

Draft

**BOARD OF VISITORS
STRATEGIC FINANCE COMMITTEE MEETING
December 3, 2025
MINUTES**

1. Call to Order/Establish Quorum

Mr. Jamison, Chair, called the Strategic Finance Committee to order at approximately 9:51 a.m. A quorum was established by a 3-0 roll call.

Committee Members

Mr. Jay Jamison, Chair
Mr. Conrad Hall
Mr. Delbert Parks

Virtual Committee Members

Mr. Darnelle “DJ” Jordan

Board Members t

Rector Kim W. Brown
Mr. Gilbert Bland
Dr. L.D. Britt
Ms. Teresa Gladney

Participants - NSU Administrators and Staff:

Dr. Javaune Adams-Gaston, President
Ms. Pamela F. Boston, University Counsel and Senior Assist Attorney General
Dr. Tanya White, Vice President/Chief of Staff
Dr. Melissa Barnes, Interim Associate Vice President for Enrollment Management
Ms. Drika Burgess, Chief Audit Executive, Internal Audit
Dr. Leonard Brown Jr., Vice President for Student Affairs
Mr. Eric Claville, Executive Advisor to the President, Governmental Relations
Dr. Gerald Ellsworth Hunter, Vice President for Finance and Administration & Chief Financial Officer
Dr. Justin L. Moses, VP Operations and Chief Strategist for Institutional Effectiveness
Mr. Clifford Porter, Vice President for University Advancement
Dr. Melody Webb, Athletics Director
Dr. Aurelia Williams, Senior Vice Provost for Academic & Faculty Affair
Ms. April Britt-Pimienta, Executive Administrative Assistant, University Advancement
Dr. Davida Harrell-Williams, Director, Auxiliary Enterprises and Services
Mr. Dennis Jones, Executive Director, Planning and Budget
Mr. Ronald King, Chief Information Security Officer/Director of IT Security
Office of Information Technology
Linwood F. Moses, Director, IT Project Management, Office of Information Technology
Ms. Phillita Peebles, Executive Assistant, Office of Internal Audit/University Compliance
Mr. Clifford Porter, Vice President, University Advancement
Ms. Monique Robinson/Director for Procurement Services

Ms. Erica Saunders, Executive Administrative Assistant, Provost Office
Mr. Rasool Shabazz, Associate Director, Academic Technology Services, Office of Information Technology
Ms. Lakisha Speller, Assistant Vice President of Finance and Administration/University Controller
Ms. Crystal Square-Williams, Director, University Events, University Advancement
Dr. James T. Walke, Assoc. V.P. Institutional Effectiveness and Planning
Ms. Sharea Williams, Executive Administrative Coordinator, Institutional Effectiveness
Mr. Terry Woodhouse, Interim Associate Vice President, Facilities Management
Ms. Sharlay Wofford, Payroll Manager
Ms. Sher're S. Dozier, Clerk to the University President/Liaison to the Board of Visitors
Ms. Martha M. Wilson, Executive Assistant to Vice President, Finance and Administration

2. Recommend Approval of Electronic Participation

Mr. Darrell "DJ" Jordan joined electronically due to 150-mile distances.

A motion was made by Dr. Chase and second by Mr. Parks with a 3-0 Roll Call vote to approve Mr. Jordan electronic participation due to distance.

3. Recommended Approval of the October 23, 2025, Committee Meeting Minutes

A motion was made by Mr. Jordan, and second by Dr. Chase with a 4-0 Roll Call vote to approve October 23, 2025, meeting minutes.

4. Discussion Items

• **Introduction**

Dr. Hunter introduced Ms. Lakisha Speller, as the new Vice President of Finance and Administration/University Controller. In addition, he introduced Ms. Sharlay Wofford as the new Payroll Manager. He stated that both come to Norfolk State University with a wealth of knowledge.

• **Quarterly Financial Report** - Dr. Gerald Ellsworth Hunter presented the Quarterly Financial Report for the period ending September 30, 2025.

- Actual revenue totaled \$271.8 million and Actual expenses totaled \$100.1 million for a positive Fund balance of \$171.7.

• **Source of Funds Update:**

Dr. Gerald Ellsworth Hunter presented the Source of Funds as of September 30, 2025.

- Local Funds-Student Financial Assistance (Federal) totaled \$13.7 million
- Student Financial Assistance (State) totaled \$34.7 million
- Sponsored Programs totaled \$7.1 million.
- Auxiliary Enterprises totaled \$30.2 million
- E & G Tuition and Fees totaled \$31.4 million
- FY 2024 Carryforward totaled \$60.3 million
- Appropriations totaled \$94.1 million.

