

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS  
NEW MEMBER ORIENTATION & BOARD MEETING**

*Gateway Dining & Event Center, Second Floor Salons  
2804 S. Martin L. King, Jr. Blvd.  
(On the campus of Virginia State University)*

**DRAFT SCHEDULE & AGENDA  
THURSDAY; AUGUST 6, 2020**

**9:00 a.m. – 10:30 a.m.**

**New Board Member Orientation Session**

No Public Comment Period

Call to Order.....Mr. Huron F. Winstead, Rector

Invocation (*Mr. Rodney Hall*)

Introductions ..... Rector Winstead

- New Board Members & Representative(s)

Welcome.....Dr. Makola M. Abdullah, President

- Welcome to Virginia State University

Review/Questions re: Board Documents..... Rector Winstead

Roscoe Roberts, Legal Counsel

- *VSU History, Mission Statement, and Vision –*
- *Board Statement of Governance*
- *Board Code of Ethics*
- *Board By-Laws*
- *Board Freedom of Information Act Rights & Responsibilities*
- *Virginia Freedom of Information Act (FOIA)*

Board Committee Structure, Membership & Assignments

Adjournment

**11:00 a.m.**

**Full Board Meeting Convened**

(Times are approximate)

No Public Comment Period

**11:00 a.m. – noon**

Rector Huron F. Winstead, Presiding

- Roll Call
- Invocation (*Mr. Rodney Hall*)
- Approval of Agenda
- Rector's Remarks
  - Welcome & Introduction of New Board Members
- President's Remarks
- Adjournment to Committee Sessions

**12 – 12:30 p.m.**

*Lunch will be served*

**Committee Session**

*(The Board will convene as a Committee of the Whole)*

**12:30 – 2:30 p.m.**

Facilities, Finance & Audit Committee Report

- Committee Approval of Minutes, June 29, 2020
- Budget Impact Discussion..... Mr. Kevin Davenport
- *Action Item*  
Resolution to Approve Unfunded Scholarships for 2020-2021
- *Information Items:*
  - Budget to Actual Financial Statements @ June 30, 2020
  - Actual to Actual Financial Statements @ June 30, 2020
  - Comparative Cash and Reserve Balances @ June 30, 2020
  - Budget Impact Analysis, Fall 2020 Re-opening Plan (Updated)
  - Comparative Statements of Net Position (Balance Sheets) for the periods ending June 30, 2014 through June 30, 2019
  - Comparative Statements of Revenues, Expenses and Changes in Net Position (Income Statements) for the periods ending June 30, 2014 through June 30, 2019
  - Accounts Receivable Analysis @ June 30, 2019
  - External Audit Update
  - Fall 2020 Enrollment Update
- Update on NIFA State Matching Funds (Closed Session)
- Internal Audit (Closed Session)

**2:30 – 3:00 p.m.**

*Break (Snacks Refreshed)*

**3:00 – 5:30 p.m. (approximate)**

Academic & Student Affairs Committee

- Candidates for Promotion and Tenure (Closed Session)

Personnel, Compensation & Governance Committee

- President's Performance Evaluation (Closed Session)

**Full Board Meeting Re-Convened**

Board Approval(s)

- Minutes, June 12, 2020
- Resolution to Approve Unfunded Scholarships for 2020-2021

Legal Counsel Update (*if necessary*)

Announcements/Adjournment

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS  
NEW BOARD MEMBER ORIENTATION MINUTES  
THURSDAY, AUGUST 6, 2020**

**CALL TO ORDER**

Huron F. Winstead, Rector, called the New Board Member Orientation session to order in the Gateway Dining and Event Center on the campus of Virginia State University at approximately 9:00 a.m.

**ROLL CALL**

*Board Members Present:*

Mr. Huron F. Winstead, Rector  
Dr. Christine M. Darden  
Ms. Shavonne Gordon  
Mr. William L. Murray  
Ms. Pamela A. Currey  
Mr. Gregory Whirley

*Board Members Not in Attendance:*

Mr. Charlie W. Hill, Vice Rector  
Ms. Thursa Crittenden, Board Secretary  
Dr. Valerie Brown  
Mr. Michael Flemming  
Mr. Raul Herrera  
Mr. Xavier Richardson  
Mr. Glenn Sessoms  
Mr. James J.L. Stegmaier  
Mr. Wayne Turnage  
Dr. Zoe Spencer, Faculty Representative to the Board  
Mr. Kameron Gray, Student Representative to the Board

*Administration Present:*

Dr. Makola Abdullah, President  
Dr. Donald Palm, Provost/Senior Vice President for Academic Affairs  
Mr. Kevin Davenport, Vice President for Finance and Chief Financial Officer  
Mr. Hubert Harris, Chief of Staff  
Ms. Regina Barnett-Tyler, Associate Vice President for Student Success and Engagement  
Mr. Rodney Hall, Assistant Vice President, Enrollment Management  
Mr. Eldon Burton, Director of Government Affairs  
Dr. Gwendolyn Dandridge, Interim Director, Communications/Professor, Dept. of Mass Communication  
Dr. Annie C. Redd, Special Assistant to the President/Board Liaison

