Form.

### **Policy Compliance and Violations:**

The Division of University Advancement will ensure conformity of the requirements of this policy. Violations of this policy will be reported to and addressed by the Vice President of University Advancement annually.

## **PUBLICATION**

This Policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office shall make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of Board approval;
- Submit the Policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the Policy on the Board's Website; and
- Direct appropriate offices to educate and train all stakeholders and appropriate audiences on the Policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this Policy.

## REVIEW SCHEDULE

- Next Scheduled Review: March 2024
- Approved by, date: Board of Visitors, March 19, 2021
- Revision History: April 27, 2016 review; May 6, 2005 (eff. July 1, 2004; approved June 16, 2004); April 27, 2016; May 6, 2016; September 15, 2017; November 13, 2023
- Supersedes: NSU Policy # 51. 005 Naming Policy (2021)

## RELATED DOCUMENTS

*There are no related documents associated with this policy and procedures.*

## FORMS

*There are no forms associated with this policy and procedures.*

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<sup>i</sup> Note: This policy was adapted from the Virginia Polytechnic Institute and State University Policy No. 12005 Rev.: 4 (April 1, 2008), Policy on Commemorative Tributes and University of Washington Board of Regents Governance Policy No. 6 (February 9, 2012), Facilities and Spaces Naming Policy.

**V. Closed Meeting – Pursuant to §2.2-3711A.1,  
4, 7 and 8, Code of Virginia**

**VI. Open Meeting**  
– Closed Meeting Certification

**VII. Adjournment**

# **Governance Committee**



**AGENDA**  
**BOARD OF VISITORS**  
**GOVERNANCE COMMITTEE MEETING**

*Friday, December 6, 2024*

*Heidi Abbott, Chair*

**Campus Location:**

Norfolk State University  
Student Center, 3<sup>rd</sup> Floor  
700 Park Avenue, Norfolk, VA 23504

**Zoom Webinar Participation:**

- I.** Call to Order/Establish Quorum
- II.** Recommend Approval of Electronic Participation
- III.** Recommended Approval of the October 1, 2024, Governance Committee Minutes
- IV.** Report on Old Business
- V.** Report on New Business
- VI.** Report: Board of Visitors SCHEV Training
- VII.** Report: Board of Visitors Policies and Procedures
- VIII.** Report of Other Discussion Items
- IX.** Adjournment

**Governance Committee**

Heidi Abbott, Chair

Delbert Parks

Dr. Katrina Chase

Mike Andrews

Gilbert Bland

*Staff: Eric Claville, Executive Advisor  
to the President for Governmental Relations*

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*The President participates in all Committee meetings.*

**BOARD OF VISITORS**

Governance Committee Meeting

October 1, 2024

**DRAFT**

**BOARD OF VISITORS  
GOVERNANCE COMMITTEE MEETING**

October 1, 2024

**MINUTES**

**1. Call to Order**

The Governance Committee Meeting was called to order at approximately 2:07 p.m. A quorum was established with a 4-0 Roll Call Vote.

**Committee Members Present**

Mrs. Heidi Abbott, Chair

Dr. Katrina Chase

Mr. Gilbert Bland

The Honorable Lionell Spruill, Sr.

**Other Board Members Present**

Mr. Conrad Hall

**Committee Members Virtual**

Mr. Delbert Parks

Mr. Mike Andrews

**NSU Administrators and Staff Present**

Dr. Javaune Adams-Gaston, President

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

Mr. Eric Claville, Executive Advisor to the President for Government Relations

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

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

Dr. Leonard Brown, Vice President for Student Affairs

Dr. Melody Webb, Athletics Director

Mrs. Derika Burgess, Chief Audit Executive

Dr. Tanya White, Chief of Staff

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

Mr. Christopher Gregory, Office of Information Technology

## **BOARD OF VISITORS**

Governance Committee Meeting

October 1, 2024

**DRAFT**

### **2. Recommend Approval of Electronic Participation**

Mr. Mike Andrews and Mr. Delbert Parks provided their reasons for Electronic Participation. Dr. Katrina Chase motioned, seconded by The Honorable Lionell Spruill, Sr., and with a 4-0 Roll Call vote, the Committee unanimously approved the virtual participation of Board Members, Mr. Mike Andrews, and Mr. Delbert Parks.

