

**VIRGINIA STATE UNIVERSITY  
BOARD OF VISITORS  
Virginia State University, Virginia 23806**

**SPECIAL MEETING MINUTES**

**Tuesday, May 22, 2012**

**CALL TO ORDER**

Mr. Felix Davis, Jr., Rector, called the special meeting of the Virginia State University (“VSU”) Board of Visitors (“Board”) to order in Room A of the Gateway Dining Event Center at 8:06 a.m.

**ROLL CALL**

A quorum was present.

*Board Members Present:*

Mr. Felix Davis, Jr., Rector  
Ms. Katherine E. Busser, Vice Rector  
Brigadier General (RET) Alfred J. Cade, Secretary  
Mr. George K. Anas, II  
Mr. Jerry B. Bias (*absent*)  
Mr. Harry Black (*via teleconference*)  
Dr. William C. Boshier (*absent*)  
Mr. Allyn Myles Carnam (*absent*)  
Ms. Catherine H. Gillespie (*absent*)  
Mr. Terone Green  
Mr. E. Ray Murphy  
Ms. Daphne M. Reid  
Mr. James H. Starkey, III  
Ms. Barbara Steverson  
Mr. Spencer L. Timm (*via teleconference at 9:03 a.m.*)  
Dr. Emmanuel Omojokun, Faculty Member Representative (*absent*)  
Mr. Brandon Randleman, Student Government Association 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  
Mr. David J. Meadows, Vice President for Administration and Finance  
Mr. James Tyson, Vice President for Institutional Advancement  
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:*

Mr. Thomas Reed, Director, University Relations  
Mr. Travis Edmonds, Office of Information Technology  
Ms. Karin Kapsidelis, Richmond Times Dispatch

**OPENING REMARKS**

Rector Davis passed the gavel to Vice Rector Busser and asked her to preside over the Board meeting.

Mr. Black confirmed that he was located at 707 S. President Street, Baltimore, MD 21202, which was fully accessible to the public as required by the Virginia Freedom of Information Act (FOIA).

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

**PRESIDENT'S REMARKS**

President Miller discussed proposed amendments to the tuition and fees schedule for academic year 2012-2013. He also said the board should consider a real estate matter concerning the lease of off-campus commercial office space.

Mr. Meadows highlighted the proposed amendments to the tuition and fees for academic year 2012-2013. The amendment was presented in response to Governor McDonnell's formal request to Virginia's publicly-supported institutions of higher education to keep in-state tuition increases for the fall semester and beyond to the increase in the Consumer Price Index, while addressing the fiscal needs of the University. The proposed amendment would decrease the originally approved 2012-2013 tuition and fees by 1.9% (from 6.6% to 4.7%); discussion ensued. Mr. Murphy moved for approval the resolution Amending the Tuition and Fees for Academic Year 2012-2013. The motion was seconded by Mr. Starkey and carried by a unanimous roll call voice vote.

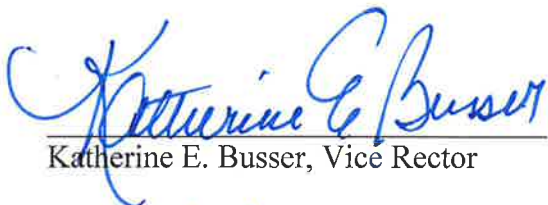
Mr. Timm joined the Board meeting at 9:03 a.m. and confirmed that he was located at 385 Ireland Street, West Chesterfield, MA 01084, which was fully accessible to the public as required by the Virginia Freedom of Information Act (FOIA).

Mr. Meadows discussed negotiations, and processes and procedures associated with the Cameron Building lease; discussion ensued. Mr. Green moved for approval the resolution Authorizing Off

Campus Commercial Office Space. The motion was seconded by Ms. Steverson and carried by a roll call voice vote.

Mr. Murphy moved that further discussion regarding the Board's involvement with the leasing of off-campus space be tabled until the September 2012 Board meeting. At the September 2012 meeting, the Facilities, Finance and Audit committee will further discuss the Board's future involvement in the leasing of off-campus space and present a recommendation to the full board. The motion was seconded by Mr. Green; discussion ensued. Mr. Starkey offered an amendment to the motion which would authorize the Executive Committee of the Board to act on the leasing of off-campus space on behalf of the Board during the interim period. The amended motion was seconded by Mr. Green and carried by roll call voice vote.