• **Use of Funds**

Dr. Gerald Ellsworth Hunter presented the Use of Funds as of September 30, 2025.

- Expenses totaled \$100.1 million.

- **Year End Projections**

Dr. Gerald Ellsworth Hunter presented the Year End Projections as of September 30, 2025.

- Revenues totaled \$361.7 million
- Expenses totaled \$298.2 million
- Revenue over Expenses of \$63.4 million

- **ARMICS Update**

Dr. Gerald Ellsworth Hunter presented the ARMICS Internal Control Assessment. He stated that the report is updated every year and is presented to the Board of Visitors which is closed out at the end of each fiscal year and is part of an internal review.

- **SWaM Update**

Ms. Robinson presented the SWaM Business Spend/Goals presentation from FY2023 to present. She reported that Swam stands for “Small, Women, and Minority” owned business. In addition, SWaM’s are what is considered Micro, Women Owned, and Minority. She stated that SWaM vendors use for the university is at 42% overall Swam participation which is the highest Norfolk State University has had. However, she stated that the goal is to increase the percentage with vendor fairs, outreach to let them know that funds are available at Norfolk State University for them. Lastly, she stated that the prime contractor (S.B. Ballard) subcontracts with SWaM vendors when construction projects are underway at the university.

- **Campus Safety Update**

Brian Covington, Chief of Police, presented the Campus Security Updates including the ALERTUS Emergency Notification along with Key Factors contributing to Homecoming Success. In addition, he stated that the NSUPD has completed a comprehensive update and redesign of the University's Annual Security Report, also known as the Clery Report. This report, which is available on the University’s website as required by the Department of Education, has undergone significant transformation (constructively and cosmetically). For the past 5 to 10 years (or longer), the format remained the same. This year, NSUPD has updated the format to be more modern and align with the standards of many prestigious colleges and universities across the country. He presented a PowerPoint handout as a reference to his report.

- **Facilities Update**

Mr. Woodhouse, interim associate vice president, presented a brief Facilities Management Update that included the Capital Project in Progress for 2025

In Progress Facilities Projects Are:

- Construct New Science Building
- Replace the Fine Arts Building
- Construct Physical Plant/Warehouse
- New Science Building
- New Fine Arts Building
- Perimeter Security Fence:
 - 8-foot masonry piers and aluminum
 - Card Access controlled at Pedestrian Gates
- Replace Physical Plant
- Gill Gym Renovations

- **Legislative Affairs Update**

Mr. Eric Claville, executive advisor to the president for governmental relations, provided a comprehensive update on the state of Legislative Affairs.

Key Dates for the 2026 General Assembly Session

December 20	Governor presents Budget Bill
January 14	Session convenes. Prefiling ends at 10:00 a.m. Last day to file legislation creating or continuing a study
January 16	Last day to submit budget amendments
January 16	Bill cut-off (last day to introduce bills and certain joint resolutions)
January 17	Inauguration Day
February 18	Crossover (last day for each house to act on its own legislation, except Budget Bills) Amendments to Budget Bills available
February 22	Houses and Senate report out their Budgets
March 14	End of Session Sine Die (projected)
April 13	Governor has to offer any vetoes or amendments
April 22	Veto Session (projected)
July 1	Effective date of enacted legislation

NSU Legislative Update: Governor-Elect Spanberger Transition Committee Selections are:

- ☐ Heidi Abbott, NSU Board of Visitors
- ☐ United for Virginia's Future Transition Committee
- ☐ Jim Dyke, Former NSU Board of Visitors
- ☐ United for Virginia's Future Transition Committee
- ☐ Gil Bland, NSU Board of Visitors
- ☐ United for Virginia's Future Transition Committee
- ☐ Deitra Trent, Former Sec. of Education
- ☐ Co-Chair, Education Policy, United for Virginia's Future Transition Committee
- ☐ David Hallock and Ed Reed, Two Capitols, LLC
- ☐ United for Virginia's Future Transition Committee 72

- **Human Resources Update**

- Dr. Tanya White, vice president/chief of staff, provided a human resources update. She introduced Ms. Danielle Harston as the new assistant vice president for human resources/chief human resources officer. Ms. Harston has a long history with the Commonwealth of Virginia, over 19 years in human resources at the Virginia Commonwealth University (VCU). Dr. White provided a brief report on the HR structure and on the current workforce of 967 full-time state employees (476 Classified, 260 Teaching and Research Faculty, 153 Administrative Faculty, and 78 Administrative professionals).

