

**BOARD OF VISITORS**  
**BOARD MEETING**  
700 Park Avenue, Norfolk, VA 23504  
Student Center Board Room, Suite 301  
December 7, 2018

**MINUTES**

**1. Call to Order**

Dr. Byron L. Cherry, Rector, called the NSU Board of Visitors meeting to order at approximately 8:10 a.m. A quorum of the Board was established by a 13-0 Roll Call Vote.

Board Members Present:

Dr. Byron L. Cherry, Sr., Rector  
Ms. Joan G. Wilmer, Vice Rector  
Mr. Devon M. Henry, Secretary  
Dr. Ann A. Adams  
Mr. Dwayne B. Blake  
Mr. Kenneth W. Crowder  
The Honorable Jean W. Cunningham  
Dr. Deborah M. DiCroce  
The Honorable James W. Dyke, Jr.  
Mr. B. Keith Fulton  
Mr. Larry A. Griffith  
Mr. Michael J. Helpinstill  
Dr. Tamara A. Jones

Faculty Senate Representative to the Board Present:

Dr. Lamiaa S. Youssef, Faculty Senate President

Student Representative to the Board Absent:

Ms. Astra Armstrong, SGA President

Members of the NSU Staff Present:

Dr. Melvin T. Stith, Sr., Interim President  
Dr. Leroy Hamilton, Jr., Interim Provost and Vice President for Academic Affairs  
Mr. Gerald E. Hunter, Vice President, Finance and Administration  
Dr. Michael M. Shackelford, Vice President, Student Affairs and Enrollment Management  
Dr. Deborah C. Fontaine, Vice President, University Advancement  
Mr. Marty L. Miller, Athletics Director  
Mr. Harry Aristakesian, Chief Audit Executive  
Mr. Ericke S. Cage, Executive Advisor to the President and Board of Visitors for Policy, Compliance and University Ombudsman  
Ms. Stevalynn Adams, Assistant Vice President, Communications and Marketing  
Ms. Karla Amaya-Gordon, Assistant VP for Finance and Administration/Controller  
Mr. Stan Donaldson, Director, Media Relations

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### Members of the NSU Staff Present: (continued):

Mr. Dennis Jones, Executive Budget Director

Mr. Anton Kashiri, Associate Vice President, Facilities Management

Mr. Richard Law, Architect

Ms. Kimberly D. Malone, Special Assistant to the VP for Enrollment Management

Mrs. Sandra F. Monroe-Davis, Chief Information Officer (CIO)

Mr. Rasool Shabazz, Academic Technology Support Technician

Mr. Obie Smith, Operations Manager, OIT

Ms. Edith J. Thorpe, General Manager, WNSB

Mr. Sylvester Watkins, Director, Human Resources

Ms. Tanya S. White, Executive Assistant to the VP for Finance and Administration

Mr. Terry Woodhouse, Director, Capital Planning and Improvements

Mrs. Kimberly E. Gaymon, Scheduler/Financial Services Specialist

Mrs. April T. Allbritton, Office Manager/Board Liaison

### Faculty Members Present: (various times during the day)

Dr. Mildred Fuller, Professor/Interim Chair, Nursing and Allied Health Department

Dr. Angela Goodloe, Assistant Professor, Secondary Education and School Leadership

Dr. Michael Keeve, Dean, College of Science, Engineering and Technology

Dr. Berkley King, Assistant Professor, Secondary Education and School Leadership

Dr. Rasha Morsi, Professor, Engineering, and Graduate Program Coordinator

Dr. Marie St. Rose, Associate Professor/Director, Allied Health Programs

Dr. Aurelia Williams, Professor, Computer Science; Director, Cybersecurity Complex

### APA:

Mr. J. Michael Reinholtz, Project Manager, Auditor of Public Accounts

### Counsels Present:

Ms. Pamela F. Boston, University Counsel

Mr. Ronald Forehand, Assistant University Counsel for NSU Board of Visitors

Ms. Crystal Twitty, Attorney, Twitty Legal Consulting (TLC)

### Guests:

Ms. Fran Bradford, Deputy Secretary of Education

Dr. Roshonda Contee, Guest of Vice Rector

Dr. Bertha Escoffery, NSU Retiree (*arrived late afternoon*)

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### **2. Rector's Remarks**

Dr. Cherry spoke briefly regarding his departure from the Board (filled with emotions). Noted that he is in Norfolk, VA at least twice a month to visit family. Feel free to call upon him, if he can be of assistance. He thanked everyone and extended best wishes for a happy holiday season.

