VIRGINIA STATE UNIVERSITY BOARD OF VISITORS BOARD MEETING MINUTES THURSDAY, NOVEMBER 15, 2018

The Full Board Meeting was held on the 2nd floor of the Gateway Dining Events Center Salon A, on the campus of Virginia State University

CALL TO ORDER

Mr. Huron Winstead, Rector, called the meeting of the Virginia State University (VSU) Board of Visitors (Board) to order in Salon A of the Gateway Dining and Events Center at approximately 9:00 a.m.

ROLL CALL

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A quorum was present.

Board Members Present: Mr. Huron F. Winstead, Rector Mr. Charlie W. Hill, Vice Rector Ms. Thursa Crittenden, Secretary Dr. Valerie Brown (absent) Ms. Pamela A. Currey (arrived 11:10 a.m.) Dr. Daryl C. Dance (arrived 9:18 a.m.) Mr. Michael Flemming Ms. Jennifer Hunter (absent) Mr. Paul Koonce Mr. Xavier Richardson (arrived 9:33 a.m.) Mr. Glenn Sessoms Mr. James J.L. Stegmaier Mr. Wayne Turnage (arrived 9:50 a.m.) Mr. Gregory Whirley Dr. Zoe Spencer, Faculty Representative to the Board Ms. Gabrielle Wilks, Student Representative to the Board (absent) Administration Present: Dr. Makola Abdullah, President Dr. Donald Palm, Provost/Vice President for Academic Affairs Dr. Letizia Gambrell-Boone, Vice President for Student Success and Engagement Mr. Hubert Harris, Vice President for Administration Ms. Reshunda Mahone, Vice President for Institutional Advancement Dr. G. Dale Wesson, Vice President for Research and Economic Development Mr. Rodney Hall, Assistant Vice President, Enrollment Management Ms. Pamela Turner, Director of Communications Ms. Sheila Alves, Chief Audit Executive, Internal Audit Mr. Osubi Craig, Special Assistant to the President for Special Projects and Initiatives Dr. Annie C. Redd, Special Assistant to the President/Board Liaison

Legal Counsel Present: Ms. Ramona Taylor, University Legal Counsel Ms. Bonnie N. Holmes, Legal Assistant, University Legal Counsel r,

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Other Attendees:

Rev. Delano Douglas, Director, Campus Ministries Joshua Hines, SGA VP for Finance (sitting in for Gabrielle Wilks) Paula McCapes, President, Staff Senate Travis Edmonds, Information Technology Danette Johnson, President's Office Yourdonus James, Office of Conference Services April Edwards, Institutional Advancement Durba Chatterjee, Institutional Advancement Joyce E. Henderson, VSU Real Estate Foundation Malika Blume, Internal Audit Dr. Kimetta R. Hairston, ACE Fellow Kionne Johnson, Institutional Advancement Stephen Wilson, Institutional Advancement Charmica Epps, Institutional Advancement Dr. Jame'l Hodges, Student Success & Engagement Dr. Sabin Duncan, ACE/Student Success & Engagement Daryl Lynn Dance Durba Chatterjee, Institutional Advancement Kiersten Jefferson, Institutional Advancement Ronnie Neal, Institutional Advancement Chris Bennardo, Institutional Advancement Rynisha Speller, Student Angela S. Henderson, Social Work Dr. Tia Minnis, Office of the Provost/OPIE Marlo Green, Internal Audit Keyshawn Phelps James Delbrune Chase Joseph Ramonia Prosise, UTS/1Card Joseph Lyons, SSE Career Counselor James Joduy, Student Success Janet Dugger, Conference Services Jane Harris, Facilities Chief David Bragg, DPPS Daeisha Smith, Student Denaijah Kennedy-Smith Marlea Ahintomide, Student

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OPENING REMARKS

Rector Winstead invited Reverend Delano Douglas, Director of Campus Ministries, to give the invocation.

RECTOR'S REMARKS

The Rector thanked the senior leadership staff for providing Board materials in a timely manner for Board members to peruse prior to the meeting. The Rector also thanked the Board committees for their work in preparation for this meeting.

PRESIDENT'S REMARKS

President Abdullah welcomed the Board back to campus and thanked them for their volunteer service to lead Virginia State University. The President briefly addressed the two major challenges at this time which included the anticipated SACSCOC re-affirmation announcement in December 2018, and the progress made with the current year budget due to the smaller than expected freshman enrollment. President Abdullah shared highlights from the 2018 Homecoming and thanked Dr. Jamel Hodges who chaired the 2018 Homecoming committee. The President addressed the recent announcement that Amazon would expand and locate its second headquarters in Northern Virginia. This is a significant event for Virginia higher education, and VSU is poised to participate as we are the nation's leader in graduating Black computer engineers. The President recognized several students, staff, and faculty for their excellence in academic competitions, leadership, athletics, and gubernatorial appointments. The Board and gallery expressed their appreciation to the students, staff, and faculty.

