

**BOARD OF VISITORS  
STRATEGIC FINANCE COMMITTEE MEETING  
February 11, 2025  
MINUTES**

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

Mr. Jamison, Chair, called the Strategic Finance Committee to order at approximately 10:47 a.m.

A quorum was established by a 4-0 Roll Call vote. Mr. Dwayne B. Blake set in to complete the quorum.

**Present Committee Members**

Mr. Jay Jamison, Chair  
Mr. Dwayne B. Blake  
Dr. Katrina Chase  
Mr. Conrad Hall

**Virtual Committee**

Ms. Heidi Abbott  
Mr. Harold Watkins, II  
Mr. Edward Sanders

**Virtual Board Members**

Rector Kim W. Brown  
Mr. Gilbert Bland  
Honorable James Dyke, Jr.

**Participants - NSU Administrators and Staff:**

Dr. Javaune Adams-Gaston, President  
Ms. Drika 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, Governmental Relations  
Mr. Brian K. Covington, Chief of Police, Police Department  
Ms. Sher're Dozier, Clerk to the President for the Board of Visitors  
Dr. DoVeanna Fulton, Provost and Vice President for Academic Affairs  
Dr. Davida Harrell- Williams, Director, Auxiliary Enterprises and Services  
Dr. Dawn Hess, Chief Compliance Officer, President's Office  
Dr. Gerald Ellsworth Hunter, Vice President for Finance and Administration & Chief Financial Officer  
Ms. Shana Z. James, Assistant Vice President for Development, University Advancement  
Mr. Dennis Jones, Executive Director, Planning and Budget  
Ms. Faye Monroe-Davis, Chief Information Officer, Office of Information Technology

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

Mr. Clifford Porter, Vice President, University Advancement

Ms. Monique Robinson, Director, Procurement Services

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

Ms. Bonisha Townsend Porter, Sr. Associate VP, Student Affairs

Dr. Melody Webb, Athletic Director

Dr. Aurelia Williams, Sr. Vice Provost for Academic and Faculty Affairs, Provost Office

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

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

**2. Recommend Approval of Electronic Participations**

**A motion was made by Mr. Blake and seconded by Mr. Hall for a 4-0 Roll Call vote to approve electronic participation due to distance for Ms. Abbott, Mr. Bland, Mr. Dyke, Mr. Sanders, and Dr. Watkins.**

**3. Recommended Approval of the Committee Minutes**

**A motion was made by Mr. Hall and second by Dr. Chase with a 4-0 Roll Call vote to approve the November 21, 2024, and December 6, 2024, meeting**

**4. Discussion Items**

**• Quarterly Financial Report (As of December 31, 2024)**

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

- Actual revenue totaled \$259,910,000 and Actual expenses totaled \$158,571,000 for a positive Fund balance of \$101,338 million through December 30, 2024.
- The FY 2025 year-end Fund Balance projected to be \$27.6 million.
- Revenue appropriations percentage of budget collected at 116%.
- E&G Tuition and fees 52% at target
- Revenue targeted at 94%.
- Year End total revenue at \$330 Million

Dr. Hunter reported that FY205 will be shutting down early, which will slow down the spending in order to complete the FY spending. In addition, he stated that the University is in a strong financial position and that the HER funds played a big part.

**• Spring 2025 Financial Forecast**

- The University is \$1 million dollars ahead in revenue for the budget compared to fall which is greater than expected.
- Spring 2025 A&E mandatory fee revenues are projected at \$9,461,031, based on Fall 2025 Headcount Enrollment (4,751):
- Capital Outlay Fee \$1.2 million ahead of budget.

**• Revenue Schedule FY2020-FY2025**

- Appropriations, tuition, capital outlay fees, mandatory fees, A&E room and board, athletics, auxiliaries, miscellaneous, sponsored programs, and bond disbursements fees are included on the schedule presented as requested by the Board of Visitors.

- **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
  - Spartan Station – Health Clinic Renovations
  - Echol Hall HVAC Upgrades
  - Gill Gym Renovations
- **Facilities Management Accomplishments 2025**
  - Hired much needed tradesmen and housekeepers.
  - Renovated Bozeman, Robinson Tech, and West Cafeteria
  - Purchase new vehicles for transportation fleet.
  - Campus Tour will be available for the upcoming BOV Retreat

- **Legislative Affairs Update**

Mr. Eric Claville, executive advisor to the president for governmental relations, discussed key dates for the 2025 General Assembly Session and the Legislative Affairs Updates:

- February 12, 2025 is the last day to act on Budget Bills and revenue bills of other house and appoint conferees
- February 22, 2025 is the last day of General Assembly Session
- HB1600/SB800: Modernize / Replace Enterprise Resource Planning (ERP) System - \$3,200,000.00 – FY26
- This amendment requests funding to begin moving forward with the replacement of existing.
- finance, human resources and student information systems over the next three years.
- HB1600/SB800: HBCU Partnership – \$10,000,000.00 / \$35,000,000.00 – FY26
- This amendment requests funding to continue and expand the ongoing HBCU collaboration, including Norfolk State University, Virginia State University, Hampton University, and Virginia Union University.
- HB1600: Environmental Justice Incubator – \$1,500,000.00 FY26
- This amendment requests funding for a three-year study to address the long-term environmental harm caused by highways like I-95, I-64, I-264 and I-464, which were built through historically Black communities in Norfolk, Portsmouth, and Richmond.