### **3. President's Remarks – Dr. Stith's comments included:**

- Extended well wishes to Rector Cherry and added that Dr. Cherry is the epitome of what a good public servant should be, and a shining example of what we hope that our alums will become.
- Congratulated Vice Rector Wilmer on her recent election to the position and added that the administration is fully committed to working with her and the members of the Board to accomplish the work of this institution.
- During Commencement on Saturday, the university will confer 310 degrees, which include 271 bachelors, 37 masters, and two doctorate degrees. Four students will be commissioned as second lieutenants in the United States Army, and one as an ensign in the United States Navy.
- Thanks to enrollment stability and good management of resources, the university finished the fiscal year with a carry forward of \$6.3 M. Funds will be used to further enhance the intellectual rigor of academic programs and related initiatives.
- Met with the President's Executive Council several times, held Fireside Chats with students and had additional one-on-one meetings with students. Feedback has been positive. These conversations have resulted in practical solutions such as the extension of library hours, and a commitment to install shelters at our on-campus shuttle stops to shield students from inclement weather.
- Met with Tidewater Community College's Interim President, Provost and senior management team. NSU is working closely with TCC to develop pathways and immersion opportunities for community college students that will better support the seamless transition from TCC to NSU.
- The university's relationship with the City of Norfolk continues to flourish. In the coming weeks, we will announce details on the ribbon cutting ceremony for our new state-of-the-art facility in downtown Norfolk's innovation corridor – a project that would not have been possible without the strong support of Mayor Kenny Alexander, and our partners at the NSU Research and Innovation Foundation. Norfolk State is well positioned to play a leading role in the City's effort to reimagine the future of Norfolk.

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- Pleased to be working with Mayor John Rowe of Portsmouth to secure funding for NSU in Portsmouth's annual budget.
- Acknowledged the value of the university's long standing relationship with the incoming Chairman of the House Education and Labor Committee, Congressman Bobby Scott, who is a frequent visitor to campus.
- Our partnership with the Hampton Roads Chamber of Commerce continues to strengthen. The university served as a presenting sponsor for the Chamber's Pillars of the Economy Luncheon, an event that provided NSU both high visibility and a seat at the table with some of Hampton Road's most respected business and community leaders.
- Announced that NSU will serve as the first school to participate in the Greater Norfolk Corporation's initiative to provide internships and mentorships for our students. The Corporation's membership consists of approximately 120 CEOs.
- Construction continues on the new 730 room residential housing complex, which will greatly enhance the on-campus housing experience for our students.
- The university will break ground next week on a new main entrance for Gate 1 off of Park Avenue, which will represent the spirit and pride of the Norfolk State community. The entrance will convey a sense of arrival to the campus by signaling the beginning of a new and unique experience for all who traverse onto campus.
- NSU is currently at \$6.3M of a \$7M ambitious campaign goal. The Annual Giving Tuesday Challenge yielded \$121,735. Dr. Fontaine and her team were thanked for their ongoing efforts.
- Working on the Strategic Plan.
- Working with Virginia Tech to be able to play a role in the Commonwealth's CyberX Initiative. There is also the work that will be needed to help the Commonwealth fulfill its partnership with Amazon.

Dr. Stith concluded his remarks by extending a commitment that the university will continue to be a place of hope, excitement and discovery and a campus characterized by a sense of promise and pride.

#### **4. APA – Remarks from Mr. Reinholtz on the 2018 exit audit report included:**

- The audit report went out in October and the report is an unmodified opinion – “clean audit opinion.”

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- The length of the report has increased from 30 pages to over 100 pages due to the new accounting standard GASB 75 effective with the 2018 fiscal year that deals with employment plans. There are five employment plans the university participates in so there are a lot of footnotes and explanations that have been incorporated to satisfy this standard.
- The Controller's Office did an amazing job of providing information in a timely fashion.
- There were no material weaknesses identified.
- There are ten (10) recommendations relating to deficiencies.
  - There are five (5) Information Technology Recommendations – All five of these (listed below) were also included in the 2017 report. There was not enough time between the two audits for the university to significantly address these items. Some progress was made with the hiring of the CIO as the first big step.
    1. Improve Information Security, Risk Management, and Contingency Programs
    2. Conduct Information Technology Security Audits on Sensitive Systems
    3. Continue to upgrade end of life technology (upgrade or decommission)
    4. Improve IT Asset Surplus and Sanitization Controls
    5. Improve the Firewall Management

*Note: Items 4 and 5 are marked fully exempt in the report.*
- Improve Controls over Fixed Asset Inventory – It was noted that the current activities and disposals are good. There are some inventory issues from five to six years ago with mislabeled tags, no tags, or items not located.
- Improve Processes for Employment Eligibility – There were a couple of I-9s that were missing information or not located. This is a compliance item with no federal impact.
- Improve Reporting to National Student Loan Data System Student Financial Aid – The requirement states that a student's enrollment status must be updated within 30 days. This is an issue for all universities as the Department of Education's system is difficult to navigate. The Department of Education is aware of the situation.
- Properly Process Title IV Refund Calculations – This situation occurs a lot at other universities as well. The calculations can be very tricky as you can be off by one day. The difference for NSU was a little over \$3.
- Improve Notification Process for Title IV Awards to Students – This issue was partly due to a limitation of the system. The requirement is that you must maintain all of the

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documentation from prior years; however, uploading a new form may overwrite the previous form.

