

VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS
Petersburg, Virginia 23806

MINUTES
Thursday, November 11, 2010

CALL TO ORDER

Mr. Felix Davis, Jr., Rector, called the meeting of the Virginia State University Board of Visitors (“Board”) to order in the Board Room in Virginia Hall at 1:05 p.m.

ROLL CALL

A quorum was present.

Board Members Present:

Mr. Felix Davis, Jr., Rector
Ms. Katherine E. Busser, Vice Rector (*absent*)
Brigadier General (RET) Alfred J. Cade, Secretary
Mr. Jerry B. Bias (*absent*)
Mr. Harry Black
Mr. Allyn Myles Carnam (*absent*)
Ms. Erika T. Davis (*absent*)
Dr. Mary Hatwood Futrell
Ms. Catherine H. Gillespie (*absent*)
Ms. Maureen D. Massey (*absent*)
Mr. E. Ray Murphy
Ms. Daphne M. Reid
Mr. James H. Starkey, III
Ms. Barbara Steverson
Mr. Spencer L. Timm
Dr. Ben U. Nwoke, Faculty Member Representative
Ms. LaJessica Stringfellow, SGA Representative

Administration Present:

Dr. Keith T. Miller, President
Dr. W. Weldon Hill, Vice President for Academic Affairs
Dr. Michael M. Shackelford, Vice President for Student Affairs
Dr. Robert L. Turner, Jr., Vice President for Development
Mr. David J. Meadows, Vice President for Administration and Finance
Mr. Cortez K. Dial, Chief of Staff
Dr. Elliott L. Wheelan, Associate Vice President for Human Resources
Ms. Joanne Curtis Taylor, Chief Audit Executive

Legal Counsel Present:

Mr. Roscoe C. Roberts, University Legal Counsel
Ms. Bonnie N. Degen, Legal Assistant, University Legal Counsel
Ms. Christy G. Brown, Paralegal, University Legal Counsel

Other Attendees:

Lieutenant Colonel Christopher Tompkins, Battalion Commander, Trojan Warrior Battalion
Dr. Wondi Mersie, Associate Dean and Director of Research, Agriculture Research Station
Mr. Travis Edmonds, Office of Information Technology
Mr. Mark Simms, Presidential Intern

OPENING REMARKS

The Rector discussed the Central Intercollegiate Athletic Association (CIAA) championship football game scheduled for the weekend in Durham, North Carolina, where the Trojans will meet the Bulldogs of Shaw University. He also expressed his sincere gratitude to the Board members for their commitment to the University through their work on the Board and its committees.

PRESIDENT'S STATEMENT

President Miller discussed the concerns of the Governor regarding higher education: college tuition; the efficiency of colleges; job needs for the state's residents, preparation, and educational positions and how all of this will help drive the State's economy, and how the University will address the Governor's concerns.

President Miller highlighted his attendance at numerous meetings, events, and his interactions with community organizations and potential donors.

Virginia State University (VSU) received the Heritage Award at the Hispanic College Fund reception and dinner for its significant impact on Hispanic youth. The University is the first Historically Black College and University (HBCU) in the country to be selected to serve as the eastern region permanent host site for the Hispanic Youth Symposium.

The President discussed University successes: receipt of a research grant from the United States Agency for International Development (USAID), and the Department of Education (DOE) grant to support Master Degree programs for Science, Technology, Engineering, and Math (STEM), Biology, and Computer Science.

The President introduced Mr. Mark Simms, Presidential Intern, Senior, Criminal Justice Major, and Executive Officer of the VSU Trojan Warrior Battalion. Mr. Simms gave the Board a snapshot of

student life at the University as a member of the Army Reserve Officer's Training Corps (ROTC) program.

The President also introduced Lieutenant Colonel (LTC) Christopher Tompkins, Battalion Commander, Trojan Warrior Battalion. LTC Tompkins highlighted the University's ROTC program. The University's stellar program is the number one HBCU ROTC program in the country for the fourth consecutive year.

The Board paused for a moment of reverent silence, and the Rector adjourned the meeting of the Board at 2:18 p.m. for concurrent committee sessions.

