BOARD OF VISITORS
700 Park Ave., HBW Suite 520, Norfolk, Virginia 23504
P: 757-823-8670 | F: 757-823-2342 | nsu.edu

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AGENDA
BOARD OF VISITORS MEETING
Thursday, January 28, 2021
9:00 a.m. to 11:00 a.m.
Joan G. Wilmer, Rector
Staff: April T. Allbritton, Office Manager/Board Liaison

Electronic Meeting Participation
See information below.

- Call to Order/Establish Quorum
- Approval of Board Minutes for December 11 and December 22, 2020
- CLOSED MEETING - Pursuant to § 2.2-3711(A) 1, 7 and 8 of the *Code of Virginia*
- Open Meeting
  - Closed Meeting Certification
  - Motions/Actions
- Public Comment
- Adjournment

The Norfolk State University Board of Visitors will meet January 28, 2021. Pursuant to Executive Amendment 28 to HB29 (2020), the Board of Visitors will meet by electronic communication means, without a quorum and without any Board member physically assembled at one location.

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:

January 28, 2021

https://nsu-edu.zoom.us/webinar/register/WN_kMgkyEEWRNOr-ueYqcfELA

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 (atallbritton@nsu.edu 757-823-8676).

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

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

BOARD OF VISITORS
BOARD MEETING
ELECTRONIC MEETING
December 11, 2020

MINUTES

1. Call to Order

Ms. Wilmer, Rector, called the NSU Board of Visitors meeting to order at approximately 9:05 a.m. A quorum of the Board was established with a 9-0 Roll Call vote. Below is a list of individuals that joined the webinar.

Participants – Board Members
Ms. Joan G. Wilmer, Rector
Dr. Deborah M. DiCroce, Vice Rector
Mr. Devon M. Henry, Secretary
Mr. Dwayne B. Blake
Ms. Mary L. Blunt
Bishop Kim W. Brown
The Honorable James W. Dyke, Jr.
Mr. BK Fulton
Mr. Larry A. Griffith
Mr. Michael J. Helpinstill
Dr. Tamara A. Jones *(for Closed Meeting only)*
Dr. Harold "Harry" L. Watkins, II

Participants – Faculty Representative to the Board and Faculty Senate Executive Committee
Dr. Ashley N. Haines, Faculty Senate President and Associate Professor, Biology
Dr. Rasha Morsi, Secretary and Professor, Computer Science
Dr. Geoffroy de Laforcade, Professor, Latin American and Caribbean History
Dr. Colita N. Fairfax, Professor, Social Work
Dr. Lamiaa S. Youssef, Special Assistant to the Provost

Participant – Student Representative to the Board
Mr. Jeremiah O'Bryant

Participants - Counsel
Ms. Pamela F. Boston, University Counsel and Senior Assistant Attorney General
Ms. Deborah A Love, Senior Assistant Attorney General/ Chief, Office of the Attorney General *(for Closed Meeting only)*

Participants – NSU Administrators and Staff
Dr. Javaune Adams-Gaston, President
Dr. Justin L. Moses, Vice President for Operations and Chief Strategist for Institutional Effectiveness
Dr. DoVeanna Fulton, Provost/Vice President for Academic Affairs
Mr. Gerald E. Hunter, Vice President, Finance and Administration
Dr. Leonard E. Brown, Vice President, Student Affairs

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Participants – NSU Administrators and Staff *(continued)*
Mr. Ericke S. Cage, Executive Advisor to the President and Board of Visitors for Policy, Compliance and University Ombudsman *(Also, observer for a portion of the meeting)*
Ms. Melody Webb, Athletics Director
Ms. Derika L. Burgess, Interim Chief Audit Executive
Dr. Michael M. Shackleford, COVID-19 Director of Operations
Ms. Tanya S. White, Special Assistant to the President
Mr. James Robinson, Executive Director, Institutional Equity
Mr. James Stevens, Chief Information Security Officer
Mr. Rasool A. Shabazz, Project Engineer, Office of Information Technology
Mrs. April T. Allbritton, Office Manager/Board Liaison

Observers – NSU Administrators and Staff
Mr. Clifford Porter, Vice President, University Advancement
Dr. Andrew Carrington, Assistant Vice President, Finance & Administration
Mr. Stanley Donaldson, Director, Media Relations
Ms. Betty Fulgham, Internal Control/ARMICS Coordinator
Ms. Karla Amaya Gordon, Assistant VP, Finance and Administration/University Controller
Dr. Davida Harrell-Williams, Director, Auxiliary Enterprises & Services
Ms. Ingrid Horton, Administrative Assistant, Controller's Office
Mr. Dennis Jones, Executive Director, Planning and Budget
Dr. Andrea Neal, Associate Vice Provost
Ms. Irma Thomas, Senior Technical and Finance Analyst, Finance and Administration
Mr. Robert Turner, Legislative Liaison
Dr. Aurelia Williams, Interim Vice Provost for Academic Administration
Ms. Martha Wilson, Executive Assistant to the Vice President for Finance and Business
Mr. Terry Woodhouse, Director, Capital Planning and Improvements

Observers – NSU Faculty
Ms. Sharon Alston, Assistant Professor, Social Work
Dr. Austin Ashe, Assistant Professor
Dr. Melendez Byrd, Associate Professor, Secondary Education & School Leadership
Dr. Bertha Escoffery, Adjunct Professor, Professor Emerita
Dr. Felicia Doswell, Associate Professor, Computer Science
Dr. Ernestine Duncan, Professor, Psychology
Dr. Rich Hines, Faculty
Dr. Mary Ann Hoppa, Associate Professor, Cybersecurity Graduate Program Coordinator
Dr. Yen-Hung Hu, Associate Professor, Computer Science
Dr. Thorna Humphries, Associate Professor, Computer Science
Dr. John Kamiru, Associate Professor, Accountancy, Finance and Information Management
Dr. Berkley King, Assistant Professor, Secondary Education & School Leadership

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Dr. Khadijah Miller, Interim Dean, Honors College
Dr. Robert K. Perkins, Associate Professor, Sociology
Dr. Matthew Russell, Assistant Professor, Music
Dr. Sandra Williamson-Ashe, Associate Professor, Social Work

Observers – Others
Mr. Ronald Forehand
Ms. Arketa Howard, NSUAA, 2nd Vice President
Ronald Knight
Angela W.
703-254-3873

2. **Opening Remarks** – Rector Wilmer welcomed everyone to the meeting. Her remarks included the following:

- The Board will address a letter from the Faculty Senate as part of today's agenda.
- In addition to financials, the Board is focused on the health of the organization and how that projects messaging to our customers.
- The Association of Governing Boards (AGB) has provided a number of deliverables in response to the assessment and the Board's desire to improve operations and efficiency.
- The Board's revised Bylaws includes new Standing Committees. Once the Board has attended to the business of Committee assignments, this will be announced by President Adams-Gaston. The Rector recommended that faculty and staff take a moment to review the revised Bylaws, as it is important for everyone to know how the Board supports the decisions of the university.
- The Board has asked the university to focus on a culture of compliance. Ms. Blunt, Chair of the Audit, Risk and Compliance Committee, is building out the compliance culture and infrastructure that is needed for the university.
- Mentioned the departure of the Chief Audit Executive and a fellow Board member, and thanked them for their service. Also, thanked the Assistant University Counsel who left during the summer.

Dr. Adams-Gaston's opening remarks included.

- Mr. Lamont Maddox, the new Assistant University Counsel, has left the university. Mr. Ron Forehand, who previously worked with Ms. Boston, has stepped in to assist. The Attorney General's Office has posted the vacancy that will close on December 22, 2020. The university will move quickly to fill the position, as help is urgently needed in this area.

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- Ms. Derika Burgess is currently serving as the Interim Chief Audit Executive. A search for this position and the Chief Compliance Officer is underway. Finalists have been moved forward to the Audit, Risk and Compliance Committee.

- Thanked the Board for their support in the commitment for change to move the university forward. The Board and the university are on one accord in terms of equity, ethics, compliance, and the "culture of care."

3. **State of the University** – Dr. Adams-Gaston's report included the following statements:

- In October 2020, the Board was informed of the five strategies that will help the university realize transformational change. There are: External Engagement and Partnerships, Fundraising and Endowment Growth, Institutional Alignment, Operational Excellence and Strategic Planning and Shared Governance and Professional Development.