Mr. Reinholtz stated that his team will return around this time next year (back to APA's normal schedule) to begin the 2019 audit. Currently here performing the agreed upon procedures for the NCAA audit. This report will be out in January 2019.

### **5. Special Presentations/Updates**

**WNSB Update** – Ms. Thorpe's comments included:

- Noted that the WNSB 91.1 radio station is licensed to the Norfolk State University Board of Visitors. The Board has ownership.
- Outlined the mission and provided an overview of the organizational structure. A hard copy of her presentation is available in the portfolios she brought to the meeting. Board members may pick up a portfolio before departing for the day. The presentation is also included in the Board's materials.
- Received over \$2M in grants in the last couple of years. The funds will help to increase staffing levels and help with instruction and training for students. Currently, 28 new students from various disciplines work at the station.
- Looking to hire a compliance director, grants administrator, and a community engagement person.
- Explained the need for a new generator at the off-site location in Chesapeake. A transmitter is also needed. She and Dr. Stith have discussed the equipment needs and funding will be provided.
- Outlined WNSB's goals that align with the university's Strategic Plan.
- Briefly shared her experiences in radio that brought her to NSU.
- The station is currently up to date on audits. Grants associated with the audits from the Corporation for Public Broadcasting (CPB) have been awarded.
- Shared the financial successes, opportunities and threats of the station (refer to presentation).
- Noted that there is a new federal regulation that each Board member has to acquire a federal registry number. Ms. Boston was asked to elaborate.

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Ms. Boston stated that outside counsel was hired in the past to assist with previous issues with the station. Most recently, an Intellectual Property (IP) attorney was hired to perform a review.

Ms. Boston stated that each member of the Board has to log on and provide certain information that will generate a compliance report for the station. She shared an instructional information sheet with Board members. She stated that the Board Liaison will follow up with the Board should additional information be required.

The Board questioned whether each member needed to log on to provide the information (Board as an entity versus individual members) and asked Mr. Forehand to double check this request with UVA's lawyer and the IP attorney. Note: Similarly, UVA's Board has ownership of its radio station.

In response to other questions, Ms. Thorpe stated that the station is non-profit and does not advertise. It does; however, invite sponsorships. The Board can change the station's status by completing a new application.

Ms. Wilmer stated that there may be some other ways to generate funding and she will provide Ms. Thorpe with useful information from TV One, who partners with radio stations.

In response to personal responsibility/liability for members of the Board, Mr. Forehand stated that the Board is covered under the Commonwealth's Risk Management Policy and that would include any issues related to the station.

Ms. Boston stated that the IP attorney is available to respond to questions from the Board about the station if needed.

Mr. Forehand reported that after checking with UVA's lawyer, members of their Board were required to log on to complete the requirement.

**Information Technology Services Update** – Ms. Monroe-Davis' comments included the following:

- Hired a Chief Information Security Officer (CISO) person that will start work on Monday.
- Working with the Information Security Officer (ISO) from the Virginia Information Technologies Agency (VITA) to help the department to update policies; in particular, the security policies that are specified in the audit. This will include mapping the procedures to the policies.

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- Performing assessments of departments and identifying sensitive systems and the data associated with those systems. This includes prioritizing the systems as they relate to contingency and recovery plans.
- VITA has agreed to come in January to perform an overall audit. This was scheduled for December; however, was pushed forward so that the new CISO person could be involved. In regards to the audit, knowing the exact issues will enable us to correct them. Transparency will be key and VITA has agreed to give us the broadest type of evaluation possible. Realistically, we must identify where we are before moving forward.
- A firewall evaluation was completed in October. Currently, putting processes in place that are being documented and traced.
- There are some manpower shortages in applications and security. Recently, lost a cybersecurity analyst due to a better offer. Optimizing the organizational structure and will have a new chart finalized in January. Looking to align the area in a way to be successful; changing the paradigm. A compliance area has been created.

