

**BOARD OF VISITORS  
STANDARD OPERATING PROCEDURES (SOP) COMMITTEE  
October 13, 2022**

**MINUTES**

**1. Call to Order**

The Honorable James Dyke called the Standard Operating Procedures (SOP) Committee meeting to order at approximately 11:34 a.m. A quorum was established.

Committee Members Present

The Honorable James Dyke, Jr., Chair  
Ms. Mary L. Blunt, Vice Rector  
Bishop Kim Brown, Secretary

Counsel Present

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

Counsel Attended Virtually

Ronald Forehand, Office of University Counsel

NSU Administrators and Staff Present

Dr. Javaune Adams-Gaston, President  
Ms. Tanya S. White, Chief of Staff  
Mrs. Kim Gaymon, Scheduler/Financial Services Specialist  
Mr. Christopher M. Gregory, Office of Information Technology  
Ms. Inda Walker, Board Liaison

**2. BOV Policy 18 – Electronic Meetings**

The rules adopted during COVID-19 that allowed virtual meetings have expired and the General Assembly has adopted some changes. The purpose of this meeting is to adopt a resolution to present to the Board of Visitors that is in compliance with the new state law.

The Board can have two (2) virtual meetings per year but they cannot be consecutive, and the same rules will apply to Committee Meetings. Individual members may participate in meetings virtually, as long as a quorum is gathered in one location, if they are not able to attend for reasons of (1) medical conditions, (2) medical conditions of a family member, (3) a personal matter, or (4) the member's principal residence is more than 60 miles from the meeting location.

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**3. Legislative Directions**

The public must have the same access to the meetings as the board members. SCHEV has left it to the individual institutions to stream the Committee Meetings, however the General Assembly encourages the streaming of all meetings. NSU will not be streaming Committee Meetings.

The General Assembly also passed legislation requiring that the university website include:

- a listing of all board members, including the name of the Governor who made each appointment and the date of each appointment;
- a listing of all committees created by the board and the membership of each committee;
- a schedule of all upcoming meetings of the full board and its committees and instructions for the public to access such meetings;
- an archive of agendas and supporting materials for each meeting of the governing board and its committees that was held;
- an email address or email addresses that allow board members to receive public communications pertaining to board business.

It was suggested that an email account be set up for each board member, and there will be one central number for the public to reach the board members, and the Board Liaison will monitor and distribute the messages. Mr. Dyke suggested that the Administration review, set up the email accounts and phone numbers, and report back at the next Board Meeting.

The legislation also requires that the BOV:

- Submit and make available on the institution's website the annual financial statements for the fiscal year ending the preceding June 30 and the accounts and status of any ongoing capital projects to the Auditor of Public Accounts for the audit of such statements pursuant to § 30-133.

General Assembly legislation now requires that the Board semi-annually consult with faculty on matters of interest. The BOV is required to:

- Solicit the input of representatives of the institution's faculty senate or its equivalent at least twice per academic year on topics of general interest to the faculty and in advance of decisions to be made on the search for the institution's new chief executive officer.

Mr. Dyke suggests that this responsibility be delegated to the Governance Committee since there is no guidance pertaining to how to move forward, and since this is part of

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the governance structure. He suggests that we wait until the next Board Meeting to report back and make a definite decision after we have gotten some guidance and then make determinations as to how to proceed. SCHEV training is the following week.

Motion to adopt resolution as amended by Ron Forehand. Moved by Bishop Brown and seconded by Mary Blunt, the motion was unanimously approved.

**4. Public Comment**

There was no public comment.

**5. Adjournment**

Mr. Dyke asked for a motion to adjourn. Motioned by Mary Blunt and seconded by Bishop Brown, the Board unanimously approved, and meeting was adjourned at 12:02 p.m.

Respectfully submitted,

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Inda Walker, Board Liaison

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The Honorable James Dyke, Jr., Chair  
Board of Visitors

**NSU BOV SOP COMMITTEE**  
**ROLL CALL VOTE OCTOBER 13, 2022**

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Item	Mr. Dyke	Ms. Blunt	Bishop Brown	Totals
Quorum	Present	Present	Present	3-0
Approved resolution to amend Electronic Meetings Section of BOV Policy 18	Yes	Yes	Yes	3-0
Adjournment	Yes	Yes	Yes	3-0