- The Virginia College Affordability Network (VCAN) program will help to ensure that an NSU degree remains accessible to graduating high school students that face financial insecurity (Pell eligible students) within a 25 miles radius of campus. Free tuition is provided and a portion of their room and board is also paid if they live on campus. Approximately, 300 students are projected to take advantage of this opportunity. Support for financial aid for students continues to be one of the university's legislative priorities.

- The venture between NSU and Academic Partnerships will help transform the university in terms of its graduate programs. NSU will be the first HBCU in the nation to partner with this company. Special thanks to Board Member BK Fulton for initiating the conversation.

- External partnerships that were noted:
  - Dominion Energy HBCU Promise Grant ($2.7 million) – Thanks to Board Member Devon Henry for informing and connecting the university with this initiative.
  - Federal Student Support Services Grant ($2.5 million)
  - Virginia Natural Gas Partnership ($220,000)
  - The Black Ambition HBCU Prize sponsored by Mr. Pharrell Williams. NSU is grateful that Mr. Williams wants to ensure that NSU is elevated and has investments.
  - Others partnerships include the Microsoft Impact Grant, USAA Partnership, Netflix and 2U Partnership initiated by an NSU alum, Apple C2, a partnership across several HBCUs, and the IBM Partnership ($6 million est. value) among some others.
  - Expecting more historic news to come soon.

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- **University Compliance and Ethics** – Starting the tone at the top with the President's Extended Cabinet, who received Compliance and Ethics training. Training also provided to faculty and senior academic leaders in a Compliance, Ethics and Civility workshop on promotion and tenure by former Interim President Schexnider. In addition, Provost Fulton has created a faculty Ombudsperson role to help with conflict resolution. A President's Committee on Diversity, Equity, and Inclusion has been created.

  Note: Dr. Adams-Gaston is Chair of the Council of Presidents' Equity in Action Task Force.

- **Triennial Review of Policies** – Noted that Mr. Forehand reviewed the Board policies for legal sufficiency in approximately three and a half days.

- **COVID and Mental Health** – Over 3,600 tests administered with 40 positive cases for students and one for employees. The positivity rate is 0.0121. A mitigation plan is already in place for spring 2021. Mental health services are being addressed for the entire campus. The NCCA has reported that nationally African American student-athletes are having the most difficulty. Ms. Webb, Athletics Director, has put something in place to specifically address this. Support for mental health is also one of the university's legislative priorities.

  Dr. Shackleford, COVID Operations Director, will leave the university at the end of the year. Dr. Leonard Brown, Vice President for Student Affairs will assume this responsibility.

- **Other Legislative Priorities** – Requesting funding for COVID shortfalls and support for the Preschool Academy. The Preschool facility needs to be upgraded. Requesting funding for a Center for Integrated Sciences, Engineering and Mathematics and funding for Research and Innovation Workforce Development.

- **Financials and Spring Enrollment**
  - The current endowment's stands at $36 million. The university is in the second phase of the capital campaign working with the firm Alexander Haas.
  - Approximately, 1,667 students are projected to require housing; however, 1,800 have signed up to date. Will likely see some loss in revenue for housing, which will be 74% of the breakeven.
  - The enrollment forecast for spring 2021 is 4,600 students; however, this may rise to 4,800.
  - Total revenues are at $126 M and expenses were $69 M. Expect the university will see a $3 million dollar shortfall. Pending revenue is $20.4 M. The university has a $32 M non-recurring reserve pool to cover the current year.

At the end of the presentation, the President showed a one-minute video/commercial created by an NSU graduate.

In response to Dr. DiCroce, Mr. Hunter reported that the ratio is 55% and 45%. Forty-five percent of funding comes from direct state appropriation. The remainder is tuition and fees.

In response to a question on strategies for enrollment, Dr. Moses reported that Enrollment Management is working with a company called Enrollment Fuel that is helping to provide strategies to reach students locally, statewide, and nationally. The commercial that was shown was created to target students locally, which is in response to a prior suggestion from Dr. DiCroce.

The university is working on dual enrollment programs with school systems around the nation. One includes an arrangement with a school district in Colorado. In addition, Enrollment Management is continuing to work with the community college system on transfers, most notably with Tidewater Community College. Applications are up 15% and admits are up about 13% for fall 2021 in comparison to last year at this time.

Action Item – Provide the Board with an Enrollment Management Plan as it relates to the Strategic Plan. The Board wants to see this outlined.

There was a brief acknowledgement of The Honorable Grindly Johnson being appointed as the Secretary of the Administration. It was noted that she is a proud graduate of NSU and she has been continuously working with NSU to reach Level 2 by 2022. Bishop Brown's church sent flowers to her. He offered to provide an address should the university wish to send some tangible as well. Dr. Adams-Gaston stated that something would be sent.

Faculty Senate Executive Committee Discussion – Comments from faculty included:

- Dr. Haines – The faculty at-large would like the Board to know how concerned they are regarding the ongoing delays to the tenure and promotion process. The faculty believed until recently that the timeline, including the announcements of final decisions were defined in the handbook. The President and the Provost have done their best to communicate to faculty what they can about the reasons behind the delays; however, there is some perceived lack of transparency. The faculty is still working to build a strong trust with the administration. The letter to the Board was just a communication of concern and not to place blame on any particular level. The interim Tenure and Promotion Policy received strong support from the Senators as a good solution to the current situation.

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- Dr. Fairfax – The portfolio packages went through the regular process of being approved by the deans, the University Review Committee, and Dr. Hamilton. The expectation was that the packets were to be presented to the BOV at the June meeting for approval. When there was no response except the approval of the current Provost for promotion and tenure, the faculty who submitted packages and have been at the university for years were leery. Nothing was articulated or communicated to these candidates, which created the hysteria.

- Dr. Youssef – Stated that the letter did not have the entire consensus of the Faculty Senate Executive Committee. Some members felt the letter should not be addressed to the Board as that was not the proper protocol. The letter contained some inaccuracies and exaggerated language; however, the concerns and the anxiety are valid.

- Dr. Morsi – She was not in agreement of addressing the letter to the Board; however, the Faculty Senate Executive Committee were under the impression that it was the Board that was delaying the process. Hence, the letter being addressed to the Board.

- Dr. DiCroce – The letter was very respectful and your concerns are well placed. She hails from the academy and knows the important of promotion and tenure. The Board is committed to doing its part in getting this resolved.

- Mr. Griffith – Concurred with Dr. DiCroce's sentiments and stated that it is clear at the Board level that faculty tenure is sacred. Those on the Board who have experience or background in academics are guiding and working with fellow Board members to help them understand the incredible importance of faculty tenure and the process around that.

- Ms. Blunt – Also agreed that the letter was tastefully done and welcomed. There were some poignant points made relative to the handbook, and that level of confusion also exists with the Board. It is important for the Board to have a clean process that is followed consistently by everyone, so that no one has an advantage by not following the process. The Board's role may be misinterpreted as standing in the way; however, the Board is trying to assure that everyone is treated fairly by the process. She added that Dr. Haines should feel free to put forth special issues for Board discussion, as that is the role as the Faculty Representative to the Board.

- Mr. Fulton – We are all partners in creating and building the best institution for our students and the best community for all stakeholders. Sharing your concerns helps the Board to appreciate a critical point of view from a key stakeholder. The Board takes the responsibility of process very seriously. As we move forward together, the Board looks to a consistency that allows movement with alacrity across a number of fronts to include promotion and tenure.

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- Rector Wilmer – The Board looks to the university to provide recommendations and remedies. The Board can only act on the preparedness of actions that are presented. The Board looks to the end result to make sure that the governance is there, the risk management is there, the due diligence is there, so that the Board is making fair, equitable decisions that supports the institution. The Board by no means stalled the process and the university team is 200% committed to trying to get tenure and promotion done. There are some policy things that President Adams-Gaston is addressing in light of what she has inherited. The Board will address promotion and tenure today.

  On behalf of the Board, she thanked Dr. Haines and members of the Faculty Senate Executive Committee for their comments, thought leadership, and representation.

4. **Audit, Risk and Compliance Committee Update –** Ms. Blunt stated that forty MIRAs have been closed since September 2020. This is the most that has been closed in a quarter. There are minor changes that have to be approved to the Internal Audit Charter due to changes to the Bylaws, specifically, the name change for the Committee. There were no signification findings for the Internal Quality Assessment Review, which also requires Board approval. There being no questions, she asked for a motion to approve both items.

   Dr. DiCroce motioned, seconded by Mr. Blake, the Board unanimously approved the revisions to Internal Audit Charter and the Internal Quality Assessment Review.