*Legal Counsel Present:*

Mr. Roscoe Roberts, Senior Assistant Attorney General  
Ms. Deborah Love, Senior Assistant Attorney General/ Chief

*Other Attendees:*

Chief David Bragg, VSU Police Department  
Ms. Christy Johnson-Oliver, Student Health Center  
Ms. Danika Clemmons, Student Health Center  
Ms. Yourdonus James, Director of Conference Services  
Mr. Travis Edmonds, IT Security  
Ms. Danette Johnson, Executive Assistant to the President  
Ms. Ruby Potts, Office of the President

**OPENING REMARKS**

Rector Winstead invited Mr. Rodney Hall to offer the invocation.

**INTRODUCTIONS**

The Rector then introduced and welcomed new Board members: Dr. Christine M. Darden, Ms. Shavonne Gordon, and Mr. William L. Murray. The Rector gave the new members an opportunity to address those in attendance.

**WELCOME**

President Abdullah shared information about the University such as the history and mission statement, organizational structure, 2019 enrollment data, SWOT analysis, points of pride, and current challenges. Members of the VSU Leadership Team introduced themselves to the new Board members.

**BOARD DOCUMENTS**

Links to all Board documents were included in the welcome letter to new members dated July 1, 2020. In addition, the Board documents are posted on the University's website. In the interest of time, the Rector asked Board members to again review the documents at their convenience.

Mr. Roscoe Roberts presented the Freedom of Information Act (FOIA) and outlined the rights and responsibilities of Board members and the University administration.

Rector Winstead stated that committee appointments for new BOV members will be ratified at the September 2020 Board meeting.

**ADJOURNMENT**

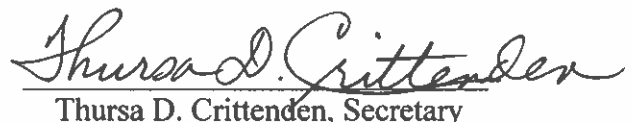
The Rector adjourned the session at approximately 10:30 a.m.



Huron F. Winstead, Rector

9.18.20

Date



Thursa D. Crittenden, Secretary

9.18.20

Date

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS**  
**BOARD MEETING MINUTES**  
**August 6, 2020**  
*(As of 8.18.2020)*

*The Full Board Meeting was held on the 2<sup>nd</sup> 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 11:00 a.m.

**ROLL CALL**

A quorum was present.

*Board Members Present:*

Mr. Huron F. Winstead, Rector  
Mr. Charlie W. Hill, Vice Rector *(electronic communication)*  
Ms. Thursa Crittenden, Secretary *(electronic communication)*  
Dr. Valerie Brown  
Ms. Pamela A. Currey  
Dr. Christine M. Darden  
Mr. Michael Flemming  
Ms. Shavonne Gordon  
Mr. Raul Herrera *(electronic communication)*  
Mr. William L. Murray  
Mr. Xavier Richardson *(electronic communication)*  
Mr. Glenn Sessoms  
Mr. James J.L. Stegmaier *(electronic communication)*  
Mr. Wayne Turnage  
Mr. Gregory Whirley  
Dr. Maxine Sample *(sat in for the Faculty Representative to the Board)*  
Mr. Kameron K. Gray, Student Representative to the Board

*Administration Present:*

Dr. Makola Abdullah, President  
Dr. Donald Palm, Provost/Vice President for Academic Affairs  
Dr. Annie C. Redd, Special Assistant to the President/Board Liaison  
Hubert Harris, Chief of Staff  
Charmica Epps Harris, Associate Vice President for Institutional Advancement  
Regina Barnett-Tyler, Interim Associate Vice President for Student Success and Engagement  
Rodney Hall, Assistant Vice President, Enrollment Management  
Sheila Alves, Chief Audit Executive, Internal Audit  
Dr. Gwendolyn Dandridge, Communications  
Eldon Burton, Director of Government Relations

*Legal Counsel Present:*

Deborah A. Love, Senior Assistant Attorney General and Chief

*Other Attendees:*

Travis Edmonds, Information Technology  
Yourdonus James, Office of Conference Services  
Monica Brown, Chair, Staff Senate  
Adrian Petway, Budget Office  
Ben Houck, Finance  
Danette Johnson, President's Office  
Travis Edmonds, IT Security  
Mary Gromovsky, College of Agriculture  
Dr. M. Ray McKinnie, College of Agriculture  
Dr. Wondi Mersie, College of Agriculture  
Pat Raines, Student Accounts

The following Board members participated by electronic means from remote locations identified below. The Board members participated by Cisco WebEx virtual meeting.