Mr. Dyke talked about the CyberX initiative. Virginia Tech is the lead and ODU will have a node with other universities in the area linking to the node. To take advantage of this opportunity, NSU's readiness for potential inclusion is critical. There will be certain criteria that must be met. In addition, there will also be opportunities from the Commonwealth's partnership with Amazon.

There was a brief discussion on NSU's preparedness, including the need for compliance, resources and accountability. The Board wants to assist in providing the funds and to help accelerate what is required for the university to be successful in this area.

Ms. Monroe-Davis stated that she feels that NSU will be able to participate. The university is on a good path in working with VITA. Other assessments will be done in order to establish a baseline.

**Action Item** – The President was asked to have the CIO deliver a plan that documents and responds to the audit findings and includes a full workforce analysis (needs and cost) to the Board. The CIO is to be held accountable for delivering the plan. The Board would like to have regular briefing at each meeting in this area.

Dr. Youssef expressed concern regarding the equity between newer and older buildings in regards to technological needs. Available computers in storage are not being installed. Ms. Monroe-Davis stated that she has been made aware and IT is looking at how to architect the university so that everyone has the same access. Need assessments and site surveys are being conducted.

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### **6. Closed Session**

Mr. Henry motioned, seconded by Mr. Dyke and unanimously moved to adjourn and reconvene in Closed Session as permitted by §§2.2-3711.A.1 and 4 to discuss (1) appointment of personnel; (2) the performance of individual employees; and (3) performance or evaluation of departments or schools of the University that necessarily involves discussion of specific individuals, more specifically, to discuss performance of executive level administrators and departments, the appointment and performance of various members of the teaching faculty and administrative and professional faculty, and the report of the Internal Auditor; and

§2.2-3711.A.11 to discuss honorary degrees, and more specifically, award of honorary degrees in 2018; and

§2.2-3711.A.7 for consultation with legal counsel regarding all of the aforementioned issues, as well as other issues, including developments in pending and potential litigation of which the Board should be made aware; and

§2.2-3711.A.4 for the protection of personnel matters not related to public business.

Dr. Stith was invited to stay for the Closed Session. Later, Ms. Bradford and Ms. Twitty were invited into the Closed Session.

### **7. Open Session**

The Norfolk State University Board of Visitors having reconvened in open session, took an 13-0 Roll Call Vote on certification that to the best of each member's knowledge (i) only matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed, and (ii) only matters identified in the motion by which the Closed Session was convened were discussed.

Dr. Cherry asked the Chairs of the Standing Committees to shorten their presentations in lieu of time.

Mr. Helpinstill stated that the Audit Committee would forego its meeting. This Committee will schedule a separate meeting at a later date.

### **8. Concurrent Standing Committee Meetings – 1**

The Academic Affairs Committee met between 1:30 p.m. to 2:30 p.m. and the Student Affairs Committee met between 1:28 p.m. and 2:24 p.m.

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### **9. Concurrent Standing Committee Meetings – 2**

The Finance and Administration Committee met between 2:35 p.m. and 3:27 p.m. and the University Advancement Committee met between 2:33 p.m. and 3:04 p.m.

### **10. Rectors Report**

Dr. Cherry asked for a motion in response to the Closed Session discussion.

Mr. Helpinstill motioned, seconded by Ms. Cunningham and with a 9-1-1-2 Roll Call Vote approved Mr. Tony Brothers for the Honorary Doctorate of Humane Letters to be presented at December 8, 2018 Commencement. (In favor 9, oppose 1, abstain 1, absent from vote 2)

Ms. Wilmer motioned, seconded by Mr. Griffith and with a 12-0 Roll Call Vote approved that the Board waive attorney client privilege for the consultant's report as discussed in the Closed Meeting.

**Board Budget Report** – Ms. Wilmer reported that the Board's total budget is \$50,000, and as of today, the balance is \$22,058.67. She stated she has asked the President's Office (April and Kim) to provide more detail so that she will have a better understanding of the budget. She will provide more insight at the next meeting.

Dr. Cherry stated the budget covers mileage, travel reimbursements, etc. If a Board member sees a class or training he or she would like to attend, the budget will also cover that. Ms. Wilmer stated that there is some interest from the Board for training and there are some additional dollars available for that.

**Retreat Update** – Ms. Wilmer thanked everyone who participated in the survey. One item was to change the date of the Retreat to schedule it at a time when the new president would be able to participate. An agenda for the Retreat will be developed from the topics provided from the survey; generally, the pulse of the university. She asked Mr. Dyke if he would help with the resources from Richmond that will be asked to support the university and the new president. The Retreat will be a day and a half.

Dr. Adams motioned, seconded by Mr. Dyke and with a 13-0 Roll Call Vote approved to reschedule the February 28, 2019 Retreat to a later date to be announced that would include the new president's participation.

