

**VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS
Petersburg, Virginia 23806**

**MINUTES
Thursday, January 13, 2011**

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 1:06 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
Ms. Erika T. Davis
Dr. Mary Hatwood Futrell (*via teleconference*)
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 (*via teleconference departed 1:26 p.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
Mr. Jesse Vaughan, Special Assistant to the President

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:

Dr. Wondi Mersie, Associate Dean and Director of Research, Agriculture Research Station
Ms. Sandra Evans, Director, Academic Success Center
Mr. John Griffin, Food Services Director, Thompson Hospitality
Mr. Dale South, IT Audit Manager, Internal Audit

OPENING REMARKS

Dr. Mary Futrell confirmed that she was located at George Washington University, Graduate School of Education and Human Development, Room 212, 2134 G. Street, N.W., Washington, D.C., which was fully accessible to the public as required by the Virginia Freedom of Information Act (FOIA). Mr. Timm joined the meeting via teleconference on an emergency basis as provided by § 2.2-3708.1 of the Virginia FOIA. Due to a heavy snowstorm and impassable weather, Mr. Timm participated from a remote location in West Chesterfield, Massachusetts.

The Rector discussed: Opening Conference; the \$1 million Thompson Hospitality gift; the current state of the University, and the exciting times to come.

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

PRESIDENT'S REMARKS

President Miller recognized Board Member Katherine Busser's receipt of the Young Women's Christian Association (YWCA) of Richmond's 2011 Outstanding Women Award, and Board Member Daphne Reid on being honored by the Delta Sigma Theta Sorority Inc. He also presented Mr. John Griffin, Food Service Director for Thompson Hospitality, with a token of appreciation on behalf of the University for his tireless efforts and excellence.

The President highlighted the following significant events and meetings he attended or had others attend: the Virginia State University Alumni Association's (VSUAA) Northern Virginia Chapter Scholarship Dinner and Dance; Virginia State University (VSU) hosting the Commonwealth of Virginia's Fiscal Officers' annual meeting, and the Gateway Region's Global Growth Roundtable; visits and meetings with Chesterfield County and Colonial Heights leadership; the State Council of Higher Education for Virginia (SCHEV) campus tour; Commonwealth Center for Advanced Manufacturing (CCAM) developments; visits to the Virginia Liaison and the Thurgood Foundation

offices; Fall Commencement; and the Virginia Tobacco Commission grant to the University for numerous agribusiness projects in southside and southwest Virginia.

Effective March 1, 2011, Virginia State University's postal address will change to Virginia State University, 1 Hayden Drive, Virginia State University, Virginia 23806.

Upcoming events: Freedom Classic Festival, Richmond Coliseum, January 16, 2011; 9th Annual Honda Battle of the Bands, Atlanta, Georgia, January 29, 2011; Annual Central Intercollegiate Athletic Association (CIAA) Basketball Tournament, Charlotte, North Carolina, February 28, 2011 through March 6, 2011; and 129th Founder's Day, March 10, 2011.

The President introduced Ms. Sandra Evans, Director, Academic Success Center. Ms. Evans provided a brief overview of the academic success program, in preparation of the Board's tour of the Center.

The Rector adjourned the meeting of the full Board at 1:58 p.m. for concurrent committee sessions, and to afford Board members the opportunity to tour the Academic Success Center.

Board Meeting Friday, January 14, 2011

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 8:37 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 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

Ms. Erika T. Davis
Dr. Mary Hatwood Futrell (*via teleconference*)
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 (*absent*)
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

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:

Dr. Kenneth Bernard, Professor, School of Engineering, Science and Technology
Mr. Dale South, IT Audit Manager, Internal Audit
Mr. Travis Edmonds, Office of Information Technology
Ms. Staci Henshaw, Project Manager, Auditor of Public Accounts

OPENING REMARKS

Dr. Mary Futrell confirmed that she was located at 5927 Norham Drive, Alexandria, Virginia, which was fully accessible to the public, as required by the Virginia FOIA.

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 November 11-12, 2010. A motion for their approval was made by Mr. Starkey, seconded by Ms. Steverson, and the minutes were approved by roll call voice vote.

PRESIDENT'S STATEMENT

President Miller gave a brief recap of his presentation given Thursday, and discussed grant activity in agricultural research, the University's public relations efforts, and legislation being considered at the General Assembly.