- Mr. Hill located in Hampton, VA; unable to attend due to medical reasons.
- Ms. Crittenden located in Suffolk, VA; unable to attend due to health and personal reasons related to the care of her mother.
- Mr. Herrera located in Burke, VA; unable to attend due to personal reasons related to the care of his mother.
- Mr. Richardson located in Fredericksburg, VA; unable to attend due to business and professional reasons relative to corporate policy.
- Mr. Stegmaier located in North Chesterfield, VA; due to medical reasons related to the COVID-19 and family risks.

**OPENING REMARKS**

Rector Winstead invited Mr. Rodney Hall to give the invocation.

**APPROVAL OF AGENDA**

The Board approved the agenda.

**RECTOR'S REMARKS**

The Rector indicated that the decision to hold the August 6<sup>th</sup> meeting in one day and in the Committee of the Whole format is a result of COVID-19 and trying to keep the Board members equally informed. He agreed that the structure of agreed upon in April 2020 to conduct work at the committee level should resume when it is feasible to do so. The Rector thanked the President for his efforts to support the Board's ability to govern effectively and efficiently during the pandemic. He also welcomed new Board members—Dr. Christine Darden, Ms. Shavonne Gordon, and Mr. William "Bill" Murray.

### **PRESIDENT'S REMARKS**

Dr. Abdullah thanked the Board and for their stewardship, also thanking members of the administration, chairs of the faculty and staff senates, and SGA. He presented an update on enrollment, noting that it is about flat in terms of new students coming in. He stated that more students are validated compared to last year because there is limited capacity in the residence halls. He stated that current numbers suggest that enrollment may reach a similar level to last year, also noting that a 10% reduction was budgeted due to COVID-19.

Dr. Abdullah presented updates on communications and relations, institutional advancement fundraising, government relations, and planned state spending with respect to VSU. He noted that state revenue projections are not as concerning as they were expected to be and that VSU is actively working to follow up on state funds.

Dr. Abdullah presented an update on COVID-19 trends with respect to opening of campus. He outlined the plans to postpone move in to campus and switch the first four weeks of class to online/remote instruction. He outlined the plans for mail-in testing for COVID-19 and retesting upon return to campus. He discussed some of the various challenges relating with testing and addressed Virginia Department of Health recommendations. Dr. Abdullah also presented a breakdown of the course delivery methods, including in-person, online, and hybrid.

Visitors mentioned a new app for COVID-19 testing from the Commonwealth of VA. Dr. Abdullah stated that he is aware of this app and, it is supposed to use Bluetooth to let a user know if he or she has come into contact with anyone that has tested positive for COVID-19. Visitors asked if University leadership has considered a fully online semester. Dr. Abdullah replied that this is an option that has been considered, stating that if there was further pushback in the opening, this option would likely need to be utilized. He emphasized his belief that there is something special about the on-campus experience at Virginia State and restated his objective to create a safe environment for students.

Visitors asked how the university is addressing technology accessibility issues for students that may not have computers or internet access necessary for online learning. Mr. Harris outlined the plans in place to work with Follett to utilize a \$500 stipend for students to purchase a computer, moving various technology services to the cloud, and plans for allowed students to connect remotely to the internet.

The Rector adjourned the Board to the Committee of the Whole format.

### **COMMITTEE REPORTS/BOARD APPROVAL/ACTIONS**

#### **Facilities, Finance and Audit Committee**

*(Committee Members Present: Brown, Flemming, Herrera, Hill, Stegmaier, Turnage, Whirley, Winstead)*

Dr. Valerie Brown, Chair, convened the FFA Committee. The Committee approved the minutes from its June 29, 2020 electronic meeting. Dr. Brown announced that the Committee would go into closed session for the NIFA discussion.

**CLOSED SESSION**

The Committee convened a closed session at 12:05 p.m. pursuant to Section 2.2-3711(A)(1) and 2.2-3711(A)(8) of the Code of Virginia involving the discussion of personnel matters and consultation with legal counsel regarding specific legal matters requiring provision of legal advice. More specifically, discussion about National Institute of Food and Agriculture (NIFA) matching funds. The motion called for President Makola Abdullah; Kevin Davenport, VP for Finance/CFO; Sheila Alves, Chief Audit Executive; Deborah Love, Senior Asst. Attorney General & Chief, Education Division; Dr. Annie C. Redd, Board Liaison; Dr. Donald Palm, Provost/Senior Vice President, Dr. M. Ray McKinnie, Dr. Wondi Mersie, and Mary Gromovsky from the College of Agriculture, to attend the closed meeting because (1) their presence in the closed meeting was deemed necessary; and or their presence would aid the Board in its consideration of this matter.

The Board re-convened in opened session at 2:04 p.m. with a roll call that the Committee 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 motions by which the closed meeting was convened.