The next Board of Visitors meeting is March 1, 2019 to remain, as scheduled.

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Action Items – Mr. Dyke motioned, seconded by Mr. Henry and with a 13-0 Roll Call Vote approved the President’s Goals and Objectives for 2018-2019 as presented.

Mr. Henry motioned, seconded by Dr. Adams and with a 13-0 Roll Call Vote approved the Draft Annual Executive Summary of Board’s Activity and Work.

This report will be sent to Richmond.

**BOV Policy #31 – Administrative and Professional Faculty Employment Policy –**

This agenda item was deferred to the Ad-Hoc Board Policies Committee. Ms. Wilmer stated that she checked the availability of the previous Committee members to continue to serve on this Committee and two have declined due to other obligations. The revised Committee members are as follows:

Ad-Hoc Board Policies Committee

Mr. Dyke, Chair

Mr. Crowder

Ms. Cunningham

Mr. Fulton

Ms. Wilmer stated that Mr. Cage and Mr. Forehand will serve as staff to this Ad-Hoc Committee. After the Committee has done its work, a Special Board meeting will be called on January 28, 2019 to review and approve the Administrative and Professional Faculty Policy that is needed for SACSCOC purposes.

Mr. Dyke stated that he would connect with the Committee members at the end of this meeting to establish a date for this Committee to meet.

**Recommend Approval of Resolution Amending Board of Visitors Policy #5 (2015) Title IX: Sexual Violence, Discrimination, Harassment, and Retaliation, including sub-policies #5-01, #5-02, #5-03, and Title IX Handbook for Students and Employees**

– Mr. Forehand reported that the correction was to insert the new contact information for the positions listed in the policies. This information must be kept up to date so that students are able to reach the right individuals. The updates were made and the university is asking the Board to ratify those changes. The resolution would also give the administration the authority to make those types of changes in the future.

In addition, the resolution provides for the authority for the administration to make changes under state and federal laws that may be enacted. Mr. Forehand stated that there are some proposed new Title IX requirements from the Trump administration. These could be adopted in January and become effective within weeks. The university would

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make those changes immediately and bring them to the Board at its next regular meeting for ratification.

Mr. Henry motioned, seconded by Mr. Helpinstill and with a 13-0 Roll Call Vote approved the Resolution Amending Board of Visitors Policy #5 (2015) Title IX: Sexual Violence, Discrimination, Harassment, and Retaliation, including sub-policies #5-01, #5-02, #5-03, and Title IX Handbook for Students and Employees.

**Parental Leave Policy** – Dr. Stith stated that on the advice of legal counsel, the university will add language that the policy will be amended to retroactively cover any employee that requested and/or received paid parental leave prior to the adoption of this policy. Currently, this is an administrative policy and the university welcomes any comments from the Board on the policy.

11. **President's Report** – Dr. Stith stated that his chart of activities has been provided. He has been very busy with seeing a lot of students, staff and faculty. It is also working to build Norfolk State's reputation in the greater Hampton Roads area. If there is anyone the Board would like for him to see to please let him know.

**Strategic Plan** – This report is provided for information in your package.

### 12. **Business**

**Academic Affairs** – Mr. Fulton stated that he is pleased to report that the university has received a response from SACSCOC and that there are only six compliance issues out of 72 that have been identified. The Committee will meet next week to begin to pull together the focus report that is due January 24, 2019. The SACSCOC on-site visit is scheduled for March 2019 and the SACSCOC reaffirmation decision will be made in December 2019.

In response to Dr. DiCroce, Mr. Fulton stated that the compliance items are not elevated to a major concern. The items relate to campus safety, student learning, student outcomes, general education, library staff, and facilities.

Dr. Stith stated that he and others are headed to the SACSCOC annual meeting tomorrow.

Mr. Fulton stated that the Academic Affairs Committee provided kudos to NSU's team for their work. Dr. Cherry explained the reason for Dr. Hamilton's arrival/position at NSU, his prior experience with SACSCOC. Dr. Cherry commended him, his team and all of the other employees who assisted with SACSCOC effort.

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Mr. Fulton stated that another agenda item discussed included the online Master of Healthcare Administration degree; a curriculum of 36 credit hours that addresses the demand for increased skilled healthcare professionals. The Committee received an update on participation in the CyberX Initiative – essentially, a hybrid collaboration of universities. NSU may be the only HBCU that is participating. The Committee also received a fair amount of good news that was shared on the First Day Success Project, the Writing Center, the Center for Teaching and Learning, and the Faculty Mentoring Institute.