MISCELLANEOUS

The Academic and Student Affairs Committee met on Thursday to consider candidates for promotion and tenure. The committee also considered candidates for honorary degrees. At 2:47 p.m. on Thursday, Board member Timm moved that the committee go into closed session to discuss personnel matters, namely the promotion and tenure of three appeal candidates, pursuant to Va. Code § 2.2-3711(A)(1), and to consider the award of honorary degrees pursuant to Va. Code § 2.2-3711(A)(10). Mr. Timm further moved that Provost Hill and University Legal Counsel Roberts attend the closed meeting as their presence was necessary to aid the committee in its deliberations. The motion was seconded by Board member Steverson, and the motion carried. The committee reconvened at 3:33 p.m., and upon the certification called by the Committee Chair, all members certified that only those matters identified in the motion for closed session were considered by the committee. The Chair then entertained a motion by Mr. Murphy to deny promotion and tenure to the three appeal candidates and to confer the Doctor of Humane Letters for Dr. Preston M. Royster and Mr. Earl W. Stafford, Sr. The motion was seconded by Mr. Timm, and the motion carried.

Board Meeting Friday, November 12, 2010

CALL TO ORDER

Mr. Felix Davis, Jr., Rector, called the meeting of the Virginia State University Board of Visitors ("Board") to order in the Board Room in Virginia Hall at 8:33 a.m. Committee meetings were held on Thursday afternoon and the Board's Committee Chair reports from those meetings are included in these minutes.

ROLL CALL

A quorum was present.

Board of Visitors
MINUTES
Page 4

Board Members Present:

Mr. Felix Davis, Jr., Rector
Ms. Katherine E. Busser, Vice Rector
Brigadier General (RET) Alfred J. Cade, Secretary
Mr. Jerry B. Bias (*absent*)
Mr. Harry Black
Mr. Allyn Myles Carnam (*absent*)
Ms. Erika T. Davis (*arrived 8:38*)
Dr. Mary Hatwood Futrell
Ms. Catherine H. Gillespie (*absent*)
Ms. Maureen D. Massey
Mr. E. Ray Murphy
Ms. Daphne M. Reid
Mr. James H. Starkey, III
Ms. Barbara Steverson
Mr. Spencer L. Timm (*departed 11:20 a.m.*)
Dr. Ben U. Nwoke, Faculty Member Representative
Ms. LaJessica Stringfellow, SGA Representative (*absent*)

Administration Present:

Dr. Keith T. Miller, President
Dr. W. Weldon Hill, Vice President for Academic Affairs
Dr. Michael M. Shackelford, Vice President for Student Affairs
Dr. Robert L. Turner, Jr., Vice President for Development
Mr. David J. Meadows, Vice President for Administration and Finance
Mr. Cortez K. Dial, Chief of Staff
Dr. Elliott L. Wheelan, Associate Vice President for Human Resources
Ms. Joanne Curtis Taylor, Chief Audit Executive

Legal Counsel Present:

Mr. Roscoe C. Roberts, University Legal Counsel
Ms. Bonnie N. Degen, Legal Assistant, University Legal Counsel
Ms. Christy G. Brown, Paralegal, University Legal Counsel

Other Attendees:

Travis Edmonds, Office of Information Technology

OPENING REMARKS

The Rector asked all present to pause for a moment of reverent silence.

APPROVAL OF MINUTES

Mr. Davis called for approval of the minutes of the Board meeting held September 16-17, 2010. A motion for their approval was made by Ms. Busser, seconded by Ms. Steverson, and the minutes were approved by voice vote.

PRESIDENT'S STATEMENT

President Miller gave a brief recap of his presentation given Thursday, and discussed the University's Public Relations (PR) campaign and strategic planning. Discussion ensued.

COMMITTEE REPORTS

Academic and Student Affairs

Dr. Mary Hatwood Futrell, Chair of the **Academic and Student Affairs Committee**, asked Dr. W. Weldon Hill to give an update on the Information Technology (IT) operations and infrastructure. The University data center will be shut down December 18, 2010 at 5:00 p.m. and brought back up January 9, 2011 to complete phase one of the University's IT upgrade. Every area within the University will be affected. Discussion ensued.

On behalf of the committee, Dr. Futrell moved for approval the Doctor of Humane Letters for Dr. Preston M. Royster and Mr. Earl W. Stafford, Sr. The motion carried by roll call voice vote.

Resource and Governance Committee

Ms. Daphne M. Reid, Chair of the **Resource and Governance Committee**, highlighted the committee's discussion on the evaluation process, systems, and measurements for evaluating the President. The committee will meet prior to the January 2011 Board meeting to discuss evaluation benchmarks, instruments, and the performance review process before they are implemented. Discussion ensued.