**CLOSED SESSION**

The Committee convened a closed session at 2:24 p.m. pursuant to Section 2.2-3711(A)(1) and 2.2-3711(A)(8) of the Code of Virginia involving the discussion of personnel matters and consultation with legal counsel regarding specific legal matters requiring provision of legal advice. More specifically, discussion as per the Audit Charter with the Internal Auditor. The motion called for Chief Audit Executive and Deborah Love, Senior Asst. Attorney General & Chief, Education Division to attend the closed meeting because (1) their presence in the closed meeting was deemed necessary; and or their presence would aid the Board in its consideration of this matter.

The Board re-convened in opened session at approximately 2:42 p.m. with a roll call that the Committee 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 motions by which the closed meeting was convened.



### **Division of Finance**

A Visitor stated that he received letter from an alumni chapter raising two issues – the first issue concerning the financial stability of the College of Agriculture due to potential financial liabilities and the second issue relating to the teaching and instruction in College of Agriculture. The Visitor cited the letter's noting that enrollment in the College of Agriculture has increased and the amount of professors has decreased, stating that the ratio of teachers to students is not where it was ten years ago.

Mr. Davenport presented the University's cash balances. A Visitor asked about days cash on hand. Mr. Davenport replied that he would circle back and provide this metric. He discussed the objective to keep state balances low. He provided explanations of the cash cycle and discussed progress made over the last few years with respect to auxiliary balances. Dr. Abdullah added clarification that the University has borrowed another \$3 million from auxiliary funds to keep the state-backed building project moving forward, stating that reimbursement will be sought for those expenditures.

Mr. Davenport discussed available free funding sources, Cares Act money, HBCU funds, and other stimulus funds. He addressed room and Board refunds, prepayment of insurance at June 30<sup>th</sup>, auxiliary borrowing for Harris Hall, and unspent Title III funds.

A Visitor asked if the University is using federal funds to offset the deficit. The Visitor asked if it would make more sense to use these funds to reduce tuition for students who are being asked to study online. Mr. Davenport answered that VSU's method of online is very interactive and that students will have the same level of access to a professor as they would with in-person classes. He also cited significant costs associated with offering online classes. Dr. Abdullah added clarification that Title III funds are typically used for technology and in this case can be used to provide additional support for specific one-time expenses (as opposed to just being placed in a bucket). Mr. Davenport stated that he had received communication from Title III and they are going to offer flexibility.

Visitors asked follow up questions about prepayment. Mr. Davenport stated that prepayment is in compliance. A Visitor stated that prepayment is standard in higher education. Mr. Davenport stated that he thinks the University is well positioned, given the uncertainties that still exist. He stated that there is roughly \$50 million in resources that could be used, also stressing the need to be conservative during this period.

Mr. Davenport presented the budget to actuals as of June 30<sup>th</sup>, comparing budgeted state revenues, and tuition E&G revenues to what was received, noting that the university ended the year higher than budget. He stated that, against flat enrollment, the university received more than what was budgeted for non-general funds as well as auxiliary revenues. He stated that expenditures were controlled and ended the fiscal year slightly under budget. University ended the year with an increase of \$7.3 million on a cash basis.

**CLOSED SESSION**

The Board convened a closed session at 4:11 p.m. pursuant to Section 2.2-3711(A)(1) and 2.2-3711(A)(11) of the Code of Virginia for discussion or consideration of promotion and tenure, sabbatical leave, and/or honorary degrees and/or special awards. The motion called for President Makola M. Abdullah, Dr. Donald Palm, Provost/Senior Vice President for Academic Affairs; Deborah Love, Senior Asst. Attorney General & Chief, Education Division; and Dr. Annie C. Redd, Board Liaison, to attend the closed meeting because (1) their presence in the closed meeting was deemed necessary; and or their presence would aid the Board in its consideration of this matter. The Board re-convened in opened session at approximately 4:35 p.m. with a roll call that the Committee 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 motions by which the closed meeting was convened.

**CLOSED SESSION**

The Committee convened a closed session at 4:36 p.m. pursuant to Section 2.2-3711(A)(1) and 2.2-3711(A)(11) of the Code of Virginia to discuss personnel matters, specifically discussion of the President’s Performance Evaluation for 2019-2020. The motion called for President Makola M. Abdullah; Deborah Love, Senior Assistant Attorney General & Chief, Education Division, to attend the closed meeting because (1) their presence in the closed meeting was deemed necessary; and or their presence would aid the Board in its consideration of this matter.


The Committee convened a closed meeting pursuant to § 2.2 3711(A)(1) and § 2.2 3711(A)(8) of the Code of Virginia involving the discussion of personnel matters and consultation with legal counsel regarding specific legal matters requiring provision of legal advice. More specifically, discussion and update on an investigation into certain allegations of harassment or retaliation. The motion called for President Makola Abdullah; Deb Love, Senior Assistant Attorney General & Chief, Education Section; Keonna Carter Austin, Deputy Attorney General for the Health, Education and Social Services Division, to attend the closed meeting because (1) their presence in the closed meeting was deemed necessary; and or their presence would aid the Board in its consideration of itthis matter.

