



BOARD OF VISITORS

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January 10, 2023

TRANSMITTAL LETTER

The Honorable Glenn Younkin
Office of the Governor
P. O. Box 1475
Richmond, VA 23218

The Honorable Members of the General Assembly
Pocahontas Building
900 East Main Street
Richmond, VA 23219

SUBJECT: Annual Executive Summary – Report for Norfolk State University

Dear Governor Youngkin, and Members of the Virginia General Assembly:

Pursuant to *Code of Virginia* §23.1-1303 (B) (11) (Eff. Oct. 1, 2016), the Norfolk State University Board of Visitors hereby submits its Annual Executive Summary of its Interim Activity and Work for the 2022 calendar year. Should you have questions regarding this report, please feel free to contact me at (757) 353-5639 or dhenry@teamhenryent.com.

Sincerely,

Devon M. Henry
Rector
Norfolk State University Board of Visitors

C: The Honorable Aimee Rogstad Guidera, Secretary of Education
Laura Wilborn, Division of Legislative Automated Systems
Mary L. Blunt, Vice Rector, Norfolk State University Board of Visitors
Bishop Kim W. Brown, Secretary, Norfolk State University Board of Visitors
Dr. Javaune Adams-Gaston, President, Norfolk State University



NORFOLK STATE UNIVERSITY

ANNUAL EXECUTIVE SUMMARY

Section 23.1-1303 (B) (12) of the *Code of Virginia* (Eff. Oct. 1, 2016) requires that each Board of Visitors of public institutions of higher education submit to the General Assembly and the Governor an annual executive summary of its interim activity and work prior to the first day of the regular session of the General Assembly. This executive summary describes the Board’s compliance with the *Code of Virginia* as it relates to the following statutory requirements:

<u>Code Section</u>	<u>Description</u>
§23.1-1301 (B) (10)	Governing Boards; Powers – Public Access to Information
§23.1-1303 (B) (1)	Governing Boards; Duties – Bylaws
§23.1-1303 (B) (8)	Governing Boards; Duties – Annual Evaluation Meeting with the President/Chief Executive Officer of the Institution
§23.1-1306	Governing Board Executive Committee; Duties
§23.1-1303 (B) (12)	Governing Boards; Duties – Annual Executive Summaries
§23.1-1304	Governing Boards; Additional Duties; Educational Programs

The Board of Visitors for Norfolk State University is comprised of 13 members, five of whom are alumni (*). The Board members are:

Heidi W. Abbott	BK Fulton
Dwayne B. Blake	Conrad Hall
Gilbert T. Bland	Devon M. Henry (Rector)*
Mary L. Blunt (Vice Rector)	James Jamison*
Bishop Kim W. Brown (Secretary)*	Delbert Parks
Dr. Katrina L. Chase*	Dr. Harold L. “Harry” Watkins, II*
The Honorable James W. Dyke, Jr.	

§23.1-1301 (B) (10) Governing Boards; Powers – Public Access to Information

NSU Board Actions

The Norfolk State University (NSU) Board of Visitors ensures that the people of the Commonwealth of Virginia have immediate access to its public records and free entry to its public meetings in compliance with this section of the *Code*. All public meetings of the Board are noticed in advance and clearly marked as “open” or “closed” in accordance with the Virginia Freedom of Information Act, §2.2-3700 et seq. of the *Code of Virginia*. Board meeting notices are announced through a variety of methods and posted in compliance with the three-day notice requirement in various locations on campus.

All Board meetings are conducted in accordance with the *Code of Virginia*, the [Board Bylaws](#), and in a manner and under such procedures that are generally applicable to similar meetings. The Chair, in conducting meetings, is guided by *Robert’s Rules of Order Newly Revised*. Meeting notices are posted as required on the following websites: [NSU Board of Visitors Website](#) and the [Commonwealth Calendar Website](#). Meeting notices are posted on campus in the following three public locations in Harrison B. Wilson Hall – Administration Building:

- 1) Harrison B. Wilson Hall Foyer, 1st Floor
- 2) Harrison B. Wilson Hall Board of Visitors Office, 5th Floor, Suite 540
- 3) Harrison B. Wilson Hall President’s Office, 5th Floor, Suite 520

Meeting minutes for all open meetings are recorded and posted on the Board’s website at the [NSU Board of Visitors Website](#). All business of the Board not exempted by §2.2-3711 of the *Code of Virginia* are held in open meetings and all official actions taken in closed meetings are approved openly. Both the University Counsel and the Assistant University Counsel are invited to all open and closed meetings of the Board.

§23.1-1303 (B) (1) Governing Boards; Duties – Bylaws

NSU Board Actions

As required, the [Board Bylaws](#) communicates the Board’s desire to be transparent in its general operations to the extent required by law and in compliance with the Virginia Freedom of Information Act. The Board’s Statement of Governance further states: “The Board is transparent in its operations and operates openly in compliance with the Virginia Freedom of Information Act (*Code of Virginia* §2.2-3700 et seq.)”

§23.1-1303 (B) (8) Governing Boards; Duties – Annual Evaluation Meeting with the President of the Institution

NSU Board Actions

The Board of Visitors' [Presidential Evaluation Policy](#), reflects the statutory requirement in the *Code*. This policy details a timeline for conducting the annual meeting with the President and the performance evaluation process.

The Board completed the 2021-2022 evaluation of the President on December 9, 2022. Consequently, no new goals were established for 2022-2023 academic year.

The President's evaluation goals for the 2022-2023 academic year were officially approved by the Board at the October 16, 2022 Board Meeting. At the October 16, 2022 Board meeting, the Board awarded the President the maximum bonus authorized under her contract in recognition of her excellent performance over the past year. And further that the President's employment agreement be amended to increase the performance bonus through the remainder of the contract term. November 16, 2022, the Board of Visitors extended the president's contract to year 2027.