- **Human Resources Update**

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

- **Human Resources New Organizational Structure/New Staff Members**
  - ✓ HR Client Services Managers

- ✓ 5 HR Business Partners
- ✓ HR Business Specialist
- ✓ Employee Experience Manager
- ✓ Compliance Specialist
- ✓ Student Employment Coordinator
- ✓ Executive Assistant
- **Institutional Effectiveness and Planning**
  - ✓ University Fact Book launched in January
  - ✓ Public facing dashboards to be launched in February
  - ✓ Restricted access portal will go live in February 2025
  - ✓ Data Governance “soft launch” phase will be complete by February 2025.
  - ✓ Initial outcomes include the following:
    1. Data Governance Committee Team Charter.
    2. Definition of Student Success to guide the team’s subsequent work.
    3. Inventory of all data systems related to student success.
    4. Complete needs analysis for data repository to support student success reporting and analysis.
- **Information Technology and Security**
  - ✓ **Fiber Plant Renovation**
  - ✓ **Wireless Refresh Project**
    - Administrative Buildings:
    - Halls
  - ✓ **Future Refresh Projects to be done by July 2025:**
    - New Residential Complex
    - Babbette Smith South
    - Babbette Smith North
- **University Advancement Update**

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

  - ✓ 38 Individuals inducted into the Emerald Society
  - ✓ Donor Wall Installed Wilson Hall
  - ✓ NSU Received first time Silver Telly Award for “We See The Future in You”
  - ✓ Social Media featuring Micheal Vick at the Lynnhaven Mall and Behold Magazine
  - ✓ Fundraising Goal – \$11.7 Million
  - ✓ Five Year Projections – CY 2021 through CY 2025

Mr. Porter presented a naming resolution to the Strategic Finance Committee to request approval from the Board of Visitors to name Boyd Gaming who has agreed to donate \$1 million to Norfolk State University. The naming resolution will be called the Boyd Gaming Department of Tourism & Hospitality.

**A motion was made by Mr. Hall and seconded by Dr. Chase with a 4-0 Roll Call vote to recommend to the Norfolk State University Board of Visitors the approval of the Boyd Gaming Department of Tourism & Hospitality as permitted by §2.2-3711A.1,4,7 and 8, Code of Virginia.**

Secondly, Mr. Porter requested also to have the Strategic Finance Committee present to the Board of Visitors the naming resolution of Mr. and Mrs. Devon and Angela Henry, who have also agreed to donate \$1 million to Norfolk State University. The naming resolution is to be called Devon and Angela Henry's Communications Tower.

**A motion was made by Mr. Hall and seconded by Mr. Blake with a 4-0 Roll Call vote to recommend to the Norfolk State University Board of Visitors the approval of the naming resolution of the Devon and Angela Henry Communications Tower as permitted by §2.2-3711A.1,4,7 and 8, Code of Virginia.**

## **7. Adjournment**

There being no further business the Committee meeting adjourned at approximately 12:09 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 February 11, 2025**  
**Strategic Finance Committee**

<b>Item</b>	<b>Mr. Jay Jamison (Chair)</b>	<b>Mrs. Heidi Abbott (Virtual )</b>	<b>Dr. Katrina Chase</b>	<b>Mr. Dwayne Blake (Quorum)</b>	<b>Mr. Conrad Hall</b>	<b>Mr. Edward Sanders (Virtual)</b>	<b>Dr. Harold Watkins, II (Virtual)</b>	<b>Total s</b>
<b>Quorum</b>	Y	V	Y	Y	Y	V	V	4.0
<b>Recommended Approval of Electronic Participation</b>	Y	V	Y	Y	Y	V	V	4.0
<b>Approval of the Meeting Minutes</b>	Y	V	Y	Y	Y	V	V	4.0
<b>Recommended Approval of Naming Resolution - Boyd Gaming Hospitality &amp; Tourism</b>	Y	V	Y	Y	Y	V	V	4.0
<b>Recommended Approval of Naming Resolution - Devon and Angela Henry Communications Tower</b>	Y	V	Y	Y	Y	V	V	4.0
<b>Adjourned</b>	Y	V	Y	Y	Y	V	V	4.0