The Board re-convened in opened session at 5:43 p.m. with a roll call that the Committee 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 motions by which the closed meeting was convened.

**ADJOURNMENT**

There being no further business, the Rector adjourned the meeting at approximately 5:45 p.m.

  
\_\_\_\_\_  
Huron Winstead, Rector

  
\_\_\_\_\_  
Thursa D. Crittenden, Secretary

9.18.20  
\_\_\_\_\_  
Date

9.18.20  
\_\_\_\_\_  
Date

**VIRGINIA STATE UNIVERSITY BOARD OF VISITORS  
APPROVED ELECTRONIC BOARD MEETING MINUTES  
Friday, June 12, 2020  
10:00 am – 1:00 p.m.**

**CALL TO ORDER**

Mr. Huron F. Winstead, Rector, called the meeting of the Virginia State University (VSU) Board of Visitors (Board) to order at approximately 10:00 a.m. The meeting was held by means of electronic communication and livestreamed for public access.

**ROLL CALL**

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  
Ms. Pamela A. Currey  
Dr. Daryl C. Dance (*called in at 10:55 a.m.*)  
Mr. Michael Flemming (*absent*)  
Mr. Raul Herrera  
Ms. Jennifer Hunter (*departed at 12:15 p.m.*)  
Mr. Xavier Richardson  
Mr. Glenn Sessoms  
Mr. James J.L. Stegmaier  
Mr. Wayne Turnage  
Mr. Gregory Whirley  
Dr. Zoe Spencer, Faculty Representative to the Board  
Mr. Kameron Gray, Student Representative to the Board

*Administration Present:*

Dr. Makola Abdullah, President  
Dr. Donald Palm, Provost/Senior Vice President for Academic Affairs  
Hubert Harris, Chief of Staff  
Charmica Epps Harris, Interim Associate Vice President for Institutional Advancement  
Dr. G. Dale Wesson, Vice President for Research and Economic Development  
Regina Barnett-Tyler, Interim Associate Vice President for Student Success and Engagement  
Rodney Hall, Assistant Vice President, Enrollment Management  
Sheila Alves, Chief Audit Executive, Internal Audit  
Dr. Gwendolyn Dandridge, Communications  
Eldon Burton, Director of Government Relations  
Tanya Simmons, Director, Human Resources  
Dr. Annie C. Redd, Special Assistant to the President/Board Liaison

*Legal Counsel Present:*

Ramona Taylor, University Legal Counsel

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### *Other Attendees:*

Christy Johnson-Oliver, Chief Health Officer/Registered Nurse, Student Health Center

Travis Edmonds, Information Technology

Yourdonus James, Office of Conference Services

Perry Evans, Office of Conference Services

Paula McCapes, Chair, Staff Senate

Adrian Petway, Budget Office

Benjamin Houck, Finance

### **APPROVAL OF AGENDA**

The agenda was approved.

### **APPROVAL OF MINUTES**

In response to a motion for approval of the minutes, a Visitor reemphasized his understanding that the budget was approved based on the understanding that the Finance Committee would meet monthly through January 2021 so that the budget can be continually reviewed. The Visitor also requested that a clarification be added to the prior meeting's minutes under the Internal Audit section, stating the dollar amount of possible risks as stated by the internal auditor with respect to accounts receivable and NIFA. The Visitor further requested that all transcripts and audio recordings be maintained even after approval of the minutes. The minutes were approved with modifications in the Internal Audit and Finance sections.

### **RECTOR'S REMARKS**

Rector Winstead thanked the Board members for attending the emergency meeting. He stated that the purpose of this meeting is to receive an update on the upcoming fall semester from the president and senior leadership team. The Rector also acknowledged the May 25<sup>th</sup> murder of an African American citizen, Mr. George Harry Floyd, Jr. by a uniformed police officer. He stated that this event had ignited a fire that is transforming race relations, the nation's landscape, and the world. The Rector stated that this Board stands in support of President Abdullah and his leadership and statements through this transformation. Mr. Winstead stated that he and his business colleagues are in dialogue and discussion with clients and stakeholders as they navigate through this new reality. He encouraged Board members to do the same in their respective stations and to initiate the conversations, if necessary. He also asked for a moment of silence for Mr. George Harry Floyd, Jr. and Miss Brianna Taylor.

The Rector mentioned the appointment of new Board members that would join the Board as of July 1, 2020; the Board of Visitors has received this information by email. The new Board members are Dr. Christine Darden, a VSU alumnus and retired Researcher and Senior Staff at NASA; Ms. Shavonne Gordon, Vice President of Diversity Recruiting and Talent Acquisition at Capital One; and Mr. William (Bill) Murray, Senior Vice President, Corporate Affairs at Dominion Energy. The Rector also acknowledged Ms. Pamela Currey and Mr. James Stegmaier who returned for a second term. He thanked Dr. Daryl Dance and Ms. Jennifer Hunter for their service as their second terms would June 30, 2020.