The President introduced Ms. Candice Watson, Senior, Interdisciplinary Studies Major, and Student Virginia Education Association State Vice President. Ms. Watson shared with the Board her reasons for selecting VSU as her school of choice, discussed her experiences at the University and how it has equipped her for success.

COMMITTEE REPORTS

Academic and Student Affairs

Ms. Barbara Steverson reported on behalf of the **Academic and Student Affairs Committee**, and discussed the faculty's response to the Board's request for revisions to the promotion and tenure guidelines of the Faculty Handbook, which was well received. Ms. Steverson discussed the study conducted by the Association of Governing Boards (AGB) on core content based on what courses and degrees are offered by higher education institutions, and the return on investment for all universities. Virginia State University received a "B" rating based on an "A-F" scale.

Provost Hill discussed academic program outcomes: aligning the University with higher education initiatives; making sure the programs are productive and well-funded; increasing faculty-productivity statistics; increasing upper-level course enrollment and completion; increasing retention and graduation rates; completion of a revised General Education program; staying ahead of SCHEV's review of programs with low enrollment; completion of the new credit-hour distribution policy; the School of Business E-book program; and transfer articulation dinners. Discussion regarding the University's progression with the E-book program ensued.

Accreditation updates: the Social Work Program was approved by the Council on Social Work Education (CSWE); Accreditation Commission for Programs In Hospitality Administration (ACPHA), disposition to be rendered in June 2011; and the Virginia Department of Education approved the 17 endorsement areas at VSU.

New initiatives: Middle-grade Science, Technology, Engineering, and Math (STEM) Lab School project; the Creating Global Citizens: Exploring Internationalization at HBCUs project; Fulbright Scholar in Islamic Studies; and the Campus-Community Healthcare Partnership.

Dr. Hill highlighted the academic administration reorganization, the data center upgrade, and grants and contracts.

On behalf of the committee, Dr. Futrell requested that at each Board meeting, the Board receive a progress report on the status of the revision work to the promotion and tenure criteria in the Faculty Handbook.

Resource and Governance Committee

Ms. Daphne M. Reid, Chair of the **Resource and Governance Committee**, discussed the committee's work developing a streamline instrument for evaluating the President and the collaboration to take place between the Board and the President, which will result in the final evaluation measurements, goals and instrument.

The committee discussed amending the Bylaws as they relate to public comment at Board meetings, and it was decided to leave current protocols in place. It was determined that additional Board assessment and discussion of the public comment period is needed. Discussion ensued.

Facilities, Finance and Audit Committee

Mr. E. Ray Murphy, Chair of the **Facilities, Finance and Audit Committee**, introduced Ms. Staci Henshaw, Project Manager, Auditor of Public Accounts. Ms. Henshaw conducted a brief entrance conference, reviewed processes, and expects to report the audit findings to the Board at the April 2011 meeting.

Mr. Murphy highlighted the Interim Internal Audit Report, which ended December 10, 2010. He discussed scheduled Information Technology (IT) audits and State hotline investigations conducted by Internal Audit. The committee received an update on the impact of changes to the Institute of Internal Audit (IIA) standards, which were effective January 1, 2011. The committee also received an update on the changes to the Internal Audit opinion categories.

Mr. Murphy asked Mr. Meadows to give an overview of the general provisions related to Higher Education Restructuring, annual assessment and certification, and the University's compliance with the Board approved debt management policy. The policy provides guidance and structure for long-term debt, an ongoing process for debt evaluation, execution for financial resources, and assists the University in achieving the necessary credit ratings to be eligible for authority under the Restructured Higher Education Financial and Administrative Operations Act. On behalf of the committee, Mr. Murphy moved for approval the Resolution Authorizing the President to Sign the Letter to the Secretary of Finance. The motion carried by roll call voice vote.

Mr. Murphy discussed the Six Year Capital Plan. Mr. Meadows highlighted the projects within the plan, and on behalf of the committee, Mr. Murphy moved for approval the resolution Authorizing the Six Year Capital Plan for 2012-2018. The motion carried by roll call voice vote.

The University continues to exceed its Small Women and Minority (SWaM) goals.

Substantial completion of the Gateway Dining Facility is targeted for February 2011, with occupancy scheduled for March 1, 2011.