   Internal Audit Search Position Updates – In response to the Rector, Ms. Blunt stated that she has reviewed all the applications for both the Chief Compliance Officer and the Chief Audit Executive. The Audit position will remain open to the end of the year. For the Compliance position, there were twelve applicants meeting the criteria and five were acceptable. Prescreening and phone interviews are being done. After she follows up with Dr. Pruden, the Audit, Risk and Compliance Committee will engage in the interview process. Expect by the first quarter of next year that at least one of the positions will be filled.

5. **BOV/NSUF Liaison Committee Update –** Mr. Henry provided an update on behalf of Dr. Tamara Jones.

   - First, acknowledgement was made on Dr. Jones' care for those affected by COVID and the amount of work she is under with the uptick in cases. She is expected to be able to join the Board for the Closed portion of the meeting today.

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- The annual Board of Visitors and Norfolk State University Foundation (NSUF) Liaison Committee met on Tuesday, November 24, 2020 to discuss the annual certification and the Consolidated Foundation Financial Report for 2019.
- The portfolio is at $41 M. Endowment funds with restrictions is at $36 M. Liquid assets are $4 M.
- Approximately $3.8 M in revenue was realized for 2019, of which $619,000 was unrestricted.
- A total of $2.2 M was awarded for student scholarships for 2019. Overall, 82% of every dollar given once appropriated went to the university.
- The MOU between the BOV and the NSUF is currently being reviewed for updates and revisions. The revisions are expected to be presented to the Foundation Board and then to the BOV for final approval, most likely at our March Board meeting.
- There is a great energy and a great working relationship between Foundation President Travis Ames, Advancement Vice President Mr. Porter and President Adams-Gaston
- There is an aggressive pursuit for transformational gifts.
- The support of the BOV has been tremendous in regards to relationships and guidance to point the Advancement team in the right direction for prospective donors.
- The Foundation is reaching out to endowment donors to consider revising, or releasing restriction on their funds.
- The capital campaign is in the phase of the feasibility and readiness of the university to conduct the campaign. Announcement of the campaign is expected somewhere around mid-2021.
- The goal is north of $50 M minimum. The exact amount will be determined after the current phase is complete.

In a response to Rector Wilmer, Mr. Henry stated that historically, no one from the Foundation has been invited to join the Board meeting. Dr. DiCroce stated that the Rector would need to confer with legal in this regard, as there are rules regarding arms' length between foundations and governing boards.

6. **Student Representative to the Board** – Mr. O'Bryant provided a brief report on the activities the students have been involved in during the semester. Notably, he spoke about the work of the SGA with the Young Democrats and NSU Chapter of the NAACP regarding voter awareness, the meeting with Dr. Fulton on the pass/no pass grade option for students,

and SGA's participation in the community checkpoint with Student Affairs to remind students to practice safety and to stay healthy.

When asked about how the students are faring in regards to COVID environment, Mr. O'Bryant stated that it was a huge adjustment having been away from school for seven months. Students are stressed and have been pretty much secluded to the residence hall and they are trying to adjust to the virtual learning environment. Students just need to know that the professors, as well as the staff and administration are able to empathize with what they are going through. Some of his peers had a hard time adjusting and their grades slipped, so it was good that the administration was willing to implement the pass/no pass option. For students who are working and going to school to try and be financially secure here and at home, it came been even more stressful. Hoping they will do better the next semester.

Rector Wilmer thanked Mr. O'Bryant for his report and comments. She assured him that the President and the team will be keenly focused on what has been said to make sure things will be done to ensure student success. Please be sure to attend further meetings to bring the Board up to date on the voice of the student body.

7. **Report from the Faculty Representative to the Board** – Dr. Ashley Haines' report included the following information.

- Faculty representatives have been appointed to the university-wide committees. Looking forward to those committees functioning as one of our most important mechanisms for shared governance.
- There is positive feedback on the tenure clock extensions and a clear message regarding flexibility around annual evaluations.
- As the SGA President stated, the faculty hopes that the students will have an easier spring semester after sort of adapting to this new reality.
- A first step in professional development has been made and faculty look forward for more to come.
- Hope that the university will continue on the path of ensuring everyone knows how to engage in and comply with university processes.
- Evaluation Process – The movement towards an electronic process is an important step in the right direction. The Senate Committee on Faculty Evaluation and Procedures looks forward to being involved in the development of the process.
- The Faculty Senate looks forward to collaborating with the administration to make the needed changes to the Teaching Faculty Handbook.

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- It is good to see the inclusion of faculty in the Office of Academic Affairs. This helps to reinforce the recognition by the administration of a commitment to shared governance.
- Thanked the School of Extended Learning for being extremely helpful to faculty as they adapted to online teaching.
- Faculty are proud that the university has fared well during the pandemic.

Mr. Dyke stated that he was glad to hear the remarks about the training and the evaluation process, as these were key issues in the institutional assessment that the Board submitted to the President upon her arrival.

8. Action Items

Board's Annual Executive Summary – The Board Liaison stated that the report has to be approved by the Board and will be submitted to the Governor's Office by January. There being no questions or comments the following motion was made.

<u>Mr. Dyke motioned, seconded by Mr. Griffith, the Board unanimously approved the Annual Executive Summary of Board's Activity and Work.</u>

Legislative Priorities 2021-2022 – Mr. Hunter provided an overview of the priorities. The main addition is the request for COVID Relief funding in the event the university experiences a major revenue shortfall (worst case scenario). In response to questions, Mr. Hunter stated:

- All universities are submitting this as an item regardless of the news around the vaccine. It is difficult to gage the plans for the vaccine distribution and how NSU's clients will react to taking it. It is best to have a funding request on the table in the event funding becomes available. At least you are on record of having reflected your need.
- This year's request is significantly greater, because it includes the COVID Relief request. In comparison to last year, the legislative request is approximately $70 M more.

Dr. DiCroce stated that all indications point to masking and social distancing continuing through 2021. There being no further discussion, the following motion was made.

<u>Mr. Blake motioned, seconded by Mr. Dyke, the Board unanimously approved the 2021-2022 Legislative Priorities.</u>

Lease Resolution Shepherd's Village – At the advice of the University Counsel, the discussion of the Resolution to Approve the Lease with First Right of Refusal to Purchase Shepherd's Village at Park Avenue was deferred to the Closed Meeting.

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Information Security Policies – Dr. Moses and Mr. Stevens, Chief Information Security Officer, provided the overview of this item. The main points include that approval of the policies will help the university move forward to Level 2 autonomy designation. In addition, the approval of the policies is prescribed by the Code of Virginia and the Virginia Information Technology (VITA) agency. The policies adhere to VITA's requirements and were reviewed by counsel for legal sufficiency. The Board should expect 18 to 20 more policies to come forward in this area. The policies were approved as a group with the following motion.

<u>Mr. Blake motioned, seconded by Mr. Dyke, the Board unanimously approved the following three University Information Security Policies (UISP):</u>

– BOV UISP #01 (2020) System Maintenance Policy
– BOV UISP #02 (2020) Media Protection Policy
– BOV UISP #03 (2020) Logical Access Control Policy

Triennial Review of Board Policies and Revisions – Mr. Cage provided the report on the Board policies as follows:

- The review of policies is required every three years. There are a total of 34 policies that the university is advancing; however, only 27 are required to be approved to meet the triennial review.
- A summary chart was provided to the Board that addresses all of the substantive changes. After legal review, additional changes were made. Some of which included updating links to source documents. The university is seeking approval with the caveat that additional work will be done to correct any links.
- The change to the majority of the policies includes a new section on Education and Compliance, which is required by BOV Policy #01 that was updated in 2019. This section outlines what steps the administration will take to ensure that the university community is both educated and compliant.
- Notable additional changes to certain policies.
  - BOV Policy #01 Policy on Policies – The public comment period for existing policies is being reduced to 10 business days from 30 days. The 30-day requirement will still be in effect for new policies.
  - BOV Policy #13 University-related Foundations – At the request of legal, removed the reference to an ex officio on page number four.

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- BOV Policy #15 Presidential Evaluation – At the request of legal, included language which would require the disclosure of outside compensation from Board service by the university President.
- BOV Policy #18 Participation in Board of Visitors Meetings in the Event of Emergency, Personal, Personal Matter, or Certain Disabilities, or Distance from Meeting Location – At the request of legal, language added to bring the policy up to date with the current status of the Code.
- BOV Policy #22 Violence Prevention Committee and Threat Assessment Team - At the request of legal, clarification was added that the University Counsel is not a member of team, but rather available to provide consultation to team.
- BOV Policy #34 Appointment Authorities of the Board of Visitors and the University President and Reporting personnel actions – The addition of the Chief Compliance Officer position was added as a direct report to the Board.