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### **PRESIDENT'S REMARKS**

Dr. Abdullah echoed the Rector's sentiments and comments regarding the deaths of George Floyd and Breonna Taylor. He stated that he is proud of students and faculty that are actively engaged in trying to create a better world. He also welcomed new Board members. Dr. Abdullah explained the hope for school operations to be back to normal in the spring semester. Meanwhile the objective is to open for the fall in a way that mitigates risk and liability, with the understanding that there will always be risks present. He emphasized that the plan to reopen is a working document and will need to meet the conditions for reopening outlined by the Governor and State Council of Higher Education for Virginia (SCHEV).

Nurse Johnson-Oliver presented additional items that will be needed with respect to health and safety including new policies and procedures, treatment protocols, daily clinic workflows, and plans to care for and educate our students. She stated that she is awaiting guidance on how to define an outbreak in order to change to remote learning and guidance relating to liability relating to students who test positive. Dr. Spencer asked follow up questions about the number of students on which the reopening plan is based, contact tracing protocols, and further clarification of health related budgetary items.

Jane Harris discussed facilities related measures aimed at campus health and safety for the fall including social distancing protocols, the purchase of campus wide signage, hand sanitizer, traffic control, increased custodial usage, personal protective equipment (PPE) for students and all employees, and continuous cleaning of high touch areas. She stated that these efforts will result in additional estimated annual cost of \$2 million. She explained the objective to mitigate some of these costs by continuing to reduce the number of employees on campus to only those that require physical presence.

Visitors asked for clarification on the additional \$2 million cost, if it reflects potential loss related to not being able to house as many students on campus. Ms. Harris clarified that the \$2 million only relates to the expense side and that the revenue side will be discussed in a later presentation.

Visitors asked if temperature monitoring will take place for students entering the classroom or for staff entering meetings. Nurse Johnson-Oliver explained that students will be advised to do self-checks. She explained various considerations relating to patient privacy that drove that rationale for this decision, stating the plan is for infrared temperature devices to be used in the Student Health Center as opposed to the classroom. Visitors asked further follow up questions about PPE and social distancing. Dr. Abdullah added that university leadership is especially sensitive with how social distancing is used, adding that police will not be used to enforce social distancing or mask wearing.

Ms. Harris explained that the current estimate for fall on-campus occupancy is 1740, touching on several issues such as bathroom and cleaning schedules, quarantine space, and an additional \$140,000 dedicated to educating students about health and safety. Visitors and Dr. Spencer asked further follow-up questions about quarantine space, room assignments, and the constitution of the on-campus/online split population.

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Dr. Palm presented recommendations of the Task Force with respect to the fall opening including the reduction of occupancy, the hybrid instruction model, and a discussion of the challenges related to remote learning, including faculty training.

Visitors asked further questions about social distancing and temperature screening, engaging both Ms. Harris and Nurse Johnson-Oliver. Ms. Harris confirmed that the shipment of PPE has been delivered. Visitors emphasized the need to build a complete understanding of the legal implications surrounding utilizing or not utilizing temperature screening or spot checks. Visitors also emphasized the importance of SCHEV guidance on this matter.

Dr. Palm replied to Visitors requests for comparison of the 1740 target for on-campus students to the normal amount housed on-campus, how the determination is made with respect to which students are selected to have the opportunity to live on campus, how students and guests coming from off-campus will be monitored, and how these factors impact the classes that will be offered.

Visitors asked questions regarding how the online component of the hybrid instruction model would impact professor load. Dr. Palm discussed training priorities and the plan to leverage our own faculty so that they can operate at the highest capacity with online remote learning.

Dr. Spencer asked follow up questions regarding the additional \$2.2 million in annual costs, specifically asked how much of this amount the faculty can depend on and how much will be allocated for faculty training. She also stressed the need to increase bandwidth and improve infrastructure to accommodate the hybrid structure. Dr. Palm responded that he generally expects about \$500,000 to be allocated to online training for faculty and staff and the rest will go to teaching overload for faculty and to adjuncts. Dr. Spencer further inquired whether training would be conducted by in-house providers or vendors. Dr. Palm replied that both would be utilized and detailed the plan to use instructional designers to help develop faculty online, with the objective to assist them in optimally delivering the content of their courses online without taking away from their academic freedom in how they present the content. Dr. Palm replied to Visitors' question about the buy in from the academic units for this plan stating that it took into account a survey of all of the academic units.

Visitors asked if a target date has been established for the selections of which students will be able to live on-campus. Dr. Palm replied that over the next two weeks his area will be evaluating the inventory of class offerings and the impact on the population that would be best served being on campus. He discussed the block schedule, impacts on financial aid, upper level class scheduling, and impact on breaks.