Ms. Reid discussed the compliance review of procurement for the University's Department of Purchasing and departmental compliance with the records retention charge given to the University by the President.

Facilities, Finance and Audit Committee

Mr. E. Ray Murphy, Chair of the **Facilities, Finance and Audit Committee**, introduced to the Board the Capital Outlay staff: Ms. Jane Harris, Director of Capital Outlay; Mr. Gilbert Hanzlik, Director of Facilities; Mr. Robert Suthard, Assistant Vice President for Capital Outlay and Facilities; and Mr. Marvin Mills, Site Manager. Mr. Murphy highlighted the University's energy efficiency and cost saving efforts and construction projects.

Mr. Murphy asked Mr. Meadows to give an executive summary of the committee report in which he discussed: building portfolios; age of University facilities; land maps; land acquisitions; major functions of the Capital Outlay organization; deferred maintenance funding; University energy conservation projects; electric and water meter installations; grounds maintenance contract; and additional upcoming University projects. Discussion ensued.

Mr. Murphy highlighted the Internal Audit Quarterly Report which ended September 30, 2010. Discussion took place surrounding the IT contingency plan and the University's upcoming black-out period beginning December 18, 2010 until January 9, 2011. Mr. Murphy emphasized the need for proper oversight with regard to the IT upgrade and project management as it will be critical.

On behalf of the committee, Mr. Murphy moved for approval the Resolution Requesting Funding from the Virginia State University Foundation for the non-state salary supplement and annuity payments provided to the President of Virginia State University. The motion carried by roll call voice vote.

On behalf of the committee, Mr. Murphy moved for approval the Resolution Requesting Funding from the National Alumni Association for the non-state salary supplement and annuity payments provided to the President of Virginia State University. The motion carried by roll call voice vote.

Development Committee

Mr. James R. Starkey, III, Chair of the **Development Committee**, began his report by providing an update on the University's major gifts received through November 2, 2010, which totaled \$304,841, and planned gifts which totaled \$915,135. The Capital Campaign's current total is \$31,361,681 with a target of \$35,000,000, which was revised by the Board at the September 2010 meeting.

On behalf of the committee, Mr. Starkey moved for approval, the public announcement at the Winter Commencement of the Capital Campaign goal of \$35,000,000, with a target date of June 30, 2012. The motion carried by voice vote.

On behalf of the committee, Mr. Starkey moved for approval the Resolution confirming the naming of the Frasier W. Brickhouse Classroom. The motion carried by voice vote.

The Presidential Inauguration is scheduled for April 15, 2011, with the Gala taking place April 16, 2011. On behalf of the committee, Mr. Starkey moved for approval a change in the Board meeting schedule to accommodate the inauguration. The meeting dates would be April 13-14, 2011; the motion was seconded by Ms. Steverson. Ms. Busser amended the motion to have an all-day meeting to take place on Thursday, April 14, 2011. The amendment was seconded by Ms. Reid and carried by roll call voice vote.

CLOSED SESSION

In accordance with §§ 2.2-3711(A)(1) and (A)(10) of the *Code of Virginia*, the Board convened in closed session at 10:21 a.m. to discuss personnel matters, namely the promotion and tenure of three appeal candidates, and discussion or consideration of honorary degrees or special awards. The motion provided that President Keith T. Miller, Roscoe C. Roberts, University Legal Counsel, and Dr. W. Weldon Hill, Vice President for Academic Affairs, attend the closed meeting as their presence was deemed necessary to aid the Board in its deliberations.

The Board reconvened in open session at 11:47 a.m., in accordance with § 2.2-3712(D) of the *Code of Virginia*. BG (RET) Cade conducted the poll in which all Board members certified that the Board only discussed personnel matters and discussed or considered honorary degrees or special awards, as authorized by law. All Board members present certified compliance with the Freedom of Information Act.

On behalf of the Academic and Student Affairs Committee, Dr. Futrell moved for approval the recommendation to deny promotion and tenure of the three appeal candidates. The committee noted that in accordance with the current Faculty Handbook criteria, the written findings and recommendations were not in compliance with said criteria. The motion carried by roll call voice vote.

On behalf of the Academic and Student Affairs Committee, Dr. Futrell moved for approval the recommendation that the administration offer each of the candidates one-year terminal contracts for the 2011-2012 academic year. The motion carried by roll call voice vote.