Mr. Robinson was asked to address the Board on BOV Policy #04 – Equal Opportunity Policy. Changes to the policy reflect what is contained in the Governor's Executive Order #1. Some changes dealt with the reporting structure, others with procedures and sanctions to provide clarity and align our policy with that of the state of Virginia.

In response to Mr. Griffith, Mr. Cage stated that Board would only need to approve the policies to not be out of compliance with BOV Policy #0,1 and 27 of the polices are within that threshold.

In response to Mr. Dyke, Mr. Cage stated that the Title IX policy was revised to include the federal regulations and sent to the University Counsel for review.

Ms. Boston stated the policy was sent to legal some time ago and Mr. Robinson was able to incorporate the specific new laws and regulations in it. Mr. Robinson also conducted training for the university. She was not able to do the deep dive into it; however, when it came time for the university to submit the policy to the state of Virginia, it was laid out in detail what had been added to the policy and with the understanding and caveat that legal would at some point in time continue to provide a review if it needed regarding legal sufficiency.

In response to Mr. Dyke, Ms. Boston stated that this was acceptable to the Commonwealth.

Ms. Boston stated that since this is a lot of policies, she would like the policies to be reviewed by a Committee of the Board to perform the deep dive and then bring them back to the Board for review. This is the process that was used in the past. She is not entirely

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comfortable with the review as Mr. Forehand informed her this morning that there were some areas where links were not working.

Dr. Adams-Gaston stated that Mr. Forehand was brought back, in particular, for his expertise on policy. Mr. Forehand provided the review for legal sufficiency. She would have liked for the policies to have gone to Committee, if that was the process preferred by the Board. However, she is concerned about Board policy compliance with regards to SACS accreditation should the Board not approve the policies today.

The following comments are summarized from the discussion:

- Time is needed to do the analysis (deep dive) of all the policies.
- If the Board is advocating a culture of compliance for the university, it would behoove the Board to adhere to its own policy.
- SACS would be respectful of understanding the Board's decision of taking cautious steps in light of the pandemic.

The options that were put forth included:

- A suspension or extension of BOV Policy #01 to allow more time for review with a Committee appointed by the Rector. This would allow the Committee to do the deep dive and the policies would come back to the full Board at its March meeting.
- Approve a 120-day extension or implement a grace period. This is similar to the suspension of BOV Policy #01.
- Approve the policies contingent upon the Board reconsidering them at the next meeting. This would make the Board compliant and have the ability to make changes at a later date.

The following motion was made that was amenable to both the President and University Counsel.

<u>Mr. Dyke motioned, seconded by Mr. Henry and with a 9-1 Roll Call vote, the Board approved the policies that were submitted thus far that have been reported as being legally sufficient with the understanding that the Board will revisit these at its next meeting after there has been an opportunity to make sure that all the links are in place and a Committee is to be appointed by the Rector to review all of the policies prior to the submission for consideration at the next Board meeting</u>. *(Abstain: Mr. Griffith)*

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9. Consent Agenda

Mr. Griffith motioned, seconded by Mr. Fulton, the Board unanimously approved the following meeting minutes:

– October 15, 2020 Board Meeting Minutes
– October 16, 2020 Board Meeting Minutes
– October 1, 2020 Bylaws Review Committee
– October 11, 2019 Ad-Hoc Board Policies Committee Meeting

10. Old Business

Q&A on Executive Summaries from Provost, Vice Presidents and Athletics Director – In lieu of time only Dr. Fulton had the opportunity to report. In brief, her comments included:

- The Southern Company Foundation Grant in the amount of $220,000 will support the integration of registration, advising, student planning and processes where students and advisors will have the access to the same information.
- Professional advisors will now be available at the upper division level.
- Working diligently on increasing student success with a number of initiatives that are being implemented.
- Going digital and moving away from paper processes. Students will have access to a digital catalog. Developing and researching digital formats and processes for faculty annual evaluations, tenure and promotion.
- Workshops on ethics, compliance and civility will be offered to faculty starting in January.
- A workshop focused on shared governance will be held.
- There will also be professional development leadership seminars for the department chairs provided by representatives from the Council of Colleges of Arts and Sciences.
- Workshops for faculty members of search committees will be conducted both in compliance, but also, based on best practices.

11. Closed Meeting

During the Board's break, Ms. Boston looked up the statutory provision on real estate to add to the Closed Meeting motion.

Mr. Henry motioned, seconded by Mr. Blake, the Board unanimously moved to adjourn and reconvene in Closed Meeting Section 2.2-3711(A) 1, 4, 7 and 8 and 2.2-3705.3 (7) of the Code of Virginia, for the following purposes, pursuant to the noted subsections:

3711(A) 1 and 4 and 3705.3 (7): discussing personnel matters, including more specifically, discussion of assignment, appointment, promotion, salaries, performance evaluations, presidential evaluation, as well as the promotion of, and granting tenure to, certain university employees; and discussion or evaluation of 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, of the University Internal Audit Office and the Office of the State Inspector General, and

3711 (A) (7) and (8): consultation with legal counsel 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

Further, moved to go into Closed Meeting pursuant to Section 2.2-3711(3) of the Code of Virginia where discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Ms. Deb Love from the Attorney General's Office was asked to join the Closed Meeting.

12. Open Meeting

The Board having reconvened in the Open Meeting, took a 10-0 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.

DRAFT

MOTIONS:

Mr. Griffith motioned, seconded by Dr. DiCroce, the Board unanimously approved the Resolution to Approve Amendments to the Teaching Faculty Handbook as discussed during the Closed Meeting.

Mr. Griffith motioned, seconded by Dr. DiCroce, the Board unanimously approved promotion and tenure for the following faculty members as discussed in the Closed Meeting:

1) Resolution #1 – Promotion for Dr. Frank Hu to the Rank of Professor of Computer Science
2) Resolution #2 – Promotion for Dr. Aprilfaye Manalang to the Rank of Associate Professor of History and Interdisciplinary Studies
3) Resolution #3 – Promotion for Dr. Matthew N. Russell to Rank of Associate Professor of Visual and Performing Arts
4) Resolution #4 – Tenure for Dr. Marry Ann Hoppa in the Department of Computer Science
5) Resolution #5 – Tenure for Dr. Aprilfaye Manalang in the Department of History and Interdisciplinary Studies
6) Resolution #6 – Tenure for Dr. Samuel Olatunbosun in the Department of Computer Science
7) Resolution #7 – Tenure for Dr. Matthew N. Russell in the Department of Visual and Performing Arts
8) Resolution #8 – Promotion for Dr. Robert K. Perkins to the Rank of Professor of Sociology
9) Resolution #9 – Promotion for Dr. Carlene Turner to the Rank of Professor of Sociology
10) Resolution #10 – Promotion for Dr. Claude Turner to the Rank of Professor of Computer Science
11) Resolution #13 – Tenure for Dr. Ann Catherine Sullivan in the Department of Health, Physical Education and Exercise Science

Mr. Griffith motioned, seconded by Mr. Blake and with a 8-2 Roll Call vote the Board approved that consistent with the discussions that occurred during the Closed Meeting concerning the OSIG matter brought to the attention of the Board of Visitors, we hereby

DRAFT

direct that actions be taken consistent with Option C, including the required reassurances, regarding the employee referenced during the Closed Meeting. *(Opposed: Ms. Blunt and Mr. Dyke)*

Rector Wilmer stated that the Board did not vote on making a decision to approve the Resolution for the Lease with First Right of Refusal to Purchase Shepherd's Village at Park Avenue; however, the Board provided the university the authority to pursue the lease through discussion and negotiations, and to come back to the Board for final approval of the agreement.

13. Public Comment – No one signed up for public comment.

14. Adjournment

There being no further business, meeting was adjourned at approximately 4:25 p.m.