There being no further business, the Vice Rector adjourned the meeting of the Board at 9:22 a.m.

  
Katherine E. Busser, Vice Rector

9/12/2012  
Date

  
Barbara Steverson, Secretary

9/21/2012  
Date

**VIRGINIA STATE UNIVERSITY  
BOARD OF VISITORS**

**RESOLUTION AMENDING THE  
TUITION AND FEES FOR ACADEMIC YEAR 2012-2013**

**MAY 22, 2012**

**WHEREAS**, the Commonwealth of Virginia funding policies and the impact of the economic forecast for the foreseeable future contained in the 2012-2014 Biennium Appropriations Act (“Act”); and

**WHEREAS**, the Act requires each institution to communicate its tuition and fee policy, as approved by the Board of Visitors to the Secretary of Education, the State Council of Higher Education for Virginia (“SCHEV”), and the Chairs of the House Appropriations and Senate Finance Committee by May 15 of each fiscal year; and

**WHEREAS**, the Board of Visitors acted at its April 20, 2012 meeting to set tuition and fees for Academic Year 2012–2013; and

**WHEREAS**, subsequent to that meeting, Governor McDonnell has formally requested that all universities “endeavor to keep in-state tuition increases for the fall semester and beyond to the increase in the Consumer Price Index”; and

**WHEREAS**, the Board of Visitors wants to respond to the Governor’s request in a positive manner, while also addressing the fiscal needs of the University; and

**WHEREAS**, the Board of Visitors has considered the proposed schedule of tuition, room, board, comprehensive, and miscellaneous fees, identified as Schedules A, B, C, and D (attached); and

**WHEREAS**, the rates set for tuition, room, board, comprehensive, and miscellaneous fees, together with administrative actions to control costs, are intended to provide adequate coverage for basic instructional activities, related administrative support, other program and operating costs, and adequate debt service reserves for past and future construction projects utilizing bonded funds.

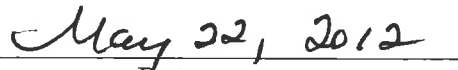
**NOW, THEREFORE, BE IT RESOLVED THAT**, the Board of Visitors of Virginia State University approves the tuition, room, board, comprehensive, and miscellaneous fees, found on Schedules A, B, C, and D, to be charged to students during the 2012-2013 academic year.

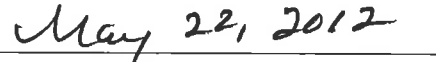
**BE IT FURTHER RESOLVED THAT**, the President shall monitor any subsequent actions of the General Assembly between now and the beginning of Fiscal Year 2013 for legislative impact on the tuition and fee policy and related funding, and shall implement timely changes required by such legislation, and shall report such action to the Board of Visitors at its next regularly scheduled meeting; and

**BE IT FURTHER RESOLVED THAT,** the President is authorized to establish miscellaneous fees for items not listed in Schedule D, in response to emerging needs and changing circumstances.

  
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Katherine E. Busser, Vice Rector

  
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Alfred J. Cade, Secretary

  
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Date

**VIRGINIA STATE UNIVERSITY  
BOARD OF VISITORS**

**RESOLUTION AUTHORIZING THE AMENDMENT OF THE  
OPERATING BUDGET FOR FISCAL YEAR 2012-2013**

**MAY 22, 2012**

**WHEREAS**, the Board of Visitors, has today given consideration and approved amended tuition and fee rates for Fiscal Year 2012-2013, within the limits set by the Commonwealth of Virginia as proposed by the Governor and as amended by the 2012 General Assembly, based on the latest information available to the University for what it is believed to become the 2012-2014 Biennium Appropriation Act ("Act"), once the Governor has signed the final bill; and

**WHEREAS**, the tuition and fee rates approved for Fiscal Year 2012-2013 as presented by the Administration are deemed reasonable and consistent with past Appropriation Acts; and

**WHEREAS**, the appropriations to the University, which authorize the state funding and spending authority for the University, including the Cooperative Extension and Agricultural Research Services budget, but not including local University or VSU Foundation funding, are limited to the amounts and conditions in the Act; and