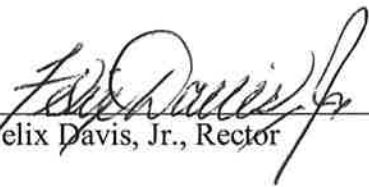
On behalf of the Academic and Student Affairs Committee, Dr. Futrell moved for approval the recommendation that the Board direct the Faculty Senate to work with the Provost to do a complete revision and update of the Promotion and Tenure guidelines in the Faculty Handbook. The report of the revised criteria and procedures for tenure and promotion is to be completed by the November 2011 Board meeting. The Committee also noted the need for the establishment of promotion/tenure candidate mentoring by senior faculty who have successfully completed the process, establishment of specific criteria for the development/organization of promotion/tenure dossiers, more clarity with regard to rubrics for assessing whether a candidate qualifies for promotion/tenure (i.e., clarity on weights/values of professional publications and presentations, teaching and professional service activities). In addition, the recommendation called for a review of the process as to when and how a candidate would be notified regarding the status of his/her request for promotion/tenure. Further, the

recommendation strongly encouraged that the review process include a comparative analysis of promotion/tenure criteria and procedures at VSU market basket institutions. The motion carried by roll call voice vote.

On behalf of the Academic and Student Affairs Committee, Dr. Futrell moved for approval of the recommendation that the University conduct training for deans and department chairs on the construction, content/substance and evaluation of dossiers as well as performance evaluations. The motion carried by roll call voice vote.

On behalf of the Facilities, Finance and Audit Committee, Ms. Busser moved for approval a change in management and administrative responsibilities for the audit function to be shifted from the Chair of the Facilities, Finance and Audit Committee to the President of the University thereby establishing a "dotted line" relationship. In addition, pursuant to Article 3 Section 1.3 of the Bylaws of the Board of Visitors, the audit function will continue to directly report to the Facilities, Finance and Audit Committee to maintain the independence of the audit function. The motion carried by roll call voice vote.

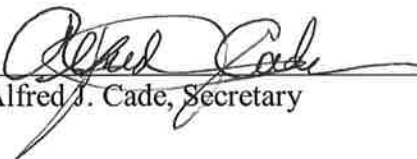
There being no further business, the Rector adjourned the meeting of the Board at 12:07 p.m.



Felix Davis, Jr., Rector

1-14-11

Date



Alfred J. Cade, Secretary

1-14-11

Date

Virginia State University

Petersburg



Virginia

Resolution in Honor of

Dr. Preston M. Royster

Educator, Administrator, Consultant and Author
Candidate for Honorary Degree
Doctor of Humane Letters

Whereas, Dr. Preston M. Royster, a native of Halifax County, Virginia, graduated from Virginia State University in 1961, earning a B.S. degree in Recreation Education; a M.Ed. in Special Education from Boston University in Chestnut Hill, Massachusetts; MPA in Public Administration and a Doctorate in Public Administration from Nova Southeastern University, Fort Lauderdale, Florida; and

Whereas, he served the Virginia State University Board of Visitors with distinction from 1978 to 1982 and 1994 to 1998; and was Rector of the Board for one term (1981-1982); and

Whereas, he filed a racial discrimination complaint with the U.S. Department of Education, Office of Civil Rights, alleging that the Commonwealth of Virginia failed to provide equal support and financing for Virginia State University; and

Whereas, his distinguished career in education and public service include serving in such capacities as Executive Director, Virginia Council for Adult Education and Literary, Office of the Secretary of Education, Richmond, Virginia; President/Vice-President, Capital University of Integrative Medicine, Washington, D.C.; Director, Equal Employment Opportunity/Affirmative Action, American University; and

Whereas, he has written numerous articles/publications and co-authored the book "*The History of the Education of Black Citizens in Halifax County 1866-1969*"; and

Whereas, he was initiated into the Alpha Phi Chapter of Kappa Alpha Psi Fraternity, Incorporated, and has been co-chair of the Alpha Phi Alumni Chapter Scholarship Committee for the past three years: Therefore, Be It

Resolved, that Virginia State University confers upon Dr. Preston M. Royster, The Honorary Degree, Doctor of Humane Letters, with all the rights, privileges, and responsibilities appertaining thereto; and be it

Resolved further, that the Board of Visitors at its November 12, 2010 meeting directed the President of the University to present Dr. Preston M. Royster on the occasion of the Winter Commencement of the University, this Resolution of the high esteem accorded him by the Board of Visitors, the administration, faculty, students, alumni, and friends of Virginia State University; and be it

Resolved finally, that a copy of this Resolution be encased and maintained permanently in the Archives of the University.