Respectfully submitted,

____
April T. Allbritton, Board Liaison

____
Devon M. Henry, Secretary
Board of Visitors

NORFOLK STATE UNIVERSITY BOARD OF VISITORS

ROLL CALL VOTE DECEMBER 11, 2020

Item	Mr. Blake	Ms. Blunt	Bishop Brown	Dr. DiCroce	Mr. Dyke	Mr. Fulton	Mr. Griffith	Mr. Helpinstill	Mr. Henry	Dr. Jones	Dr. Watkins	Ms. Wilmer	Totals
Quorum	Present	Present	Present	Absent from Vote	Present	Present	Absent from vote	Present	Present	Absent from vote	Present	Present	9-0
Recommend Approval of Triennial Review of Board Policies and Revisions as stipulated in the motion	Yes	Yes	Yes	Yes	Yes	Yes	Abstain	Yes	Yes	Absent from vote	Yes	Absent from vote	9-1
Closed Meeting Certification	Yes	Yes	Yes	Yes	Yes	Absent from vote	Yes	Yes	Yes	Absent from vote	Yes	Yes	10-0
Approval of motion consistent with the discussions during the Closed Meeting concerning an OSIG matter	Yes	No	Yes	Yes	No	Absent from vote	Yes	Yes	Yes	Absent from vote	Yes	Yes	8-2

2019 BOARD RESOLUTION

**NORFOLK STATE UNIVERSITY BOARD OF VISITORS
RESOLUTION TO APPROVE
2021-2022 LEGISLATIVE PRIORITIES**

WHEREAS, the proposed 2021-2022 legislative priorities have been carefully reviewed by the Norfolk State University administration; and

WHEREAS, the University administration has determined that the proposed 2021-2022 legislative priorities reflect the highest needs and initiatives of the University and are aligned with the mission of the University; and

THEREFORE, BE IT RESOLVED, that after due consideration and careful review by the assigned staff, the Vice President for Finance and Administration, the University President, and by University Counsel for legal sufficiency, and upon the recommendation of the Board's Finance and Administration Committee, the Norfolk State University Board of Visitors approves this resolution for the 2021-2022 Legislative Priorities as presented this 11th day of December, 2020.

2020 BOARD RESOLUTION

NORFOLK STATE UNIVERSITY BOARD OF VISITORS
RESOLUTION TO APPROVE
AMENDMENTS TO THE TEACHING FACULTY HANDBOOK

WHEREAS, the Teaching Faculty Handbook was approved by the Norfolk State University Board of Visitors in 2018 and provides for a process to grant promotion and tenure; and

WHEREAS, the Teaching Faculty Handbook is silent on the issue of the composition of departmental tenure and promotion review committees for departments that lack at least three tenured and at rank faculty; and

WHEREAS, the Teaching Faculty Handbook is also silent on the review process for applicants for tenure and or promotion who are department chairs and deans; and

WHEREAS, these material omissions have created an inequitable environment in which there exists no manner for applicants from departments without sufficient department membership or applicants who are department chairs to satisfy the tenure and promotion procedures under the current Teaching Faculty Handbook;

THEREFORE, BE IT RESOLVED:

1. That the amendments to the Teaching Faculty Handbook below shall be retroactively effective for tenure and promotion applications submitted in 2020, as well as for the current and future academic year cycles.

2. Paragraph 3 of Section 3.5.3 (Application Process for Promotion and Tenure) of the Teaching Faculty Handbook is amended to include the following language highlighted in yellow:

   Each department will designate a Tenure and Promotion Committee composed of the senior (associate and full professors), tenured faculty in the department. In departments where there are fewer than three tenured members, the chair, in consultation with the dean, will appoint enough additional tenured faculty members from other departments within the same college/school to form a committee of at least three. The departmental [continue current language] ….

3. Paragraph (4) of Section 3.5.3 (Application Process for Promotion and Tenure) of the Teaching Faculty Handbook is amended to read as follows, highlighted language being added:

   The chair and the departmental tenure and promotion review committee conduct independent reviews of the tenure and promotion documents and complete separate, written assessments (i.e., recommendations and justifications) by the end of February of each calendar year. If the department chair is an applicant for promotion, all chair responsibilities for reviewing their application for promotion will be delegated by the dean to a chair from another department within the same college/school. The substitute chair must be familiar with the policies, practices, assignments, and duties of the applicant's department, and if they are already a member of the University Review Committee, they should recuse themselves from the deliberations or votes regarding the applicant.

4. Bullet three of Section 3.6.3 (Application for Tenure Procedures) of the Teaching Faculty Handbook is amended to include the following language:

   The chair and the departmental tenure and promotion review committee conduct independent reviews of the tenure documents and complete separate, written assessments (i.e., recommendations and justifications) by the end of February of each calendar year. If the department chair is an applicant for tenure, all chair responsibilities for reviewing their application for tenure will be delegated by the dean to a chair from another department within the same college/school. The substitute chair must be familiar with the policies, practices, assignments, and duties of the applicant's department, and if they are already a member of the University Review Committee, they should recuse themselves from the deliberations or votes regarding the applicant.

5. Insert bullet after bullet four of Section 3.6.3 (Application for Tenure Procedures) of the Teaching Faculty Handbook is amended to include the following language:

   If the dean is an applicant for tenure, all dean responsibilities for reviewing their application for tenure and/or promotion will be delegated by the provost to a dean from another college/school at NSU or a dean from a similar college/school at another institution. This substitute dean must be familiar with the policies, practices, assignments, and duties of the applicant's college/school.

THEREFORE, BE IT FURTHER RESOLVED, that after due consideration and careful review by the Faculty Senate, the Provost and Vice President for Academic Affairs, the University President, and by University Counsel for legal sufficiency, the Norfolk State University Board of Visitors approves this resolution to amend the Teaching Faculty Handbook as presented this 11th day of December 2020.

Resolution #1

2020 BOARD RESOLUTION

NORFOLK STATE UNIVERSITY BOARD OF VISITORS
RESOLUTION TO APPROVE
CHANGE IN STATUS - PROMOTION

WHEREAS, the Norfolk State University Board of Visitors has considered eligible faculty members for potential promotion based on the recommendation of the Provost and Vice President for Academic Affairs and the University President; and

WHEREAS, based on representation of full compliance with the review process and recommendations by University administration and after due consideration of the promotion process of these faculty members, the Norfolk State University Board of Visitors approves that **Dr. Frank Hu** be promoted to the rank of **professor of Computer Science.**

THEREFORE, BE IT RESOLVED that after due consideration and recommendations from the departmental peer evaluation committee, the department chair, the dean, the university review committee, and consideration and careful review by the Provost and Vice President for Academic Affairs, the University President, and review by University Counsel for legal sufficiency, the Norfolk State University Board of Visitors approves this resolution to award promotion to the rank of professor of Computer Science to **Dr. Frank Hu** this 11th day of December, 2020.

Profile

Department: College of Science, Engineering and Technology, Department of Computer Science
Hire Date: August 2014
Current Rank: Associate Professor
Teaching Area: Computer Science

Summary

Dr. Frank Hu holds a Sc.D. in Computer Science from George Washington University, an M.S. in Computer Science from Southeastern University, an M.S. in Applied Chemistry from the National Chiao-Tung University, Hsinchu, Taiwan, and a B.S. in Chemistry from the National Sun Yat-Sen University, Kaohsiung, Taiwan. He is regarded as a very important member of the faculty in the Computer Science Department and has made critical contributions not only to the department and college but also to the University and to the profession.

Dr. Frank Hu has been an excellent researcher and scholar. He has authored/co-authored 34 publications (six journal papers, six conference papers, 13 conference abstracts, four conference posters, three journal articles, and two conference proceeding papers are under review). He has made 18 professional presentations, contributed to 19 grant proposals through university channels, taught 37 courses, and advised 15 Master of Science in Cybersecurity Capstone projects and many other graduate and undergraduate research projects. In recognition of his unparalleled and excellent scholarly contributions, Dr. Hu received the CSET Outstanding Research Mentor Award in the Department of Computer Science in 2017, 2018, and 2019.

2020 BOARD RESOLUTION

Resolution #2

NORFOLK STATE UNIVERSITY BOARD OF VISITORS
RESOLUTION TO APPROVE
CHANGE IN STATUS - PROMOTION

WHEREAS, the Norfolk State University Board of Visitors has considered eligible faculty members for potential promotion based on the recommendation of the Provost and Vice President for Academic Affairs and the University President; and

WHEREAS, based on representation of full compliance with the review process and recommendations by University administration and after due consideration of the promotion process of these faculty members, the Norfolk State University Board of Visitors approves that **Dr. Aprilfaye Manalang** be promoted to the rank of **associate professor of History and Interdisciplinary Studies.**

THEREFORE, BE IT RESOLVED that after due consideration and recommendations from the departmental peer evaluation committee, the department chair, the dean, the university review committee, and consideration and careful review by the Provost and Vice President for Academic Affairs, the University President, and review by University Counsel for legal sufficiency, the Norfolk State University Board of Visitors approves this resolution to award promotion to the rank of associate professor of History and Interdisciplinary Studies to **Dr. Aprilfaye Manalang** this 11th day of December, 2020.