### **3. Recommend Approval of the April 3, 2024, Governance Committee Minutes**

The Committee voted and unanimously approved with a 4-0 Roll Call Vote, the Minutes for the April 3, 2024, Committee Meeting motioned by Mr. Gilbert Bland and seconded by Dr. Katrina Chase.

### **4. Welcome of New Board of Visitors Members**

Mrs. Abbott welcomed The Honorable Lionell Spruill, Sr. to the Governance Committee.

### **5. Old Business**

Mrs. Abbott reviewed the process of Electing Board Members to serve in the position as Officers. The newly appointed positions of Rector, Vice Rector, and Secretary were discussed. There will be an election for each position, at the Annual Meeting in May 2025. Mrs. Abbott also informed of the recommendation to elect two members to serve on the Executive Committee. The election process will take place at the October 24<sup>th</sup> -25<sup>th</sup> Full Board Meeting.

The Committee voted and unanimously approved with a 4-0 Roll Call Vote, to make a recommendation to the Full Board, for Mr. Gilbert Bland and Mr. Jay Jamison to serve on the Executive Committee. Motioned by Dr. Katrina Chase and second by The Honorable Lionell Spruill, Sr.

### **6. New Business**

None

### **7. Upcoming Board of Visitors SCHEV Training**

The upcoming Board of Visitors SCHEV Training will be held on November 12<sup>th</sup> and 13<sup>th</sup> at the Founders Inn, in Virginia Beach. Everyone is encouraged to attend on both days.

## BOARD OF VISITORS

Governance Committee Meeting

October 1, 2024

**DRAFT**

### 8. Board of Visitors Policies and Procedures Update

Mr. Eric Claville discussed the Board Policies and Procedures, and the process for review. Mr. Claville also provided an update on several policies that have gone through the review process. The UVA Freedom of Speech Summit, which was held under the Governor's directive, was highlighted. The summit addressed free speech on campuses, and to ensure that all campuses were equitable. Mr. Claville provided insight into the BOV Policy # 33, The Freedom of Speech and Expression and Campus Space Utilization policy. There has been a free speech and intellectual diversity action plan created for Norfolk State University. This plan assesses the strengths, challenges, and opportunities in relation to free speech. Mr. Claville also reviewed the process for the following policies:

- BOV Policy #22, Violence Prevention Committee (VPC) and Threat Assessment Response Team (TAG)
- BOV Policy #26, Statement on Political Activities on Campus
- BOV Policy #28, Academic Freedom
- BOV Policy #33, Freedom of Speech and Expression and Campus Space Utilization

Dr. Justin Moses provided insight on Board policies from Human Resources that will be forwarded to the Board of Visitors for review. Each of those policies are being developed.

### 9. Other Discussion Items

None

### 10. Adjournment

There being no further business, Ms. Heidi Abbott adjourned the meeting at 2:25p.m. The Committee voted and unanimously approved with a 4-0 Roll Call Vote. Motioned by The Honorable Lionell Spruill, Sr. and second Dr. Katrina Chase.