Mr. Fulton stated that Dr. Youssef shared some goals that included ensuring academic freedom, promoting a strong, professional and safe workplace, and ensuring compliance with EEOC policies and non-discrimination principles. Her report included that there is a need for resources to ensure availability for faculty development; a need to address faculty salary issues; a need for procedures to be clear as possible so that everyone is following the same processes; and a need for transparency across the university along with continued collaboration.

Mr. Fulton motioned, seconded by Ms. Wilmer and with a 13-0 Roll Call vote approved the online Master of Healthcare Administration degree.

**Finance and Administration** – Mr. Helpinstill stated that the Committee received a report that included a \$6.2M carryover from 2018. Part of this was used as planning funds for the new Science and Fine Arts building. Current revenue and expenses are on track for the fiscal year. Funding for athletics is good through 2020 and the Board may wish to have a conversation on any concerns regarding this program at the Retreat.

Ms. Wilmer stated that Athletics could be added as an item for the Retreat. She asked Mr. Dyke to have the Richmond team partners to look at the best practices for athletic programs.

Mr. Helpinstill stated that the Committee received a Presidential and Provost Scholarship update. In a few years, the program will not be sustainable without rightsizing for the number of students, or finding a dedicated funding source. The Committee also received a facilities update. The Master Plan is expected to be updated in the first part of next year. The university is looking at land in the vicinity in collaboration with the City of Norfolk. Lastly, the new residential life facility will come on line in July 2019.

**Student Affairs** – Mr. Crowder stated that the Committee was informed that the 600 bed facility will be ready next fall followed by an additional 140 beds by the end of next year. The band has gone from 140 to 220 members and was voted the number one band among HBCUs in the country by the Band Directors Association. The Committee also learned

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that the university extended the library hours to accommodate students' study hours. The graduation rate for student-athletes is 56% compared to 49% for other HBCUs. NSU will receive some funds from the NCAA for academic achievement for the next five years. In the first year, NSU will receive around \$55,000 and by the fifth year a total of \$265,000.

Dr. Shackelford stated that the spring enrollment will be at 4,600. He added that we are on the growth path and will bring in a large freshman class next year.

Ms. Wilmer asked Dr. Shackelford about student wellness centers. A state report indicates that there are increased incidences of student stress and mental health issues. Dr. Shackelford stated that NSU increased the number of counselors in our Center (two new hires and one graduate assistant was added). Every student that came by received support. Student Affairs is considering changing the name of the Center to something more appropriate.

Mr. Wilmer asked about the follow up retention work that Dr. DiCroce requested as the previous chair of this Committee.

**Action: Dr. Stith stated that the Retention Commission will provide a report at the March 2019 meeting.**

**University Advancement** – Mr. Henry stated that the officers in University Advancement have been very active and the Committee is proud of their work. Eight alumni fundraising events have been hosted on the eastern seaboard. The next fundraising reception will be hosted in Chicago when our basketball team plays Loyola University, a team who previously made it to the Final Four. The national average alumni giving rate is 8%. NSU is currently at 12% with a goal of reaching 15%. Of note, over the last five years, the faculty and staff have given \$1M to the university with a current 87% participation rate. To date, the university has \$5.7 M in cash for the annual campaign.

The endowment is at \$32 M. Of that amount, approximately \$1.3 M was provided to the university for scholarships. The website is current and is being regularly updated. The university is beginning to get the most out of the social media platforms with over 1.8 M views during the last quarter.

Mr. Henry talked about the friendly challenge with the other university boards. While he realizes this is a governing body, it would be really nice if the BOV could reach 100% participation (currently at 54%). It helps when the University Advancement officers can say to potential donors that the BOV is at 100%. A link will be sent for members to donate online. Mr. Henry expressed kudos to Dr. Fontaine and her team.

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### **13. Consent Agenda**

Ms. Wilmer motioned, seconded by Dr. Adams and unanimously voted by the Board to approve the September 28, 2018 Board Meeting minutes.

Ms. Wilmer motioned, seconded by Ms. Cunningham and unanimously voted by the Board members present at the SCHEV Orientation Session to approve the October 23-24, 2018 SCHEV Orientation Session minutes.

### **14. New Business**

Mr. Dyke stated that the members of the Ad-Hoc Board Policies Committee have agreed to meet on December 18, 2018 at 3:00 p.m. in Richmond, VA with the site location to be determined. If there are additional suggestions for the materials, please let him know before that date. Mr. Cage will send out the policy, the manual and a cover memo to the Committee.

Mr. Forehand stated that he checked with the IP attorney and it is being reiterated that this Board, individually, will have to follow the instructions to log on to provide the required information for ownership of the WNSB Radio Station as a new online system has been established.

**Appreciation** – Mr. Crowder thanked Dr. Cherry for his seven years of service and for serving through some difficult times. He has been a good leader.