Profile

Department: College of Liberal Arts, Department of History and Interdisciplinary Studies
Hire Date: August 2014
Current Rank: Assistant Professor
Teaching Area: History and Interdisciplinary Studies

Summary

Dr. Aprilfaye Manalang holds a Ph.D. in American Culture Studies from Bowling Green State University, an M.A. in Social Sciences from the University of Chicago, and a B.S. Honors in Sociology and Communication from Old Dominion University. She has excelled in the areas of Teaching, Scholarship and Service while at NSU.

Dr. Aprilfaye Manalang has been awarded numerous fellowships and grants, including the prestigious Georg-Bollenbeck Fellowship at Siegen University where she studied immigrant minority millennials in Cologne, Germany, and the Virginia Foundation for the Humanities Fellowship that allowed her to pioneer research on the Filipino communities in Hampton Roads and the connections between the Filipino and African American communities during the Spanish-American War. Dr. Manalang is also a scholar who has published four articles in peer-reviewed journals.

Resolution #3

2020 BOARD RESOLUTION

NORFOLK STATE UNIVERSITY BOARD OF VISITORS
RESOLUTION TO APPROVE
CHANGE IN STATUS - PROMOTION

WHEREAS, the Norfolk State University Board of Visitors has considered eligible faculty members for potential promotion based on the recommendation of the Provost and Vice President for Academic Affairs and the University President; and

WHEREAS, **WHEREAS**, based on representation of full compliance with the review process and recommendations by University administration and after due consideration of the promotion process of these faculty members, the Norfolk State University Board of Visitors approves that **Dr. Matthew N. Russell** be promoted to the rank of **associate professor of Visual and Performing Arts.**

THEREFORE, BE IT RESOLVED, that after due consideration and recommendations from the departmental peer evaluation committee, there being no department chair, the dean, the university review committee, and consideration and careful review by the Provost and Vice President for Academic Affairs, the University President, and review by University Counsel for legal sufficiency, the Norfolk State University Board of Visitors approves this resolution to award promotion to the rank of associate professor of Visual and Performing Arts to **Dr. Matthew N. Russell** this 11th day of December, 2020.

Profile

Department: College of Liberal Arts, Department of Visual and Performing Arts (Music)
Hire Date: August 2014
Current Rank: Assistant Professor
Teaching Area: Visual and Performing Arts (Music)

Summary

Dr. Matthew N. Russell holds a D.M.A. from the Ohio State University, and an M.M. and a B.S. from the Pennsylvania State University. He excels at bringing innovation to his teaching methodologies that concurrently assist with student interest, retention, and learning.

Dr. Matthew N. Russell has served on various committees at NSU, including the School of Education Secondary Education Committee (Liaison), Library Services Committee, University-wide Parking Appeals Board Committee, and School of Education Council for Teacher Education. He is currently the co-coordinator of Graduate Music Studies in the Department of Visual and Performing Arts at NSU and is very active as a professional performer/clinician. Some of the recent highlights include serving as guest conductor for the 2019 Alabama State University High School Honors Choir and for the 2020 Martin Luther King Peacemaking Choir for the Presbytery of Eastern Virginia, and presenting at the ACDA Voices United Conference and at numerous professional development workshops with area public school music educators.

Resolution #4

2020 BOARD RESOLUTION

NORFOLK STATE UNIVERSITY BOARD OF VISITORS
RESOLUTION TO APPROVE
CHANGE IN STATUS – TENURE

WHEREAS, the Norfolk State University Board of Visitors has considered eligible faculty members for potential tenure based on the recommendation of the Provost and Vice President for Academic Affairs and the University President; and

WHEREAS, based on representation of full compliance with the review process and recommendations by University administration and after due consideration of the tenure process of these faculty members, the Norfolk State University Board of Visitors approves that **Dr. Mary Ann Hoppa** be tenured.

THEREFORE, BE IT RESOLVED, that after due consideration and recommendations from the departmental peer evaluation committee, the department chair, the dean, the university review committee, and consideration and careful review by the Provost and Vice President for Academic Affairs, the University President, and review by University Counsel for legal sufficiency, the Norfolk State University Board of Visitors approves this resolution to award tenure to **Dr. Mary Ann Hoppa** this 11th day of December, 2020.

Profile

Department: College of Science, Engineering and Technology, Department of Computer Science
Hire Date: September 2016
Current Rank: Associate Professor
Teaching Area: Computer Science

Summary

Dr. Mary Ann Hoppa holds a Ph.D. in Computer Science from Old Dominion University, an M.S. in Computer Science from George Mason University, and a B.S. in Applied Mathematics and B.A. in French from Auburn University. She has also earned an eMBA Certificate from Old Dominion University and an eCommerce Certificate from Ann Arundel Community College. In her two and half years at Norfolk State University, Dr. Hoppa has become a very important member of the faculty in the Computer Science Department. She has made critical contributions not only to the department and college but also to the university and the profession.

Dr. Mary Ann Hoppa has authored/co-authored 14 external publications during the past two and half years and has successfully delivered as the PI/co-PI on 9 internal/external grants with a total funding of approximately $5.5 million. She currently serves as the Graduate Program Coordinator (GPC) for the Masters in Cybersecurity program in the Department of Computer Science and is very active in the professional community at local, regional, and national levels.

Resolution #5 2020 BOARD RESOLUTION

NORFOLK STATE UNIVERSITY BOARD OF VISITORS
RESOLUTION TO APPROVE
CHANGE IN STATUS – TENURE

WHEREAS, the Norfolk State University Board of Visitors has considered eligible faculty members for potential tenure based on the recommendation of the Provost and Vice President for Academic Affairs and the University President; and

WHEREAS, based on representation of full compliance with the review process and recommendations by University administration and after due consideration of the tenure process of these faculty members, the Norfolk State University Board of Visitors approves that **Dr. Aprilfaye Manalang** be tenured.

THEREFORE, BE IT RESOLVED, that after due consideration and recommendations from the departmental peer evaluation committee, the department chair, the dean, the university review committee, and consideration and careful review by the Provost and Vice President for Academic Affairs, the University President, and review by University Counsel for legal sufficiency, the Norfolk State University Board of Visitors approves this resolution to award tenure to **Dr. Aprilfaye Manalang** this 11th day of September, 2020.

Profile

Department: College of Liberal Arts, Department of History and Interdisciplinary Studies
Hire Date: August 2014
Current Rank: Assistant Professor
Teaching Area: History and Interdisciplinary Studies

Summary

Dr. Aprilfaye Manalang holds a Ph.D. in American Culture Studies from Bowling Green State University, an M.A. in Social Sciences from the University of Chicago, and a B.S. Honors in Sociology and Communication from Old Dominion University. She has excelled in the areas of Teaching, Scholarship and Service while at NSU.

Dr. Aprilfaye Manalang has been awarded numerous fellowships and grants, including the prestigious Georg-Bollenbeck Fellowship at Siegen University where she studied immigrant minority millennials in Cologne, Germany, and the Virginia Foundation for the Humanities Fellowship that allowed her to pioneer research on the Filipino communities in Hampton Roads and the connections between the Filipino and African American communities during the Spanish-American War. Dr. Manalang is also a scholar who has published four articles in peer-reviewed journals.

Resolution #6

2020 BOARD RESOLUTION

NORFOLK STATE UNIVERSITY BOARD OF VISITORS
RESOLUTION TO APPROVE
CHANGE IN STATUS – TENURE

WHEREAS, the Norfolk State University Board of Visitors has considered eligible faculty members for potential tenure based on the recommendation of the Provost and Vice President for Academic Affairs and the University President; and

WHEREAS, based on representation of full compliance with the review process and recommendations by University administration and after due consideration of the tenure process of these faculty members, the Norfolk State University Board of Visitors approves that **Dr. Samuel Olatunbosun** be tenured.

THEREFORE, BE IT RESOLVED, that after due consideration and recommendations from the departmental peer evaluation committee, the department chair, the dean, the university review committee, and consideration and careful review by the Provost and Vice President for Academic Affairs, the University President, and review by University Counsel for legal sufficiency, the Norfolk State University Board of Visitors approves this resolution to award tenure to **Dr. Samuel Olatunbosun** this 11th day of December, 2020.