**BOARD OF VISITORS**

Governance Committee Meeting

October 1, 2024

**DRAFT**

Respectfully submitted,

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Heidi Abbot, Chair Governance Committee

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

**BOARD OF VISITORS**

Governance Committee Meeting

**DRAFT**

October 1, 2024

**NSU BOV GOVERNANCE COMMITTEE****ROLL CALL VOTE OCTOBER 1, 2024**

<b>Item</b>	<b>Mrs. Heidi Abbott (Chair)</b>	<b>Mr. Delbert Parks (Virtual)</b>	<b>Dr. Katrina Chase</b>	<b>Mr. Mike Andrews (Virtual)</b>	<b>Mr. Gilbert Bland</b>	<b>The Honorable Lionell Spruill, Sr.</b>	<b>Totals</b>
<b>Quorum</b>	Yes	Virtual	Yes	Virtual	Yes	Yes	4-0
<b>Recommendation Approval of Electronic Participation</b>	Yes	Virtual	Yes	Virtual	Yes	Yes	4-0
<b>Approval of the Minutes</b>	Yes	Virtual	Yes	Virtual	Yes	Yes	4-0
<b>Recommendation to the Full Board for Mr. Gilbert Bland and Mr. Jay Jamison to serve on the Executive Committee</b>	Yes	Virtual	Yes	Virtual	Yes	Yes	4-0
<b>Adjournment</b>	Yes	Virtual	Yes	Virtual	Yes	Yes	4-0



# **NSU B.O.V. GOVERNANCE COMMITTEE REPORT**

**December 6, 2024**

# AGENDA

- ☐ Opening by Chair
- ☐ Approval of Electronic Participation
- ☐ Recommended Approval of October 1, 2024, Governance Committee Minutes
- ☐ Report on Old Business
- ☐ Report on New Business
- ☐ Report: Board of Visitors SCHEV Training
- ☐ Report: Board Policies and Procedures
- ☐ Report on Discussion of Other Items
- ☐ Adjournment