**WHEREAS**, the University has forecast revenue collections from all sources for Fiscal Year 2012-2013, based on conservatively anticipated enrollment levels; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Visitors approves the Proposed Operating Budget appearing on the attached Table I; and

**BE IT FURTHER RESOLVED THAT**, the Board of Visitors approves the Educational and General ("E&G") Budget appearing on the attached Schedule I; and

**BE IT FURTHER RESOLVED THAT**, the Board of Visitors approves the budgeted amounts for the Auxiliary Enterprise programs as appearing on Schedule II; and

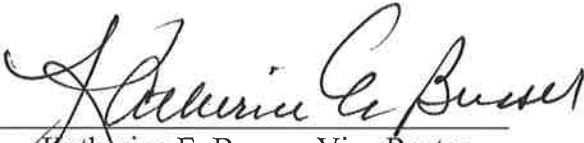
**BE IT FURTHER RESOLVED THAT**, the Board of Visitors approves the State Student Financial Assistance budget which equals the University's appropriation and noted E&G transfers as appearing on Table I; and

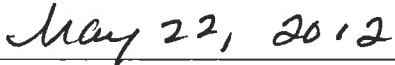
**BE IT FURTHER RESOLVED THAT**, the Board of Visitors approves expenditures in support of Sponsored Programs that have been properly awarded to the University and up to the amounts for which cash will be made available during the course of Fiscal Year 2012-2013 or as appearing in Table I; and

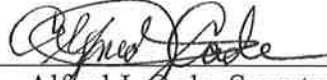
**BE IT FURTHER RESOLVED THAT**, the Board of Visitors approves the projected budget for local University and VSU Foundation funding, as presented on Table I; and

**BE IT FURTHER RESOLVED THAT**, the Board of Visitors authorizes the President to allocate and cause to be expended tuition, room, board, comprehensive and other fees collected beyond base projections, up to the amount appropriated and adjustments required and allowed by language in the Act, any additional General Fund Appropriation which may be incorporated in the final Appropriation Act and also to reallocate and expend all unexpended fiscal year 2012-2013 Educational and General and Auxiliary Enterprise funding that may be re-appropriated for use in fiscal year 2012-2013 and to expend local funds available to the University should the need arise; and

**BE IT FURTHER RESOLVED THAT**, the University President shall provide to the Board, at its next regularly scheduled board meeting, a presentation of the actual budget distribution.

  
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Katherine E. Busser, Vice Rector

  
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Date

  
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Alfred J. Cade, Secretary

  
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Date

**RESOLUTION OF THE BOARD OF VISITORS OF  
VIRGINIA STATE UNIVERSITY  
AUTHORIZING OFF CAMPUS COMMERCIAL OFFICE SPACE**

**WHEREAS**, the University has identified the need for additional administrative and non-administrative office space for academic purposes; and

**WHEREAS**, the University has maximized the use of all available office space at the campus location; and

**WHEREAS**, the property owner of the office space located at 325 Brown Street, Petersburg, Virginia, known as the Cameron Building, has agreed to lease property to the University at a fair and reasonable price; and

**WHEREAS**, the above described property is conveniently located near the campus; and


**WHEREAS**, § 23-38.88(A)(5) of the *Code of Virginia* authorizes the University to enter into operating, income or capital leases pursuant to the conditions and provisions set forth in subdivision 5 of § 2.2-1149; and

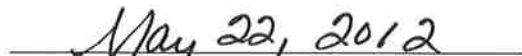
**WHEREAS**, the University has met the conditions set forth in subdivision 5 of § 2.2-1149 of the *Code of Virginia*; and


**WHEREAS**, the Virginia Department of General Services has reviewed all documentation and approved the lease as to form and compliance;

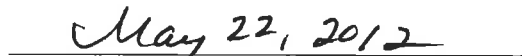
**Now therefore, be it RESOLVED** that the Board of Visitors approves the lease of commercial office space listed above, under the terms and conditions as set forth in the lease documents.

**RESOLVED FURTHER** that the President and Vice President for Administration and Finance are authorized to execute any and all residual contracts or documents pertaining to the lease of the aforementioned space.

  
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Katherine E. Busser, Vice Rector

  
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Date

  
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Alfred J. Cade, Secretary

  
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Date