BOARD OF VISITORS
Ad-Hoc Board Policies Committee

700 Park Avenue, Norfolk, VA 23504
Harrison B. Wilson Hall, President's Conference Room, Suite 530
August 31, 2016

MINUTES

1. Establish Quorum/Call to Order

Dr. Adams called the Ad-Hoc Board Policies meeting to order at approximately 3:00 p.m. A quorum of the Committee was established by roll call.

Ad-Hoc Board Policies Committee Members Present:
Dr. Ann A. Adams, Chair
Mr. Elwood B. Boone, III
Dr. Deborah M. DiCroce
Mr. B. Keith Fulton

Others Present:
Mr. Eddie N. Moore, Jr., President/CEO
Ms. Pamela F. Boston, University Counsel
Mr. Ronald Forehand, Senior Assistant Attorney General and Education Section Chief
Mr. Antwan Williams, Legal Assistant
Mrs. April T. Allbritton, Office Manager/Board Liaison

2. Approval of Minutes

Dr. Adams made note of the revisions to the minutes shown in red on pages 3 and 7 of the Committee binder.

Mr. Boone motioned, seconded by Dr. DiCroce and unanimously voted by the Committee to approve the minutes of the April 27, 2016 Ad-Hoc Joint Board Policies and Bylaws Committee Meeting as amended.

3. Discussion Items

Dr. Adams asked for the Committee's review of three policies (19, 20 and 23) that were inadvertently not shared and listed as agenda items. The policies are included in the Committee package starting at page 49 through 57. There being no objections, Dr. Adams moved forward to explain revisions to the policies being presented.

After the review, three policies were approved to move forward to the full Board.

BOV Policy #21 (2016) Communicable Disease Protocol – There were no changes to this policy.

Mr. Boone motioned, seconded by Dr. DiCroce and unanimously voted by the Committee to recommend approval of BOV Policy #21 (2016) Communicable Disease Protocol to the full Board.

BOV Policy #26 (2016) Statement on Identity Theft Prevention – The following changes are to be made:

- Re-check the policy number (either 24 or 26) and make the appropriate change throughout the document.
- On page 2, change the last sentence in paragraph 3 to read: The ITC shall report annually ~~(or~~ and as requested~~)~~ to the Finance and Administration Committee of the Board and the President. *Note: Make this same change in the Administrative Policy #41-07. Also, in the Administrative Policy (p. 7) item A. 4 has two 4s on the same line. Remove one of them.*

Mr. Boone motioned, seconded by Dr. DiCroce and unanimously voted by the Committee to recommend approval of BOV Policy #26 (2016) Statement on Identity Theft Prevention to the full Board with the changes as noted above.

BOV Policy #25 (2016) Award of College Credit for Advanced Placement, Cambridge Advanced, College-Level Examination Program, and International Baccalaureate Examinations – The following changes are to be made:

- Check the font spacing in the policy statement. There is an extra space in the word "Advanced." Also, check the spacing and font for the numbered items in the policy statement (page 1 of the policy).
- Check the font spacing in the policy contents for "AP" and add the acronym "CLEP" to the list of that sentence. At the end of that sentence take out the additional wording "in general." In the following sentence in that same paragraph, change freshman to freshmen (see below).

> Students who earn qualifying scores on the IB, AP, CLEP and A/AS subject examinations may have those credits transferred as equivalent course credits at Norfolk State University ~~in general~~. This policy does not apply to freshm~~a~~en …

Dr. DiCroce motioned, seconded by Mr. Boone and unanimously voted by the Committee to recommend approval of BOV Policy #25 (2016) Award of College Credit for Advanced Placement, Cambridge Advanced, College-Level Examination Program, and International Baccalaureate Examinations to the full Board with the changes as noted above.

The Committee also recommended that all of the policies be proofed one additional time and checked for style and formatting consistency.

The policies that follow were not approved and referred back to the administration for additional work or clarification.

► BOV Policy # 19 (2016) Assisting Emotionally Distressed Students

- Revise the following sentence in the policy statement to read:
  This policy also addresses students that are a perceived threat of harm to self or others, expresses emotional distress,; and/or exhibits the inability to care for basic human needs.
- Add the procedures in the policy or as an addendum so that it is clear what everyone should do if they encounter a distressed student. Are the procedures prominently displayed so that everyone knows where they are?
- What is the university's interpretation of "Interim Policy" in the publication section.