Ms. Wilmer read the Resolution of Appreciation prepared for Dr. Cherry. Dr. Cherry was presented the framed resolution and a gift on behalf of the Board. He also received an engraved plate from the university presented by Dr. Stith that noted his service as Rector.

Mr. Griffith motioned, seconded by Ms. Wilmer and unanimously approved by the Board to officially adopt the Resolution of Appreciation for Dr. Cherry.

Dr. Cherry expressed his gratitude and thanked everyone for their support during his tenure on the Board. He asked for the continued support for the Faculty Senate (we have a great Faculty Senate), and thanked Dr. Youssef for her service.

Dr. Cherry called Dr. Bertha Escoffery up to introduce her as his seventh and eighth grade English teacher. He added that she is like a second mother to him.

**15. Old Business**

There was no old business brought before the Board.

**16. Adjournment**

There being no further business, it was properly motioned, seconded and unanimously approved to adjourn the meeting at 4:26 p.m.

Respectfully submitted,

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April T. Allbritton, Board Liaison

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Devon M. Henry, Secretary  
Board of Visitors



## **RESOLUTION APPROVED DECEMBER 7, 2018**

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### **2018 BOARD RESOLUTION**

#### **Norfolk State University Board of Visitors**

#### **Resolution to Award**

#### **Honorary Doctorate of Laws Degree for Tony Brothers**

**WHEREAS**, Norfolk State University seeks to honor exceptional individuals that have distinguished themselves throughout their professional careers; and

**WHEREAS**, Mr. Tony Brothers attended Old Dominion University, where he earned his Bachelor of Science degree in Business Administration in Information Systems and later received Old Dominion University's Distinguished Alumni Award; and

**WHEREAS**, he is in his 25th season as an NBA official and has officiated over 1,470 regular season games, and 126 playoff games including seven NBA Finals appearances; and

**WHEREAS**, as a way of honoring his late mother Dorothy Brothers, Mr. Brothers co-founded Journey for Success, an organization that seeks to assist single mothers in building a strong and successful family unit by offering quality resources and supportive relationships; and

**WHEREAS**, Mr. Brothers founded Men for Hope, Inc. to support underserved men, organize men's efforts in the community, and work with organizations providing services for single women parenting young men; and

**WHEREAS**, with a continued commitment to providing educational opportunities in his hometown, Mr. Brothers recently established the Dorothy B. Brothers Endowment at Norfolk State University to assist children of single parent households; and

**WHEREAS**, Norfolk State University commends his achievements and desires to honor him as a leader and advocate for the public at large;

**THEREFORE, BE IT RESOLVED** that after due consideration and careful review by the Honorary Degree Committee, the Interim Provost and Vice President for Academic Affairs, the University President and by University Counsel for legal sufficiency, the Board of Visitors approves this resolution to award the Honorary Doctor of Laws degree to Tony Brothers as presented on this 7<sup>th</sup> day of December, 2018.

**BE IT FURTHER RESOLVED THAT** he receives this award during the December 8, 2018 Commencement Exercises.

## RESOLUTION APPROVED DECEMBER 7, 2018

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### 2018 BOARD RESOLUTION

#### NORFOLK STATE UNIVERSITY BOARD OF VISITORS

**WHEREAS**, the Board of Visitors has previously adopted *Board of Visitors Policy #5 (2015) Title IX: Sexual Violence, Discrimination, Harassment, and Retaliation*, including sub-policies #5-01, #5-02, #5-03, and *Title IX Handbook for Students and Employees*; and

**WHEREAS**, from time to time, the names and contact information of NSU employees change, or the administrative structure of the University changes; and

WHEREAS, from time to time state and federal law and regulation change, which change requires immediate change of University policy; then

**THEREFORE, BE IT RESOLVED** as follows:

1. The Board of Visitors waives or suspends *Board of Visitors Policy #1* requiring a thirty-calendar-day notice period, in order that this resolution may be passed on shorter notice; and
2. The Board of Visitors ratifies the changes to names and contact information made by the administration to the online version of the *Title IX Handbook for Students and Employees*, which changes were made in order to come into compliance with the federal requirements of Title IX; and
3. *Board of Visitor Policy #5 Title IX: Sexual Violence, Discrimination, Harassment, and Retaliation* is amended to add the following new section INTERIM AMENDMENT following the section denominated OBLIGATION TO PROVIDE TRUTHFUL INFORMATION and before the section denominated ANNUAL REVIEW:

#### “INTERIM AMENDMENT

- A. In the event of a change in state or federal law, regulation, or official guidance that requires an immediate change in University policy, the President is authorized to make interim changes to *Board of Visitors Policy #5*, including also sub-policies #5-01, #5-02, #5-03, and *Title IX Handbook for Students and Employees*, with such interim changes being effective only until the next regular or special meeting of the Board of Visitors.”
- B. In the event of (1) change of the employee occupying a particular position at the University (2) change in location or contact information of an employee or (2) change in administrative structure of the University, the President is authorized to make interim changes to *Board of Visitors Policy #5*, including also sub-policies #5-01, #5-02, #5-03, and *Title IX Handbook for Students and Employees*, with such interim changes being effective only until the next regular or special meeting of the Board of Visitors.”