COMMITTEE SESSIONS

The Rector recessed the meeting of the Full Board to allow for committee meetings with the Board functioning as a committee of the whole.

Facilities, Finance and Audit Committee

(Committee Members Present: Flemming, Hill, Koonce, Stegmaier, Turnage, Whirley, Winstead)

Mr. Michael Flemming, Committee Chair, convened the Facilities, Finance, and Audit Committee. Mr. Hubert Harris presented an update on Technology. The update included a demonstration that the University has implemented the corrective action to resolve the issue of Identity Management as cited in the APA audit. The University now has a single sign on solution which allows employees access to the authorized systems and facilitates the IT Department's disconnection of employee-authorized systems when employees separate.

Mr. Harris also presented updates on the Virginia Information Technology Agency (VITA) IT Security Scorecard, Cloud Computing (Executive Order 19), IT staffing vacancies, and the Banner Nine Upgrade Project Status. Discussion included concerns that VSU did not receive appropriate credit from VITA for activities we are doing or completed to improve our IT security posture. VITA has sent a notice to President Abdullah that the University's records will be updated with the appropriate credits. This is important because the VITA Scorecard may affect the University's certification for Level II in information technology and procurement. At the

request of President Abdullah, Mr. Harris elaborated on the implications of achieving Level II which would provide more autonomy in pricing, project governance, and related activities associated with the IT program. After additional comments by Board members, President Abdullah stated that he would contact the Commonwealth Secretary of Administration as recommended to share the improvements and proactive measures the University has taken for Level II certification. Mr. Flemming commended Mr. Harris and expressed gratitude for the work he has done with the IT Department, especially with inadequate resources.

Mr. Kevin Davenport presented updated figures that showed the fall 2018 enrollment shortfall affected the educational and general budget by less than \$1 million and the auxiliaries' budget by \$500,000. He also addressed the measures taken to reduce the E&G budget by one million dollars without affecting the instruction of students. Mr. Davenport presented other information items which included Budget to Actual Report and Actual to Actual Report (September 30, 2018), overview of financial aid and scholarship sources, capital projects updates, schedule of auxiliary revenues, expenditures and reserves (June 30, 2018), and the corrective action plan for purchase charge card audit.

Ms. Sheila Alves presented the Internal Audit Charter as an action item. Ms. Alves presented information items related to hotline investigation status, audit schedule/quality assistance review, corrective action plan status, and other university risks. The Rector called for a closed session for further discussion of the audit review.

CLOSED SESSION

In accordance with Section 2.2-3711(A)(1) of the Code of Virginia, Ms. Crittenden moved that the Board convene a closed meeting at 11:26 a.m. for discussion of performance of departments of the University where such discussion will necessarily involve the performance of individual employees. Additionally, this information directly pertains to the preliminary investigative notes, correspondence, and information furnished to the University's Internal Audit department, which is protected under Virginia Code §2.2-3705.3.7 of the Code of Virginia. The motion provided for President Makola Abdullah; Sheila Alves, Internal Auditor; Ramona Taylor, University Legal Counsel; and Dr. Annie C. Redd, Board Liaison, to attend the closed meeting because their presence in the closed meeting is deemed necessary, and/or their presence will aid the Board in its consideration of this matter.

The Board reconvened in open session at 12:13 p.m. in accordance with §2.2-3712(D) of the Code of Virginia. Ms. Crittenden conducted a roll call in which all Board members certified that the Board discussed or considered only those public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Personnel and Compensation Committee

(Committee Members Present: Sessoms, Crittenden, Stegmaier, Winstead)

Mr. Glenn Sessoms, Committee Chair, convened the Personnel and Compensation Committee.

Mr. Hubert Harris presented information items that included current Human Resource (HR) initiatives, accomplishments and future goals. The HR initiatives included management development training, retention programs, standardization of HR processes and procedures, improvement of human resource data integrity for Cardinal HCM, and development of employee survey for release in January 2019. In addition, the University is participating in the Governor's HR initiatives (VA Values Veterans program, People with Disabilities hiring program, and streamline recruitment directive (50 days or less). HR accomplishments included a quarterly HR newsletter distributed to employees, management development training, performance management training, and succession planning survey.

Future HR goals include development of an annual succession plan and career paths for HR staff, increase in HR measures and data collection for better workforce analysis, and training of VSU management to develop the skills to lead and manage employees in the 21st century. Mr. Harris announced that the University completed a competitive recruitment process and has selected Ms. Tanya L. Simmons as the HR Director. Ms. Simmons served as the Interim HR Director over the past seven months.