Felix Davis, Jr., Rector

11-12-10

Date

Alfred J. Cade, Secretary

12 Nov 2010

Date

Virginia State University

Petersburg



Virginia

Resolution in Honor of

Mr. Earl W. Stafford, Sr.

*American Entrepreneur and Philanthropist
Candidate for Honorary Degree
Doctor of Humane Letters*

Whereas, Earl W. Stafford, Sr., a native of Mount Holly Township, New Jersey, is an American entrepreneur and philanthropist and is best known for "The People's Inaugural Project" which brought more than 300 disadvantaged and underserved individuals to Washington, D.C., for a three-day, deluxe celebration of President Barack Obama's inauguration; and

Whereas, Stafford received his Bachelor's degree in Business from the University of Massachusetts and an MBA from Southern Illinois University. He is also a graduate of the OPM Executive Program at Harvard School of Business; and

Whereas, he is the founder of *The Stafford Foundation*, a faith-based, nonprofit organization based in Reston, Virginia. The Foundation's work is based on the precepts of Jesus and aims to bring about a world in our lifetime in which all people have the opportunity to become self-reliant and live in dignity; and

Whereas, he is the chief executive officer of The Wentworth Group, LLC, a holding company providing financial and business support services to the small business community; and

Whereas, in 1988, Stafford founded *UNITECH*, the makers of Multiple Integrated Laser Engagement Systems, and served until 2009 as its chairman and chief executive officer; and

Whereas, in January 2010, The Stafford Foundation launched a national movement to motivate people to help others in need by *Doing Good*. Stafford and comedian and educator, Dr. Bill Cosby, unveiled a national public service announcement featuring Dr. Cosby promoting the initiative. The *Doing Good* campaign is based on a simple principle: to help those in need become self-reliant so that they will in turn be inspired to help others; and

Whereas, on April 9, 2010 in Washington, D.C., Stafford was inducted into the Horatio Alger Association of Distinguished Americans and received the *2010 Horatio Alger Award* in recognition of his personal and professional success despite humble and challenging beginnings: Therefore, Be It

Resolved, that Virginia State University confers upon Mr. Earl W. Stafford, Sr., The Honorary Degree, Doctor of Humane Letters, with all the rights, privileges, and responsibilities appertaining thereto; and be it

Resolved further, that the Board of Visitors at its November 12, 2010 meeting directed the President of the University to present Mr. Earl W. Stafford, Sr., on the occasion of the Winter Commencement of the University, this Resolution of the high esteem accorded him by the Board of Visitors, the administration, faculty, students, alumni, and friends of Virginia State University; and be it

Resolved finally, that a copy of this Resolution be encased and maintained permanently in the Archives of the University.

Felix Davis, Jr., Rector

Alfred J. Cade, Secretary

11-12-10
Date

12 Nov 2010
Date

**VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS**

**RESOLUTION REGARDING REQUESTING FUNDING FROM THE VIRGINIA
STATE UNIVERSITY FOUNDATION FOR THE NON-STATE SALARY
SUPPLEMENT AND ANNUITY PAYMENTS PROVIDED TO THE
PRESIDENT OF VIRGINIA STATE UNIVERSITY**

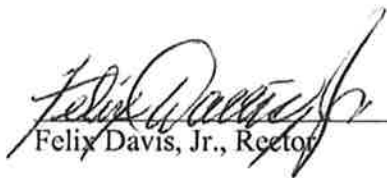
WHEREAS, the Board of Visitors of Virginia State University seeks to identify non-state general funds that can supplement the non-state supplemental salary and annuity payments due to the University President under his contract with the Board of Visitors; and

WHEREAS, there is a continuing need to identify future sources of funding for the President's non-state supplement and annuity payment.