**RESOLVED** this 7th day of December 2018 by the Norfolk State University Board of Visitors.

## **RESOLUTION APPROVED DECEMBER 7, 2018**

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### **2018 BOARD RESOLUTION**

#### **NORFOLK STATE UNIVERSITY BOARD OF VISITORS** **RESOLUTION TO APPROVE** **MASTER OF HEALTHCARE ADMINISTRATION**

**WHEREAS**, the need for highly skilled healthcare administrators is becoming greater and increases the need for graduate-level degree programs to produce graduates who are able to plan, direct, and manage the increase in healthcare services utilization; and

**WHEREAS**, the offering of a graduate-level program in Healthcare Administration in the Department of Nursing and Allied Health will provide students the opportunity to pursue career options in a cadre of healthcare organizations; and

**WHEREAS**, hospitals and other healthcare facilities are among the largest employers in the United States and they positively impact the health and wellness of the communities in which graduates of the Master of Healthcare Administration degree program will serve; and

**WHEREAS**, the faculty members in the Department of Nursing and Allied Health are unanimously supportive of this Master of Healthcare Administration degree; and

**WHEREAS**, the request for establishing the Master of Healthcare Administration has been approved by the Department Curriculum Committee, the Department Chair, the CSET Curriculum Committee, the CSET Dean, the University-wide Curriculum Committee, the Interim Provost and Vice President for Academic Affairs, and the President of Norfolk State University.

**THEREFORE, BE IT RESOLVED** that after due consideration and careful review by the Interim Provost and Vice President for Academic Affairs, University President, and by University Counsel for legal sufficiency, and upon the recommendation of the Academic Affairs Committee, the Norfolk State University Board of Visitors approves this resolution to establish a Master of Healthcare Administration degree program as presented this 7th day of December, 2018.

# NORFOLK STATE UNIVERSITY

## =====**A RESOLUTION OF APPRECIATION**=====

HONORING

DR. BYRON L. CHERRY, SR.

**WHEREAS**, Dr. Byron L. Cherry, Sr., has faithfully served the Norfolk State University Board of Visitors and the Commonwealth of Virginia through his appointment by The Honorable Robert McDonnell to complete an unexpired term beginning February 4, 2012. Subsequently, he was reappointed by Governor McDonnell in 2013, followed by another reappointment in 2017 by Governor Terry McAuliffe; and

**WHEREAS**, Dr. Cherry has been mindful of the interest of Norfolk State University and has worked tirelessly to advance its mission while serving in the capacity of Rector, Vice Rector, Chair of the Finance and Administration Committee, the University Advancement Committee and the Liaison Committee between the Board of Visitors and the Norfolk State University Foundation; and

**WHEREAS**, his leadership, chairmanships and memberships on additional Standing Committees of the Board were paramount to the Board's success in selecting strong presidential leadership, providing timely audited financial statements, and maintaining a level of affordability for students; and

**WHEREAS**, as an alumnus, Dr. Cherry received the Distinguished Alumni of the Year Award in 2007; and in 2008, he was inducted into NSU's Military Alumni Hall of Fame; and

**WHEREAS**, in September 2018, the NSU Foundation welcomed him into the Emerald Society in honor of his lifetime giving, which serves as a testament to his charitable nature and love for the Green and Gold; and

**WHEREAS**, Dr. Cherry is a shining example of the success for which we hope all of our graduates will aspire. He is a true Spartan, who supports the institution in so many ways—ways that the University will not soon forget;

**RESOLUTION APPROVED DECEMBER 7, 2018**

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**NOW, THEREFORE, BE IT RESOLVED** by the Board of Visitors of Norfolk State University that Dr. Byron L. Cherry, Sr., be properly recognized and thanked as evidence of the University's sincere appreciation of his outstanding service and contributions to Norfolk State University and the Commonwealth of Virginia.

**IN TESTAMENT THERETO**, I hereunto set my hand and affixed the great seal of Norfolk State University this 7th day of December 2018, in the two hundred and forty-third year of the Commonwealth and the eighty-third year of the University.

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**VICE RECTOR**