President Moore stated that he will talk with counsel about whether a policy title change needs to come to the Board for approval and whether the responsible executive listed in a policy may bypass the president's input in reporting changes directly to the Board.

► BOV Policy #22 (2016) Violence Prevention Committee and Threat Assessment Response Team

- Add the department of Student Affairs as part of the VPC in paragraph 1 of the policy contents.
- Clinical training credentials – Check to see if the Counseling Center staff, a faculty member, or contracted service with NSU has these credentials. NSU could contact the Community Services Board to see if they have a professional with clinical training that is willing to be a member of the Threat Assessment Team.

► BOV Policy # 20 (2016) Parental Notification of Tax-Dependent Students in Instances of Psychological Emergencies and BOV Policy # 23 (2016) Release of Educational Records to Parents of Dependent Students

- Be consistent with terminology and defining what constitutes a "dependent" student. In policy #20, "tax-dependent" is used versus "dependent" in policy #23. In policy #23 it states that the student must be under the age of 24. Add a definition section or define dependent student.
- In policy #20, change the following sentence in the policy statement to read:
  Section 23-9.2:3 (C) of the *Code of Virginia* (the *Code*) requires that under the following circumstances as set forth under the policy contents

the governing board establish policies and procedures requiring ~~(under certain circumstances)~~ the notification of the parent of a dependent student when such student receives mental health treatment at the institution's student health or counseling centers.

- In policy #20, if using tax-dependent, then you would need to modify the following sentence in the policy contents to read:
  Section 23-9.2:3 of the Code of Virginia requires a parent of a tax-dependent student to be notified in the following instances:

Dr. DiCroce stated that policies #19 and #20 deal with health issues of students and these policies will be scrutinized very carefully in the way that we would handle incidences. It is critical that these policies are correct and that all points are covered.

Review of Memorandum on Proposed Title IX Policy – Mr. Forehand shared a copy of legal's comments to the memorandum prepared by Dr. Gentius. After some discussion, the main item recommended by counsel is that there should not be a third separate deputy coordinator for student-athletes. The reason is that all students should be treated the same and a separate coordinator may give the appearance that there are different rules for student-athletes relative to Title IX. The remaining differences that are commented on are at the administration's discretion and would not cause any conflicts with statutes.

In response to Dr. Adams on the university's organization structure relative to Title IX, President Moore stated that it is the university's intention to hire a multi-talented individual solely dedicated to being the Title IX Coordinator with hopes that this individual would also have the credentials and time to also handle FOIA.

The Committee recommended that administratively the policy should be separated from the procedures. It should be written into the policy that the President is "responsible for" or "charged with" implementing the procedures that comply with this policy.

President Moore stated that he is agreeable to a one-on-one negotiation with legal on the remaining differences.

The Committee referred the Title IX policy back to the administration and legal for finalization of the remaining comments. President Moore will also resolve the concern with Student Affairs review panel process.

It was noted that Title IX pertains to everyone within the university-community, including members of the Board of Visitors.

Other/Future Board Policy Updates – Dr. Adams stated there is nothing to review at this time, as the administration is currently working on the policy for Political Activities on Campus and the Intellectual Policy.

4. Adjournment

President Moore updated the Committee on enrollment and the meeting was adjourned at approximately 4:24 p.m.

Respectfully submitted,

_____
April T. Allbritton, Board Liaison

_____
Dr. Ann A. Adams, Chair
Ad-Hoc Board Policies Committee

Roll Call Vote	Dr. Adams	Mr. Boone	Dr. DiCroce	Mr. Fulton
Establish a Quorum	Yes	Yes	Yes	Yes
Recommend approval of BOV Policy #21 (2016) Communicable Disease Protocol to the full Board with no changes.	Yes	Yes	Yes	Yes
Recommend approval of BOV Policy #24 (2016) Statement on Identity Theft Prevention to the full Board with changes.	Yes	Yes	Yes	Yes
Recommend approval BOV Policy #25 (2016) Award of College Credit for Advanced Placement, Cambridge Advanced, College-Level Examination Program, and International Baccalaureate Examinations to the full Board with changes.	Yes	Yes	Yes	Yes