- **Operations & Institutional Effectiveness and Planning**

- **Information Technology and Security Update**

Dr. Justin Moses, vice president for operations & chief strategist for institutional effectiveness, provided information technology and institutional research, and project management updates on the follow:

Softdocs Utilization

- Enrollment Management
- Information Technology
- Controller's Office/Student Accounts
- Select units in Student Affairs and Academic Affairs

Workday Implementation

Information Security

- Continued Implementation of a Governance, Risk, and Compliance Platform.
- Acceptable Use Policy Update

Technical Services

- Network Upgrades –
- Wireless Expansion – continued upgrades have resulted in faster connectivity
- Campus Security Projects – Continued collaboration with NSU PD to promote innovative security measures and monitoring across campus.

University Advancement Update

Mr. Clifford Porter, vice president for university advancement, presented a thorough update of progress on the Circle of Excellence Award Recipients. The awards are open to professionals working at CASE member colleges, universities, independent schools and their affiliated nonprofits around the world. He reported that Norfolk State University won four awards (Metrics Revolutionizing HBCU Advancement Through Equitable Data, Now Is Our Time Comprehensive Campaign, Now Is Our Time Comprehensive Campaign Launch, NSU Foundation 5K Run/Walk Extravaganza.

- Mr. Porter presented updates on Now Is Our Time Campaign Progress one being the largest Gift in 90-year history with a \$50 million donation from Ms. MacKenzie Scott. He stated that there are over 10,000 donors to the campaign since launch of silent phase. Mr. Porter stated that the campaign ends on December 31, 2025.

5. Closed Meeting Certification

A motion was made by Dr. Britt, and second by Mr. Park's with a 4-0 Roll Call vote for the Closed Meeting Certification - Pursuant to §2.2-3711A.1, 4, 7 and 8, Code of Virginia

Norfolk State University
Board of Visitors Strategic Finance Committee Meeting
Closed Session Motion
Thursday, December 4, 2025

Motion – (by Board member)

Mr. Chair, I move that we adjourn and reconvene in Closed Meeting pursuant to:

Section 2.2-3711(A) 1, 7, and 8 of the Code of Virginia, for the following purposes, pursuant to the noted subsections:

(1): To discuss personnel matters, including more specifically, discussion of assignment, appointment, promotion, salaries, and performance evaluations of specific individuals and certain university employees; and

to discuss assignment, appointment, promotion, performance, evaluation and salaries of specific employees of Norfolk State University which may include evaluation of performance of university departments; and where such evaluation will necessarily involve discussion of performance of specific individuals; and

to discuss or evaluate performance of departments of the university that necessarily involve discussion regarding performance of individual employees, more specifically related to reports, investigative notes, correspondence, and information furnished in confidence and records otherwise exempted by the university; and

(7) and (8): Consultation with legal counsel regarding specific matters requiring the provision of legal advice, where such consultation or briefing in open meetings would adversely affect the negotiating or litigating posture of the university; along with any necessary consultation with legal counsel regarding matters noted in this motion; and

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

further that the following remain for or attend virtually, when called, the Closed Meeting:

State all that apply:

- ☐ President
- ☐ University Counsel
- ☐ Vice President and Chief of Staff

____ Vice President for Finance and Administration

Chair: There has been a motion to go into closed session for the reasons stated, is there a second? All those in favor? Opposed? Motion carried.

(Immediately following closed session, after going back into open session)

Reconvene in open session.

Chair: 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.

Please call the Roll.

6. Open Session Certification

A motion was made by Mr. Blake, and second by Mr. Hall with a 4-0 Roll Call vote for the open Meeting Session Certification - Pursuant to §2.2-3711A.1, 4, 7 and 8, Code of Virginia

7. Adjournment

There being no further business, the Committee Meeting adjourned at approximately 1:05 p.m.

Respectfully submitted,

Jay Jamison, Chair
Strategic Finance Committee

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

Martha M. Wilson, Executive Assistant for
Finance and Administration

NSU BOV STRATEGIC FINANCE COMMITTEE

ROLL CALL VOTE

DECEMBER 4, 2025

Item	Mr. Jay Jamison (Chair)	Mr. Delbert Parks	Mr. Darrell "DJ" Jordan	Mr. Conrad Hall	Totals
Quorum	✓	✓	Virtual	✓	3-0
Recommend Approval of Electronic Participation	✓	✓	✓ - ✓	Virtual ✓	Virtual ✓ 3-0 ✓
Approval of the Minutes	✓	✓	✓ ✓ ✓	Virtual ✓	Virtual ✓ 4-0 ✓
Close Session	✓	✓	✓ ✓ ✓	Virtual ✓	Virtual ✓ 4-0 ✓
Open Session	✓	✓	—	✓	3-0

(V) Virtual

Mr. Darrell "DJ" Jordan left for another meeting at 11:54 a.m.