In providing an update on technology, Mr. Hubert D. Harris stated that he is looking at end user cloud solutions. He is evaluating the possibility of using Amazon Web Services to virtualize desktops for every discipline and also provide internet solutions to students living in remote areas. Visitors asked follow up questions about virtualization and lead times for implementing these technologies. Mr. Harris stated that his department will need to leverage contingent services to put this new services in place. Visitors asked questions about the costs related to the laptop program being considered.

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Mr. Kameron Gray asked what the university will do to assist students financially who might not have a high enough GPA to qualify for merit based financial aid. Dr. Abdullah answered that university leadership is in a constant conversation to upgrade the Pell grant. He acknowledged that this is a very difficult time for students and that need will be exacerbated. Families' financial conditions are not updated on the FAFSA. He stated his objective to put his thumb on the scale and find additional financial aid so that a generation of students is not lost.

Dr. Spencer summarized that close to \$9 million in new expenditures are being considered, but that the Faculty Senate's larger concern is that VSU is able to survive COVID19 and that doing so does not impact the faculty and staff on the front lines. She stressed the importance of being forward looking and also considering the long-term impact of any cuts or furloughs with respect to the university's ability to survive post-COVID.

Mr. Harris presented additional information on the plan and need for a one-time \$346,000 upgrade to the website.

Mr. Davenport stated that he would now present the impact that the changes discussed in the prior presentations would have on the budget. He explained the revenue impacts of having fewer students on campus, discussing the revenue and expenditures impacts on both the Auxiliary and Educational & General (E&G) sides. In total, he projected a total budget impact of \$26 million consisting of a \$14 million impact on E&G and a \$12 million impact on Auxiliaries. He cited several key areas where he has been able to arrange reductions so far, including a major adjustment to food services and a reduction of the comprehensive fee. He explained that Residence Life will not be able to take considerable cuts and still house 1700 students on campus.

Visitors asked if university leadership has considered approaching the State requesting a collective restructuring of debt for public universities to provide relief during this environment. Dr. Abdullah added that this was an idea discussed at the Council of Presidents that is currently being explored.

Mr. Davenport replied to Visitors' questions about the projected \$5 million dollar impact on Residence Life. Dr. Abdullah added that the category estimates add a hypothetical breakdown that is useful for creating targets for reductions.

Mr. Davenport addressed Visitors' questions about reserves. Citing an Auxiliary reserve balance of \$21 million, he stressed the president's priority to hold reserve and stimulus funds as much as possible. He further stated that he is expecting a need for a portion of stimulus funds to fill the current gap. He cited additional cost saving measures and controls that are being considered such as evaluating executive pay, placing a hiring freeze into effect, achieving grounds and facilities related savings, and loading only half of the budget.

Dr. Spencer asked how costs are justified to students that are forced to take classes online. Dr. Abdullah stated that he is trying to reduce the net cost by raising financial aid. He acknowledged that some students may feel that they are not getting the true VSU experience studying online. He emphasized the high value as well as affordability that VSU provides.

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Dr. Spencer followed up expressing additional concern about out-of-state students' willingness to pay to continue to take online classes in lieu of finding options to attend locally in their respective home states. Dr. Abdullah concurred that there is not easy answer to this challenge, but he did mention that lower projected occupancy will enable the university to provide great financial aid elsewhere. He explained that current enrollment numbers are actually showing an increase in freshman enrollment over last year. However, a 10% reduction will still be budgeted because numbers in this era are unreliable.

Dr. Spencer asked about the furlough or reductions that were mentioned, citing concerns raised by the Board and Faculty Senate in the past about the number of faculty transitioning out and not being replaced. She cited faculty and staff shortages across several departments, and emphasized how further shortages will impact the university's ability to survive post-COVID. Mr. Davenport emphasized the reality of needing to meet the \$26 million gap – stating that although the objective to mitigate impact to faculty and instruction as much as possible will remain, the gap cannot be filled without having some impact on faculty.

Dr. Spencer stated that the Faculty Senate has created some alternative scenarios outlining where costs can be cut. Dr. Palm stated that he will discuss these scenarios with Dr. Spencer.

Mr. Davenport replied to Visitors' questions about the \$26 million gap, providing some further clarification regarding revenue/expense impact and funding source. Dr. Abdullah added that the team has identified \$8 million in savings that can be implemented soon. Mr. Davenport summarized some major reserve and stimulus sources available.

A Visitor mentioned that other institutions have not thus far announced tuition price differentiation between students that are served on-campus versus online.

A Visitor emphasized concerns regarding the financial situation that existed before COVID, stating that COVID has only further added to these concerns and the urgency for tough decisions to be made. The Visitor also stressed the need to obtain feedback from key stakeholders and consider the various points of view that they bring to the table.

Dr. Spencer cited concerns how reducing term faculty could impact the quality of instruction. Dr. Abdullah replied that the university will stay well within the requirements of SACSCOC and will take measures to ensure quality.