Profile

Department: College of Science, Engineering and Technology, Department of Computer Science
Hire Date: Fall 2016
Current Rank: Associate Professor
Teaching Area: Computer Science

Summary

Dr. Samuel Olatunbosun holds an Sc.D. from Robert Morris University, an M.S. from the University of Bolton, Bolton, England, a Graduate Diploma from Bournemouth University, Bournemouth, England, and a HNC from Southhampton Solent University, Southampton, United Kingdom. During his employment at NSU, he has become a very important member of the faculty in the Computer Science Department and has made critical contributions not only to the department and college but also to the university and the profession.

Dr. Samuel Olatunbosun currently serves as the undergraduate program coordinator of the Computer Science Department and has been very active in scholarly activity pursuits. He sought and obtained $500,000 in grants as a PI, served as a co-PI on the 25 million-dollar Consortium Enabling Cybersecurity Opportunities and Research (CECOR) grant and as a co-PI on a $54,413.00 DoD grant. As a result of his tireless efforts to serve his department, Dr. Olatunbosun has garnered eight awards and honors, including 2018-19 Computer Science Department Advisor of the Year. Dr. Olatunbosun not only serves at NSU but also nationally as well, having served on three occasions as an NSF grant reviewer.

Resolution #7

2020 BOARD RESOLUTION

NORFOLK STATE UNIVERSITY BOARD OF VISITORS
RESOLUTION TO APPROVE
CHANGE IN STATUS – TENURE

WHEREAS, the Norfolk State University Board of Visitors has considered eligible faculty members for potential tenure based on the recommendation of the Provost and Vice President for Academic Affairs and the University President; and

WHEREAS, based on representation of full compliance with the review process and recommendations by University administration and after due consideration of the tenure process of these faculty members, the Norfolk State University Board of Visitors approves that **Dr. Matthew N. Russell** be tenured.

THEREFORE, BE IT RESOLVED, that after due consideration and recommendations from the departmental peer evaluation committee, the department chair, the dean, the university review committee, and consideration and careful review by the Provost and Vice President for Academic Affairs, the University President, and review by University Counsel for legal sufficiency, the Norfolk State University Board of Visitors approves this resolution to award tenure to **Dr. Matthew N. Russell** this 11th day of December, 2020.

Profile

Department: College of Liberal Arts, Department of Visual and Performing Arts (Music)
Hire Date: August 2014
Current Rank: Assistant Professor
Teaching Area: Visual and Performing Arts (Music)

Summary

Dr. Matthew N. Russell holds a D.M.A. from the Ohio State University, and an M.M. and a B.S. from the Pennsylvania State University. He excels at bringing innovation to his teaching methodologies that concurrently assist with student interest, retention, and learning.

Dr. Matthew N. Russell has served on various committees at NSU, including the School of Education Secondary Education Committee (Liaison), Library Services Committee, University-wide Parking Appeals Board Committee, and School of Education Council for Teacher Education. He is currently the co-coordinator of Graduate Music Studies in the Department of Visual and Performing Arts at NSU and is very active as a professional performer/clinician. Some of the recent highlights include serving as guest conductor for the 2019 Alabama State University High School Honors Choir and for the 2020 Martin Luther King Peacemaking Choir for the Presbytery of Eastern Virginia, and presenting at the ACDA Voices United Conference and at numerous professional development workshops with area public school music educators.

Resolution #8

2020 BOARD RESOLUTION

NORFOLK STATE UNIVERSITY BOARD OF VISITORS
RESOLUTION TO APPROVE
CHANGE IN STATUS - PROMOTION

WHEREAS, the Norfolk State University Board of Visitors has considered eligible faculty members for potential promotion based on the recommendation of the Provost and Vice President for Academic Affairs and the University President; and

WHEREAS, based on representation of full compliance with the review process and recommendations by University administration and after due consideration of the promotion process of these faculty members, the Norfolk State University Board of Visitors approves that **Dr. Robert K. Perkins** be promoted to the rank of **professor of Sociology.**

THEREFORE, BE IT RESOLVED that after due consideration and recommendations from the departmental peer evaluation committee, the department chair, the dean, the university review committee, and consideration and careful review by the Provost and Vice President for Academic Affairs, the University President, and review by University Counsel for legal sufficiency, the Norfolk State University Board of Visitors approves this resolution to award promotion to the rank of professor of Sociology to **Dr. Robert K. Perkins** this 11th day of December, 2020.

Profile

Department: College of Liberal Arts, Department of Sociology
Hire Date: August 2006
Current Rank: Associate Professor
Teaching Area: Sociology

Summary
Dr. Robert K. Perkins received his Ph.D. and M.S. degree in Sociology from Iowa State University, and his M.A. in Urban Affairs and his B.S. in Sociology from Norfolk State University. During his employment at NSU, he has excelled in the areas of Teaching, Scholarship and Service.

Dr. Robert K. Perkins has served as a co-primary investigator on a number of important grants and continues to present at various conferences. He has also served on numerous committees and filled important roles at NSU, including the Graduate Council, the NSU Recruitment Strategic Planning Committee, and the Institute for Health Disparities. He serves as the advisor to the NSU chapter of the National Association of Blacks in Criminal Justice and lent his expertise in helping to write the NSU Quality Enhancement Plan. Moreover, he serves as an urban specialist for the Virginia School Boards Association, an editor for the access and peer-reviewed journal, *Frontiers* in Sociology, and a trainer for the Norfolk Police Department.

Resolution #9

2020 BOARD RESOLUTION

NORFOLK STATE UNIVERSITY BOARD OF VISITORS
RESOLUTION TO APPROVE
CHANGE IN STATUS - PROMOTION

WHEREAS, the Norfolk State University Board of Visitors has considered eligible faculty members for potential promotion based on the recommendation of the Provost and Vice President for Academic Affairs and the University President; and

WHEREAS, based on representation of full compliance with the review process and recommendations by University administration and after due consideration of the promotion process of these faculty members, the Norfolk State University Board of Visitors approves that **Dr. Carlene Turner** be promoted to the rank of **professor of Sociology.**

THEREFORE, BE IT RESOLVED that after due consideration and recommendations from the departmental peer evaluation committee, the department chair, the dean, the university review committee, and consideration and careful review by the Provost and Vice President for Academic Affairs, the University President, and review by University Counsel for legal sufficiency, the Norfolk State University Board of Visitors approves this resolution to award promotion to the rank of professor of Sociology to **Dr. Carlene Turner** this 11th day of December, 2020.

Profile

Department: College of Liberal Arts, Department of Sociology
Hire Date: August 2014
Current Rank: Associate Professor
Teaching Area: Sociology

Summary

Dr. Carlene Turner holds a Ph.D. in Sociology from the City University of New York, an M.Sc. in Sociology and a B.A. in History from the University of the West Indies, and a Diploma in Shipping Logistics from the Caribbean Maritime Institute, Kingston, Jamaica. She has excelled in the areas of Teaching, Scholarship and Service while at NSU. By spearheading curriculum changes in a broad area of topics, she led the initiative for a minor in criminal justice in the department. In addition, she developed NSU's first course on Socio-Cybersecurity focusing on integrated technical skills in a socio-culture context.

Dr. Carlene Turner is a scholar who has published in both national and international journals. Furthermore, she has secured grant funding in excess of $500,000, focusing on integrating Cybersecurity into the social sciences. She serves on numerous committees, including the department and curriculum committee, grievance committee (chair), SACSCOC Team 4, and the strategic planning committee.

Resolution #10

2020 BOARD RESOLUTION

NORFOLK STATE UNIVERSITY BOARD OF VISITORS
RESOLUTION TO APPROVE
CHANGE IN STATUS - PROMOTION

WHEREAS, the Norfolk State University Board of Visitors has considered eligible faculty members for potential promotion based on the recommendation of the Provost and Vice President for Academic Affairs and the University President; and

WHEREAS, based on representation of full compliance with the review process and recommendations by University administration and after due consideration of the promotion process of these faculty members, the Norfolk State University Board of Visitors approves that **Dr. Claude Turner** be promoted to the rank of **professor of Computer Science.**

THEREFORE, BE IT RESOLVED that after due consideration and recommendations from the departmental peer evaluation committee, the department chair, the dean, the university review committee, and consideration and careful review by the Provost and Vice President for Academic Affairs, the University President, and review by University Counsel for legal sufficiency, the Norfolk State University Board of Visitors approves this resolution to award promotion to the rank of professor of Computer Science to **Dr. Claude Turner** this 11th day of December, 2020.

