

**BOARD OF VISITORS  
STRATEGIC FINANCE COMMITTEE MEETING  
Wilson Hall, 5<sup>th</sup> Floor Conference Room  
Friday, February 17, 2023**

**MINUTES**

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

Mr. Fulton, Chair, called the Strategic Finance Committee meeting to order at approximately 10:30 am.

**2. Participants – Committee Members**

Mr. BK Fulton, Chair  
Mr. Dwayne B. Blake  
The Honorable James W. Dyke, Jr.  
Mr. Conrad Hall  
Mr. Jay Jamison  
Mr. Delbert Parks

**Participant - Counsel**

Ms. Pamela F. Boston, University Counsel and Senior Assistant Attorney General  
Mr. James Wright, Associate University Counsel, Office of the University Counsel

**Participants – NSU Administrators and Staff**

Dr. Javaune Adams-Gaston, President  
Ms. Karla Amaya Gordon, Assistant Vice President, Finance and Administration/University, Controller  
Dr. Andrew T. Carrington, Assistant Vice President, Finance and Administration  
Mr. Eric Claville, Executive Advisor to the President (Interim), Governmental Relations  
Dr. Gerald Ellsworth Hunter, Vice President, Finance and Administration & Chief Financial Officer  
Mr. Dennis Jones, Executive Budget Director, Budget and Planning  
Mr. Anton Kashiri, Associate Vice President, Facilities Management  
Dr. Justin L. Moses, Vice President for Operations and Chief Strategist for Institutional Effectiveness  
Mr. Clifford Porter, Vice President, University Advancement  
Ms. Inda Walker, Office Manager/Board Liaison  
Ms. Martha M. Wilson, Executive Assistant, Finance and Administration  
Dr. Tanya White, Chief of Staff, President's Office

**Observers – NSU Administrators and Staff**

Mr. Brian Covington, Chief of Police, Police Department  
Ms. Kelsea Hall, Executive Assistant to Vice President for Operations and Chief Strategist for Institutional Effectiveness  
Dr. Davida Harrell-Williams, Director, Auxiliary Enterprises and Services

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Ms. Crystal Jenkins, Executive Director, Norfolk State University Foundation

Ms. Irma Thomas, Sr. Technical and Finance Analyst to the Vice-President of Finance and Administration

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

Mr. Fulton asked for the approval of Mr. Delbert Parks who was participating virtually due to medical reason.

Motioned and seconded by Mr. Dyke and Mr. Hall with a 5-0 Roll Call vote to approve Virtual Participation of Mr. Delbert Parks.

### **3. Recommended Approval of the November 16, 2022 Strategic Finance Committee Minutes**

Motioned and seconded by Mr. Dyke and Mr. Blake with a 6-0 Roll Call vote to approve the November 16, 2022 meeting minutes – Pursuant to §2.2-3711A.1, 4, 7 and 8, Code of Virginia to the minutes.

### **4. Discussion Items**

#### **• Quarterly Financial Report**

Dr. Hunter and Mrs. Amaya Gordon presented the Quarterly Financial Report as of December 31, 2022. The University's actual revenue totaled \$204,085,000 with \$76,372,000 received from appropriation. Year-end revenue projections totaled \$294,972,000 and included \$11,000,000 that was received in July 2022 for In-state Tuition Affordability. The total expenses were \$138,284,000 with a year-end projected positive balance of \$28,808,000.

#### **• Spring 2023 Tuition, Fees and Capital Outlay Forecast**

Dr. Hunter and Mr. Jones reported on the Spring 2023 Tuition, Fees and Capital Outlay Forecast that showed an actual enrollment of 4,925 students, which included undergraduate full-time and part-time students, graduate students, and out-of-state students. The calculated revenue total for tuition was \$22,053,052; budgeted for \$21,340,668; with a positive variance of \$712,384. Mandatory fee revenue was \$8,285,670; budgeted for \$8,405,640; with a negative variance of \$119,970. The calculated capital outlay revenue was \$454,100; budgeted for \$194,771; with a positive variance of \$256,329. In summary, the total calculated revenue for tuition, fees and capital outlay was \$30,792,822; budgeted for \$29,944,079; with a positive variance of \$776,743.

#### **• Facilities Management Update**

Dr. Hunter and Mr. Anton Kashiri presented the Facilities Management Update:

- **Maintenance Reserve Projects** included McDemmond air valves replacements, COVID Lab bid & Quantum Physics Lab design; Mid-Rise elevator replacements; Student Housing room dehumidifiers installation; Wilson Hall back-up generator installation; Echols Hall chiller installation; Gill locker renovations; and Babbette North dedicated outside air project.

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- **Capital Project Updates** included the new Science Building cost analysis; Fine Arts Building programming document and cost review concepts; and Facilities Management Building cost proposal.
- **Legislative Affairs Update**

Mr. Eric Claville discussed the following Legislative Updates:

  - HB2272/SB1448: Reduced Tuition for Out-of-State Students
  - HB1760: Virginia Teacher Residency Training Corps established the Virginia Teacher Residency Training Corps for the purposes of attaining and retaining public elementary and secondary school teachers.
  - Budget Amendment: Detailed Planning and programming support for new Living Learning and Dining Center, \$6,450,000.
  - Budget Amendment: Provide financial assistance for student athletes in their 5th year of eligibility, \$250,000.
- **Human Resources Update**

Dr. Moses provided updates on the Page Up – Job Posting Website (DHRM) and Digital Recruitment Personal Form, which is a part of the campus-wide training.
- **Information Technology Update**

Dr. Moses reported on the following updates: Security Posture, APA Audit, Infrastructure Improvement Planning, and the Spartan Innovation Academy Continuation.
- **University Advancement Update**

Mr. Porter presented a detailed analysis of the following University Advancement activities:

  - Five-year Fundraising Projections
  - Fundraising Analysis
  - Development & Major Gifts
  - Alumni Relations and Annual Giving
  - MEAC Tournament 2023
  - Distinguished Alumni Awards 2023
  - Campaign for NSU
  - NSU Foundation Endowment Projections
  - Communications and Marketing Website
  - Social Media, and Behold Magazine
  - Admissions Marketing
  - New NSU Production House Internship
  - The President’s Gala featuring the Lyman Beecher Brooks Society Inductees, Saturday, April 15, 2023.

**Closed Meeting – Pursuant to §2.2-3711A.1, 4, 7 and 8, Code of Virginia**

Cancelled.

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There being no further business, Chair Fulton adjourned the meeting at approximately 12:30 pm.

Respectfully submitted,

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BK Fulton, Chair  
Strategic Finance Committee

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