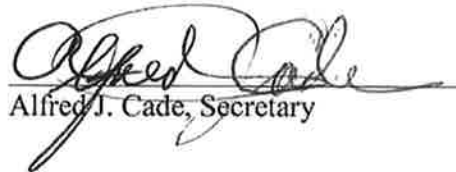
THEREFORE, BE IT RESOLVED THAT, the Board of Visitors requests of the Virginia State University Foundation its continued financial support for the University, and specifically for annual contributions to the "Virginia State University Board of Visitors Unrestricted Fund" from which the Board will allocate funds to support the payment of the non-state salary supplement and annuity for the President of the University; and

BE IT FURTHER RESOLVED THAT, the Board of Visitors expresses its hope to the Virginia State University Foundation that successive contributions for the current fiscal year and for fiscal year 2011-2012 be set, if at all possible, at \$50,000, or more, and be provided in July at the beginning of each Fiscal Year, or as soon thereafter as is possible; and

BE IT FURTHER RESOLVED THAT, the appropriate University officer convey this Resolution to the Chair of the Virginia State University Foundation; transmitting this Resolution with the expressed gratitude of the Board for the continuous support given by the Virginia State University Foundation for these purposes.



Felix Davis, Jr., Rector



Alfred J. Cade, Secretary

11-12-10

Date

12 Nov 2010

Date

**VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS**

**RESOLUTION REGARDING REQUESTING FUNDING FROM THE
NATIONAL ALUMNI ASSOCIATION FOR THE NON-STATE SALARY
SUPPLEMENT AND ANNUITY PAYMENTS PROVIDED TO THE
PRESIDENT OF VIRGINIA STATE UNIVERSITY**

WHEREAS, the Board of Visitors of Virginia State University seeks to identify non-state general funds that can supplement the non-state supplemental salary and annuity payments due to the University President under his contract with the Board of Visitors; and

WHEREAS, there is a continuing need to identify future sources of funding for the President's non-state supplement and annuity payment.


THEREFORE, BE IT RESOLVED THAT, the Board of Visitors requests of the National Alumni Association its continued financial support for the University, and specifically for annual contributions to the "Virginia State University Board of Visitors Unrestricted Fund" from which the Board will allocate funds to support the payment of the non-state salary supplement and annuity for the President of the University; and

BE IT FURTHER RESOLVED THAT, the Board of Visitors expresses its hope to the National Alumni Association that successive contributions for the current fiscal year and for fiscal year 2011-2012 be set, if at all possible, at \$10,000, or more, and be provided in July at the beginning of each Fiscal Year, or as soon thereafter as is possible; and

BE IT FURTHER RESOLVED THAT, the appropriate University officer convey this Resolution to the President of the National Alumni Association; transmitting this Resolution with the expressed gratitude of the Board for the continuous support given by the National Alumni Association for these purposes.



Felix Davis, Jr., Rector



Alfred J. Cade, Secretary

11-12-10

Date

12/Nov 2010

Date

VIRGINIA STATE UNIVERSITY
Petersburg, Virginia
Resolution of
The Board of Visitors of
Virginia State University
to
Confirm the Naming of the
Frasier W. Brickhouse Classroom

WHEREAS, on October 22, 2010, Virginia State University received a \$25,000 contribution from former students of Mr. Frasier W. Brickhouse for the establishment of an endowment fund and the naming of a classroom in Singleton Hall; and

WHEREAS, the Board of Visitors has authorized the naming of a classroom in Singleton Hall at a level of \$25,000; and

WHEREAS, Mr. Frasier W. Brickhouse was a former accounting professor and administrator in the Virginia State University Reginald F. Lewis School of Business; and

WHEREAS, the endowment fund is for the purpose of providing financial aid to students enrolled at Virginia State University; and

WHEREAS, § 23-170 of the *Code of Virginia* states that “[t]he board shall have power to take, hold, receive and enjoy any gift, grant, devise or bequest to the Visitors of Virginia State University or to or for the benefit of the University. Any such gift, grant, devise or bequest shall be used for the purposes designated by the donor, if any, or, if no purposes are so designated, for the general purposes of the board.”

NOW, THEREFORE, BE IT RESOLVED, that the Board of Visitors of Virginia State University confirms receipt and acceptance of the endowment funds on behalf of the Board of Visitors and that the specific contribution be noted and filed with the permanent records in the Office of Development; and be it

FURTHER RESOLVED, that a classroom in Singleton Hall be named the Frasier W. Brickhouse classroom.



Felix Davis, Jr. Rectory

11-12-10

Date



Alfred J. Cade, Secretary

12/Nov 2010

Date