Mr. Murphy reported on the condition of the Presidential residence and the assessment provided by Boynton Rothschild Architects. The facility was determined to be uninhabitable by the firm, for residential occupancy. The committee recommended that the Board take note of the assessment, and on behalf of the committee, Mr. Murphy moved for approval, that in its current condition, the Presidential residence be taken out of service and held offline until further notice. The motion carried by roll call voice vote. Discussion ensued. Mr. Murphy reviewed the three options in the report from the architectural firm: Option 1 responds to the need for a larger living and kitchen area as well as the creation of an accessible toilet room on the first floor, total cost \$1,400,000 - \$1,500,000; Option 2, in addition to Option 1 renovations, relocation of the President's office with a private toilet room, larger bedrooms, and relocation of the washer and dryer, total cost \$1,500,000 - \$1,600,000; Option 3, construction of a new custom home, total cost \$1,500,000 - \$2,100,000. Rector Davis appointed a sub-committee to address the Presidential residence issues. The committee will consist of Mr. Black, Mr. Carnam, Ms. Steverson, Dr. Turner, Mr. Meadows, and will be co-chaired by Mr. Murphy and Ms. Reid. The committee will report back to the Board at the April 2011 meeting. Discussion continued.

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 January 10, 2011, which totaled \$887,658. On behalf of the committee, Mr. Starkey moved for approval, the acceptance of the gifts received from the Estate of Alda Myers, Thompson Hospitality, and The Stafford Foundation. The motion carried by roll call voice vote.

The Capital Campaign total as of January 7, 2011, was \$35,982,185. On behalf of the committee, Mr. Starkey moved for approval, the closing of the current Capital Campaign as of December 31, 2010, and begin planning efforts for the next Capital Campaign, to be announced publicly within the next twelve months. The motion carried by roll call voice vote.

On behalf of the committee, Mr. Starkey moved for approval changing the Board meeting date to April 14-15, 2011. The motion carried by roll call voice vote.

The Presidential Inauguration is scheduled for Friday, September 23, 2011.

Mr. Davis charged the Resource and Governance Committee with making the call for nominations for officers for the Board, and present recommendations to the Board for election of officers at the April 2011 Board meeting.


There being no further business, the Rector adjourned the meeting of the Board at 11:50 a.m.



Felix Davis, Jr., Rector

4-15-11

Date



Alfred J. Cade, Secretary

15 Apr 2011

Date

**VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS**

**RESOLUTION AUTHORIZING THE PRESIDENT
TO SIGN LETTER TO THE SECRETARY OF FINANCE**


WHEREAS, the 2008 Virginia Acts of Assembly, Chapter 879 includes a requirement in the General Provisions related to Higher Education Restructuring requiring an annual assessment and certification; and

WHEREAS, the Honorable Richard D. Brown, Secretary of Finance, has requested a statement from the Board certifying Virginia State University's compliance with Board approved debt management policy; and

WHEREAS, the letter of certification should also include the effective date of the policy; and

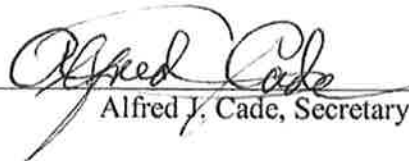
WHEREAS, this requirement is due by March 15, 2011 to John Ringer of the Virginia Department of Planning and Budget;

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors authorizes President Keith T. Miller to provide the certification to the Department of Planning and Budget.


Felix Davis, Jr., Rector

1-14-11

Date


Alfred J. Cade, Secretary

1-14-11

Date

**RESOLUTION OF THE
VIRGINIA STATE UNIVERSITY BOARD OF VISITORS
AUTHORIZING SIX-YEAR PLAN FOR 2012 - 2018**


WHEREAS, Section 23-9.2:3.03 of the *Code of Virginia* requires that “governing boards of the public institutions of higher education shall develop and adopt biennially a six-year plan for the relevant institution.”

WHEREAS, every biennium, Virginia State University must submit a Six-Year Plan for consideration by the State Council of Higher Education for Virginia (SCHEV), the Governor, and the respective chairs of the House Appropriations Committee and the Senate Finance Committee, and

WHEREAS, each plan must address the institution’s academic, financial, and enrollment plans and prioritize programs for the next three biennia, and

WHEREAS, the Board of Visitors adopts a Six Year Plan that is consistent with the University’s revised 20/20 Vision Plan.

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Visitors of Virginia State University hereby approves the University’s Six Year Plan covering the fiscal years 2012-2018.



Felix Davis, Jr. Rector

1-14-11

Date



Alfred J. Cade, Secretary

1-14-11

Date