A Visitor expressed the urgency of seeing more specifics, noting that certain possible liabilities, risks, and possible due costs discussed in the prior meeting were not discussed today and emphasized the importance of knowing the exact amounts of those costs.

A Visitor offered the context of the importance of the work being done at this pivotal time and urged the Board, faculty, and staff to also reflect on all the positive impact that can be made on students' lives even with challenges ahead.

The Rector asked Dr. Abdullah to bring the meeting to a close. Dr. Abdullah thanked the Board for their patience during these times, emphasizing that the decisions faced during this time are not easy ones. He



**ELECTRONIC BOARD MEETING MINUTES**

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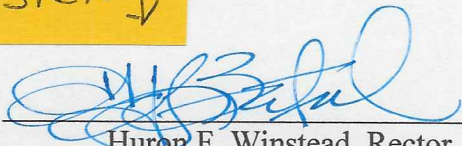
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outlined critical next steps that will begin to be implemented next week including expenditure reductions and considering Faculty Senate proposals. He expressed his priority to keep the Board fully abreast of major budgetary changes or information regarding enrollment. He stated that the plan for prioritizing residence halls will be finalized early next week. He offered the closing thought that a lot in front of us is unknown, but that he is constantly reminded of the tremendous value that Virginia State University provides in solving a lot of the problems faced by our country.

**ADJOURNMENT**

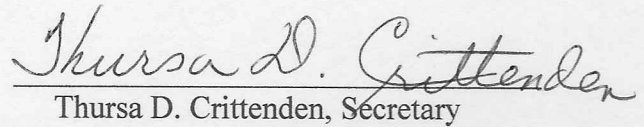
The Rector adjourned the meeting at approximately 12:55 p.m.

STGN ↓



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Huron F. Winstead, Rector



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Thursa D. Crittenden, Secretary

8.6.20

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Date

8.6.20

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Date

VIRGINIA STATE UNIVERSITY

RESOLUTION TO APPROVE UNFUNDED SCHOLARSHIPS

WHEREAS, Virginia State University (“VSU” or “University”) utilizes unfunded scholarships to support students with financial need who might not otherwise be able to attend the University for financial reasons; and

WHEREAS, unfunded scholarships support VSU’s mission and its strategic plan by providing students *affordable access to an excellent education*, which is also an initiative of the Governor and the Commonwealth of Virginia; and

WHEREAS, pursuant to § 23.1-612 of the *Code of Virginia*, unfunded scholarships are applied exclusively to the remission, in whole or in part, of tuition and mandatory fees; and

WHEREAS, an undergraduate Virginia student may receive an annual remission of an amount not to exceed the cost of tuition and mandatory fees. An undergraduate non-Virginia student may receive an annual remission not to exceed the amount of the out-of-state tuition differential required to be paid by the student for tuition and mandatory fees; and

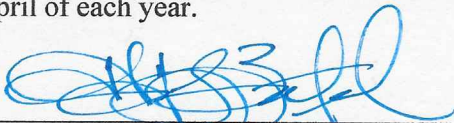
WHEREAS, the governing board determines the number of unfunded scholarships annually awarded to undergraduate Virginia students and non-Virginia students, and the total value of all such scholarships annually awarded to undergraduate Virginia students shall not exceed the amount of the applicable sum of undergraduate tuition and mandatory fees multiplied by 20 percent of the enrollment of undergraduate Virginia students during the preceding academic year; and

WHEREAS, the total value of all such scholarships annually awarded to undergraduate non-Virginia students shall not exceed the amount of the applicable per capita out-of-state tuition differential paid by undergraduate non-Virginia students for tuition and mandatory fees multiplied by 20 percent of the enrollment of undergraduate non-Virginia students during the preceding academic year; and

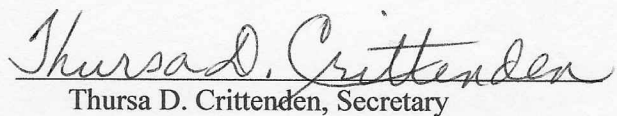
WHEREAS, in May 2020, the University’s FY 2020-2021 approved budget includes a total allocation of \$500,000 for unfunded scholarships for Virginia students and non-Virginia students, respectively.

THEREFORE, BE IT RESOLVED THAT, that the Board approves the University’s plan to award a maximum of 100 unfunded scholarships to Virginia students and a maximum of 200 unfunded scholarships to non-Virginia students **in spring 2021** and that the total of these combined categories of unfunded scholarships shall not exceed \$500,000.

BE IT FURTHER RESOLVED THAT, the Board will review and determine the amount of unfunded scholarships annually during the development of its operating budget that typically occurs in April of each year.



Huron F. Winstead, Rector



Thursa D. Crittenden, Secretary

8.6.20

Date

8.6.20

Date