# QUESTIONS & DISCUSSION

# **President's Board Presentation**



# STRIVING *FOR* THE GREEN AND GOLD STANDARD.

**DR. JAVAUNE ADAMS-GASTON**

Seventh President of Norfolk State University

December 06, 2024



**NORFOLK STATE  
UNIVERSITY**





# CONGRATULATIONS TO GRADUATES





# THE GREEN *AND* GOLD STANDARD



**STUDENT  
AND ACCESS**



**FACULTY  
AND STAFF**



**UNIVERSITY:  
FUNDRAISING AND  
FISCAL HEALTH**



**LEGISLATIVE  
AND COMMUNITY  
RELATIONS**



**THE GREEN AND  
GOLD STANDARD  
IN 2025**





# STRIVING *FOR* THE GREEN AND GOLD STANDARD.



NORFOLK STATE  
UNIVERSITY





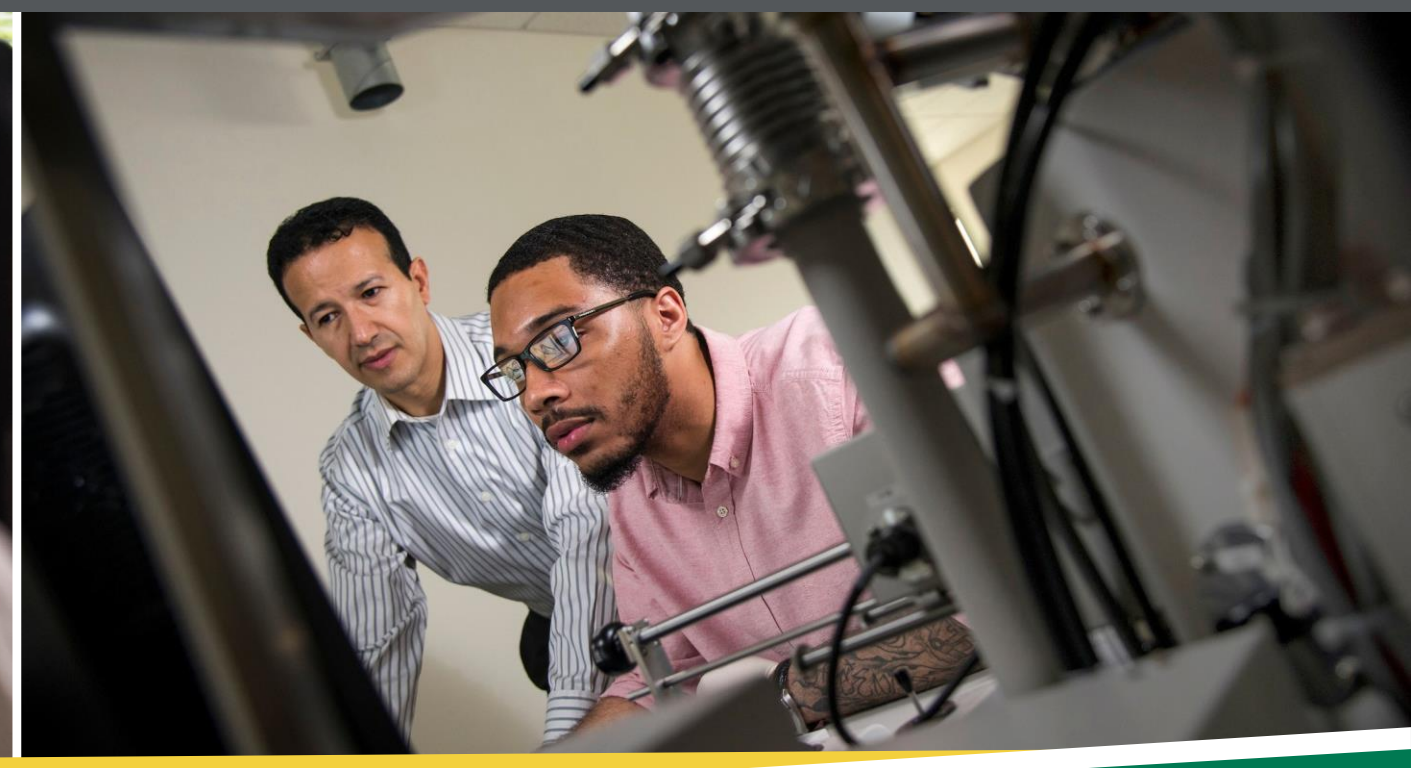
# STRIDES OF STUDENTS AND ACCESS







# STRIDES OF FACULTY AND STAFF

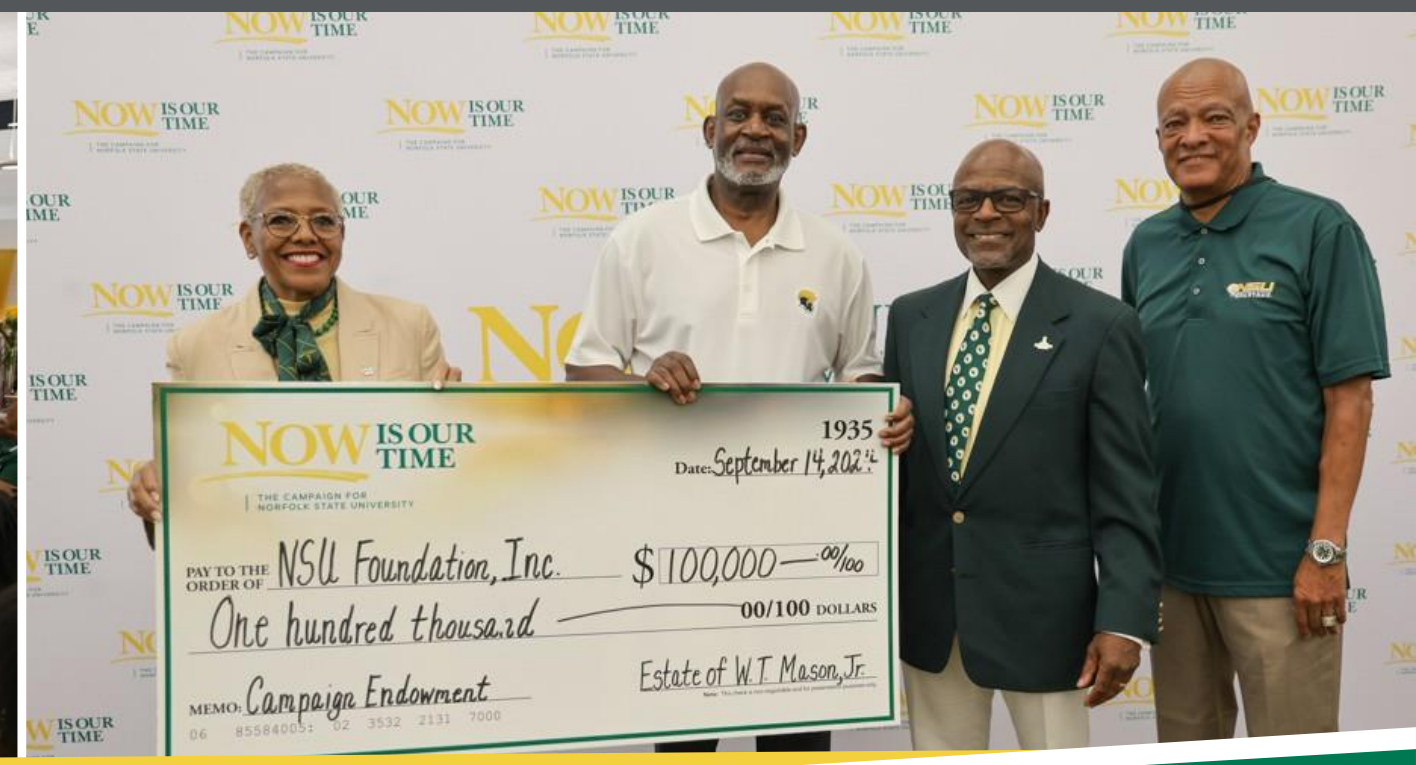