Profile

Department: College of Science, Engineering and Technology, Department of Computer Science
Hire Date: August 2014
Current Rank: Associate Professor
Teaching Area: Computer Science

Summary

Dr. Claude Turner received his Ph.D. in Electrical Engineering, M.Phil., M.S., and B.E. from the City University of New York. In his more than five years of employment at NSU, Dr. Turner has not only made critical contributions to the Computer Science Department by acquiring $7.29 million in funded grants but also has assisted the Sociology Department in the creation of a strong collaborative cybersecurity program.

Dr. Claude Turner is heavily involved with students outside of the classroom, especially in his involvement with the cybersecurity competition teams. He has authored/co-authored journal and conference papers and has made professional presentations while at NSU. Additionally, among his publications, two were selected by respected conferences for best papers. He currently serves as chair of the Department of Computer Science and has been a productive member of several university committees.

Resolution #13 2020 BOARD RESOLUTION

NORFOLK STATE UNIVERSITY BOARD OF VISITORS
RESOLUTION TO APPROVE
CHANGE IN STATUS – TENURE

WHEREAS, the Norfolk State University Board of Visitors has considered eligible faculty members for potential promotion based on the recommendation of the Provost and Vice President for Academic Affairs and the University President; and

WHEREAS, based on representation of full compliance with the review process and recommendations by University administration and after due consideration of the tenure process of these faculty members, the Norfolk State University Board of Visitors approves that **Dr. Ann-Catherine Sullivan** be tenured.

THEREFORE, BE IT RESOLVED, that after due consideration and recommendations from the departmental peer evaluation committee, the department chair, the dean, the university review committee, and consideration and careful review by the Provost and Vice President for Academic Affairs, the University President, and review by University Counsel for legal sufficiency, the Norfolk State University Board of Visitors approves this resolution to award tenure to **Dr. Ann-Catherine Sullivan** this 11th day of December, 2020.

Profile

Department: School of Education, Department of Health, Physical Education and Exercise Science (HPEEX)
Hire Date: January 2017
Current Rank: Associate Professor
Teaching Area: Health, Physical Education and Exercise Science

Summary

Dr. Ann-Catherine Sullivan holds a Ph.D. in Education from The Ohio State University, an M.S. in Adapted Physical Education from The Ohio State University, and a B.A. in American Studies from Saint Michael's College. She has excelled in the areas of Teaching, Research/Scholarship and Grantsmanship, and Service while at NSU. She has produced numerous policy reports related to teaching in the field.

Dr. Ann-Catherine Sullivan was awarded the Albert Nelson Marquis Lifetime Achievement Award and was nominated for the VAHPERD College/University Physical Educator of the Year and NSU Teaching Faculty Excellence Employee Excellence Award. She has presented at national, state and local levels, and has authored a book and articles within her field.

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BOARD OF VISITORS
BOARD MEETING
ELECTRONIC MEETING
December 22, 2020

MINUTES

1. Call to Order

Ms. Wilmer, Rector, called the NSU Board of Visitors meeting to order at approximately 1:33 p.m. A quorum of the Board was established with a 9-0 Roll Call vote. Below is a list of individuals that joined the webinar.

<u>Participants – Board Members</u>
Ms. Joan G. Wilmer, Rector
Dr. Deborah M. DiCroce, Vice Rector
Mr. Devon M. Henry, Secretary
Mr. Dwayne B. Blake
Ms. Mary L. Blunt
Bishop Kim W. Brown
The Honorable James W. Dyke, Jr.
Mr. BK Fulton
Mr. Larry A. Griffith
Dr. Harold "Harry" L. Watkins, II

<u>Non Participants – Absent Board Members</u>
Mr. Michael J. Helpinstill
Dr. Tamara A. Jones

<u>Participant – Student Representative to the Board</u>
Mr. Jeremiah O'Bryant

<u>Participants - Counsel</u>
Ms. Deborah A Love, Senior Assistant Attorney General/ Chief, Office of the Attorney General

<u>Participants – NSU Administrators and Staff</u>
Dr. Javaune Adams-Gaston, President
Ms. Tanya S. White, Special Assistant to the President
Mr. Rasool A. Shabazz, Project Engineer, Office of Information Technology
Mrs. April T. Allbritton, Office Manager/Board Liaison

<u>Observer – Other</u>
Mr. Jeremy Winters, Quality Assurance Specialist, Virginia Industries for the Blind

Rector Wilmer thanked Mr. O'Bryant for joining the meeting and stated that the Board would rejoin with him after the Closed Meeting.

2. Closed Meeting

Ms. Love stated that a Roll Call vote should be taken for purely electronic meetings. There is a twist that has been added to the authority that we are acting under, since it is hard for members of the public to be able to see a vote in the same way they would, if we were all physically present together.

Mr. Blake motioned, seconded by Mr. Dyke, the Board to 9-0 Roll Call vote to move to adjourn and reconvene in Closed Meeting pursuant to Section 2.2-3711(A) 1 and 8 of the Code of Virginia, for the following purposes, pursuant to the noted subsections:

3711(A) 1: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals, specifically the President.

3711 (A) (8): Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically the Board's obligations with respect to the President's evaluation.

Ms. Deb Love from the Attorney General's Office was asked to join the Closed Meeting and Dr. Adams-Gaston also joined for a portion.

3. Open Meeting

The Board having reconvened in the Open Meeting, took a 8-0 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.

In response to there being a resolution, Ms. Love stated that Ms. Boston was currently on the phone with her. She and Ms. Boston have a general idea of where the Board might be going on this, and they will use that as guidance going forward. The Board did not receive

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a full legal briefing. Counsel is not prepared for any Board action, and is not sure at this point that it is necessary for the Board to take action.

Dr. Adams-Gaston stated that in her conversation with Ms. Boston on Friday, it was understood that the information was supposed to be provided to the Board today. Ms. Love extended apologies to everyone, if there has been some confusion.

Dr. DiCroce asked if a motion could be made with the understanding that the attorney can take as guidance the Board's discussion in Closed.

Rector Wilmer stated she has received some additional texts from Ms. Boston, so in respect to the process, the Board would like to ensure that President Adams-Gaston is provided the latest details/facts by Counsel, and thereafter the two can connect. As a follow up, the Board will look to having another meeting for about 30 minutes as soon as possible to bring this matter to a close.

4. **Public Comment –** No one signed up for public comment.

5. **Adjournment**

There being no further business, meeting was adjourned at approximately 4:05 p.m.

Respectfully submitted,

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April T. Allbritton, Board Liaison

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Devon M. Henry, Secretary
Board of Visitors

NORFOLK STATE UNIVERSITY BOARD OF VISITORS

ROLL CALL VOTE DECEMBER 22, 2020

Item	Mr. Blake	Ms. Blunt	Bishop Brown	Dr. DiCroce	Mr. Dyke	Mr. Fulton	Mr. Griffith	Mr. Helpinstill	Mr. Henry	Dr. Jones	Dr. Watkins	Ms. Wilmer	Totals
Quorum	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Absent	Absent from Vote	Present	9-0
Motion to go into Closed Meeting	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Absent	Absent from Vote	Yes	9-0
Closed Meeting Certification	Yes	Absent from Vote	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Absent	Absent from Vote	Yes	8-0

Norfolk State University Board of Visitors
Closed Meeting Motion
Thursday, January 28, 2021

Motion – (by Board member)

Madam Chair, I move to go into Closed Meeting pursuant to:

Section 2.2-3711(A) 1, 4, 7 and 8 and 2.2-3705.3 (7) of the Code of Virginia, for the following purposes**,** pursuant to the noted subsections:

3711(A) 1 and 4 and 3705.3 (7):

discussing personnel matters, including more specifically, discussion of assignment, appointment, promotion, salaries, performance evaluations as well as the promotion of, and granting tenure to, certain university employees;

and discussion or evaluation of 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, of the University Human Resources Office, Internal Audit Office and the Office of the State Inspector General, and

3711 (A) (7) and (8):

consultation with legal counsel 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,

Optional: and further, that the following remain for the Closed Meeting

State all that apply: President
University Legal Counsel
OAG Education Section Chief
*University Human Resources

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

(Immediately following Closed Meeting, after going back into Open Meeting)

Reconvene in Open Meeting

Chair: 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.

Please call the Roll.

Call Committee Member

Any Motions?