Institutional Advancement Committee

(Committee Members Present: Crittenden, Currey, Dance, Flemming, Koonce, Richardson, Sessoms, Winstead)

Mr. Xavier Richardson, Committee Vice Chair, convened the Institutional Advancement Committee. Mr. Osubi Craig presented a government relations update which included VSU's 2019 requests for state budget funding (agency 212) and state funding of capital projects. The major requests included but were not limited to the \$82 million Harris Daniel Academic Commons Project, increase in financial aid funds, access and completion dialogue, and support for agricultural education. At President Abdullah's request, Mr. Craig expounded on issues that the General Assembly will most likely deliberate including tuition predictability, college affordability, and public comment (on tuition increases) at Board meetings.

Dr. G. Dale Wesson presented information items from the Division of Research and Economic Development such as year-to-date data on research proposals submitted and research expenditures, nine new grants funded in areas such as education, agriculture, and science, technology, engineering, and mathematics (STEAM); seed grants for a total of 21 faculty projects; and faculty research incentives. Dr. Wesson indicated that some of the new grants we the result of faculty collaboration with the Division of Institutional Advancement. Dr. Wesson also shared that the National Institute of Food and Agriculture (NIFA) sent out a request for letters of interest to consider locations for its new headquarters. The University has submitted a letter of interest to NIFA to consider relocating its headquarters near VSU.

Ms. Pamela Tolson Turner presented a brief communications update as an information item. Ms. Turner commented on ways that the Office of Communication and Enrollment Management collaborate to expand student recruitment. The Marketing and Communications Plan is available in the Diligent Board Book for Board members to review.

Ms. Reshunda Mahone presented the VSU Building Inventory List and the VSU Naming Procedures as a follow up to discussions regarding requests for naming. Ms. Mahone also presented an update which included accomplishments, opportunities of excellence, and Homecoming 2018 recap. An overview of the fundraising report included a look at the fundraising dashboard as of November 2, 2018; fundraising activities; corporate proposals submitted; and fiscal year 2019 renewal data. The Homecoming recap included comparison of 2018 revenue/expenses with the last two years (2016, 2017), and the participation numbers, revenue and expenses for each 2018 event coordinated by Institutional Advancement.

Academic and Student Affairs Committee

(Committee Members Present: Currey, Dance, Hill, Richardson, Spencer, Turnage, Whirley, Winstead)

Ms. Pamela Currey, Committee Chair, convened the Academic and Student Affairs Committee. Mr. Hubert Harris presented information items in an update on police and public safety. Mr. Harris presented year-to-date VSU crime statistics. In addition, he presented reports on Virginia public colleges crime statistics for 2013-2016 from the US Department of Education Campus Safety and Security. The reports responded to a request from the Committee Chair to present data per 5,000 students. Mr. Harris commended Chief David Bragg for the work done by the VSU Police and Public Safety Department. Dr. Zoe Spencer and President Makola M. Abdullah also commended the work of the department.

Mr. Rodney Hall presented data from the fall 2018 undergraduate admissions report. Discussion followed with reference to comparisons between fall 2017 and fall 2018, the lessons learned, and expectations for fall 2019. Mr. Hall also shared data on the upcoming spring 2019 semester regarding applications, admits, and offers accepted for incoming freshmen and transfer students.

Dr. Donald Palm presented one action item--candidate(s) request for sabbatical leave--which would be discussed in closed session. In the update on the SACSCOC Reaffirmation process, Dr. Palm indicated that the University should receive the final decision in December 2018, and he discussed the best and worst case scenarios. Dr. Palm reviewed the draft VSU Strategic Plan with the Committee. The draft plan is available in the Diligent Board Book for the Board members to review. According to the timeline, Board members may return their feedback by November 30th. The target date for submission of the plan for Board approval is February 8, 2019.

Dr. Letizia Gambrell-Boone presented information items which included a retention rate analysis for the previous four years (2013-2017), the fall 2018 enrollment report, and a report on student withdrawals. She discussed the Division's intra-semester outreach initiative, *Each One Reach One*, which is designed to assess the enrollment vulnerability of freshmen. Dr. Boone explained the Enrollment Vulnerability Scorecard and how this initiative is expected to aid the Academic Center for Excellence (ACE) staff in engaging students who may be considering dropping out of college. She shared responses from student surveys on why students choose VSU (desire to attend a HBCU, sense of belonging, major offered). The Division is striving to achieve the 75%

retention rate target with data driven decision making and leveraging EAB software to enhance student communication with ACE staff.

ADJOURNMENT

There being no further business, the Rector adjourned the meeting at approximately 5:00 p.m.

Huron Winstead,

2.8.19

Date

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Thursa D. Crittenden, Secretary

2.8.19

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