# STRIDES OF UNIVERSITY

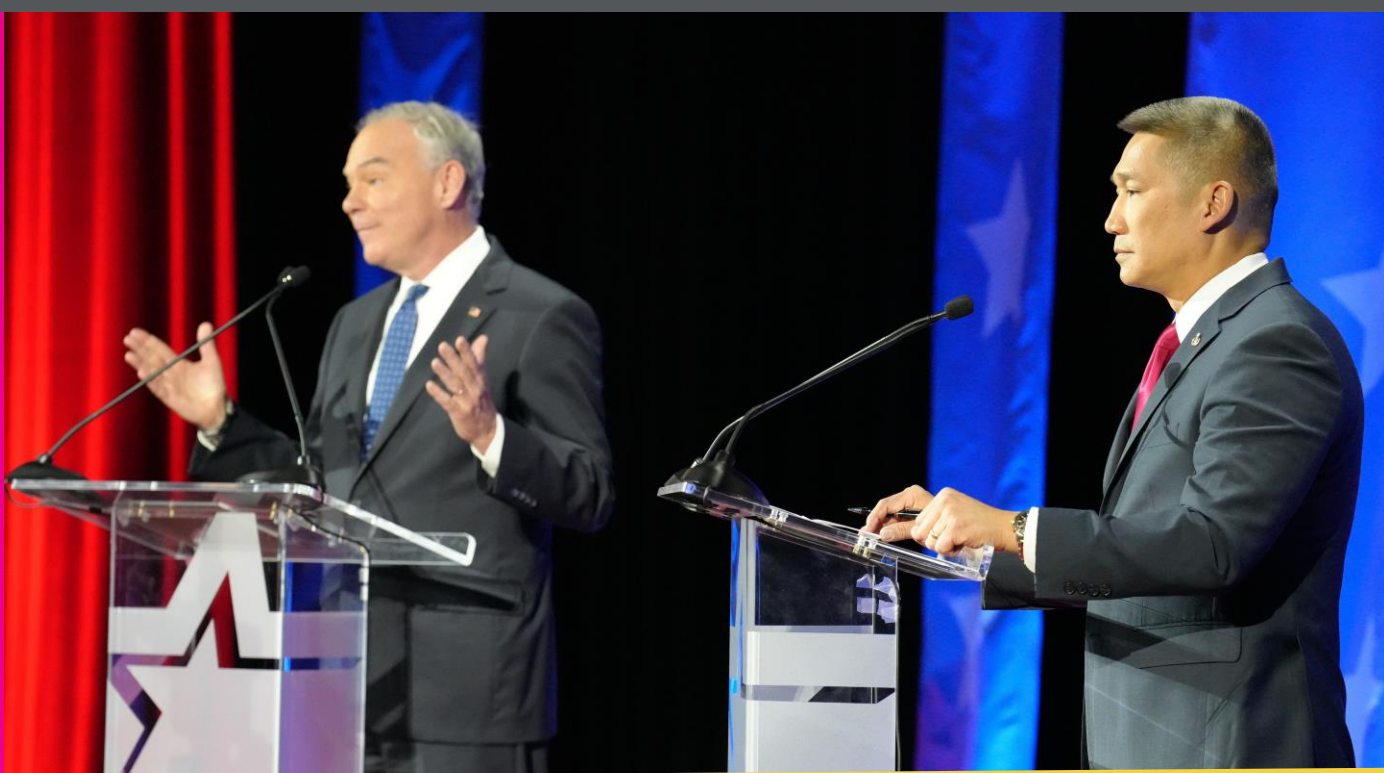
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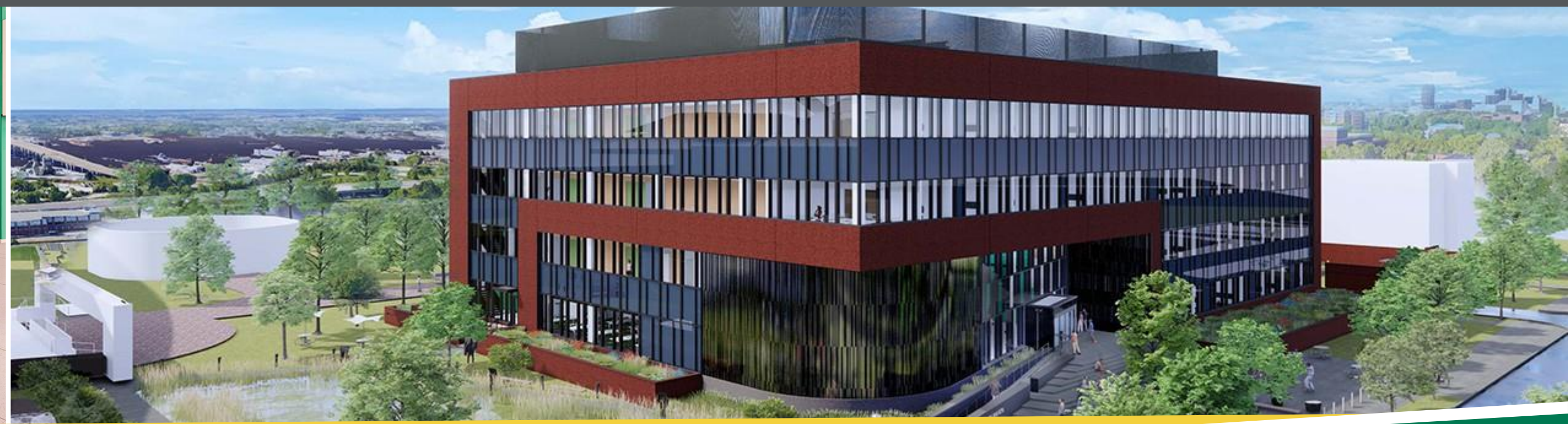
# STRIDES OF LEGISLATIVE AND COMMUNITY RELATIONS







# THE GREEN AND GOLD STANDARD FOR 2025





# BEHOLD!

## THE GREEN AND GOLD



NORFOLK STATE  
UNIVERSITY