§23.1-1306 Governing Board Executive Committee; Duties

NSU Board Actions

As required by this section of the *Code*, the following documents are in place: Board [Statement of Governance](#), Board of Visitors [Code of Ethics and Statement of Mutual Expectations](#), and a set of [Qualifications and Competencies for Governing Board Membership](#) for the NSU Board.

§23.1-1303 (B) (12) Governing Boards; Duties – Annual Executive Summaries

NSU Board Actions

The Board, in compliance with this section of the *Code*, reviewed and approved the annual executive summary at its December 9, 2022 Board meeting with the provision to incorporate any additional actions taken on that date. The submission of the annual executive summary will be made available as required prior to the first day of the regular session of the General Assembly.

Board actions during the 2022 calendar year are as follows by the meeting date.

March 16, 2022 Board Meeting – The following items were approved by the Board:

- Approved the Rector be delegated the authority to sign the lease discussed in the Closed Meeting from the NSU Foundation.
- Approved that President Dr. William Harvey receive the Honorary Doctor of Humane Letters degree during the May 7, 2022 Commencement Exercises, or soon thereafter.

May 6, 2022 Board Meeting – The Board approved the following:

- Approved five (5) new academic degree programs:
 1. Doctor of Philosophy in Computer Science
 2. Master of Science in Applied Mathematics and Statistics
 3. Master of Public Health
 4. Master of Health Informatics
 5. Bachelor of Arts in African American Studies
- Approved updated Policy 33 giving the president discretion on items being approved.
- Approved Debt Management Policy Compliance Certification.
- Approved Policy 13 changing the financial reporting to due at the end of the calendar year versus the fiscal year.
- Approved the FY 2022-23 Tuition and Fee Recommendation with zero increase.
- Approved the FY 2022-23 Operating Budget Recommendation in the amount of \$246,396,000.
- Approved the Resolution to Name Gills Gym Athletic Training Space VERRECCHIA-DELONDE GOLF SIMULATOR.
- Approved authorization for Rector to negotiate and execute an amendment to the president's contract.
- Approved to amend the President's contract and a salary increase.
- Approved the following candidates for Tenure and Promotion to Associate Professor:
 - Dr. Bonaventure Balla
 - Dr. Nazir Barekzi
 - Dr. James Corprew

Dr. Jason Demeter
Dr. Lydia Figueroa
Ms. Christy Frederick
Dr. Jocelyn Heath
Mr. Sam Hughes
Dr. Keesha Kerns
Dr. Thomas Lewis
Dr. Alicia Moore
Dr. Anne Neikirk
Dr. Christina Pinkston
Dr. Donna Wolf
Dr. Harlan Zackery

- Approved the following candidates for Promotion to Professor:

Dr. Ashley Haines
Dr. Ann-Catherine Sullivan
Dr. Kathleen Thomas
Dr. Viola Vaughan-Eden

- Approved the following candidates for Tenure:

Dr. E. Delores Dungee-Anderson
Dr. Isiah Marshall, Jr.

May 23, 2022 Executive Committee Meeting – The Board approved the following:

- Approved the selection of Dr. Geoffroy de Laforcade as the 2022-2023 Faculty Representative to the Board.

June 7, 2022 Executive Committee Meeting – The Board approved the following:

- Approved Norfolk State University warehouse lease.

June 17, 2022, Executive Committee Meeting – The Board approved the following:

Approved and gave attorney the authorization to waive, as needed, attorney client privilege.

October 13, 2022 Board Meeting – The following actions were taken:

- Approved FY22 Resolution to approve Six-year Plan.

October 14, 2022 Board Meeting – The following actions were taken:

- Approved maximum bonus permitted for president under contract.

December 9, 2022 Board Meeting – The following actions were taken:

- Approved the Annual Executive Summary of Board’s Activity and Work for 2022
- Approved BOV Policy # 07 Risk Assessment
- Approved BOV Policy #09 Incident Response Policy
- Approved that Melissa “Missy” Elliott receive the Honorary Doctor of Humane Letters degree during the December 10, 2022 Commencement Exercises.

§23.1-1304 Governing Boards; Additional Duties; Educational Programs

NSU Board Actions

Reappointments for the NSU Board of Visitors effective July 1, 2022 include Dwayne Blake and Delbert Parks. Reappointments were officially announced through the Governor’s press release dated June 30, 2022.

New Board of Visitors members include Dr. Katrina Chase, James Jamison, Conrad Hall, and Gilbert Bland. All were officially announced through the Governor’s press release dated June 30, 2022.

Newly appointed Board members received Board Orientation from Counsel(s) on October 6, 2022 in Norfolk, VA at the Harrison B. Wilson Building, NSU Campus.

The mandatory orientation conducted by the State Council of Higher Education for Virginia (SCHEV) was held on October 18-19, 2022. The following NSU Board members participated in the SCHEV training:

Dwayne Blake
Gilbert Bland
Dr. Katrina Chase
Honorable James Dyke
Conrad Hall
James Jamison
Dr. Harold Watkins, Sr.

Other members of the Norfolk State University Board of Visitors requiring training will use the alternate option of attending four Association of Governing Boards (AGB) webinars from Board Fundamentals to satisfy the mandatory training requirement.

Conclusion:

The Norfolk State University Board of Visitors has demonstrated compliance with the requirements of *Code of Virginia* §23.1-1303 (B) (12) and looks forward to a productive start to 2023.

January 2022 to December 2022

Attendance at Special Events

Spring Opening Conference (Virtual)

Tuesday, January 5, 2022 – 9 am.
Devon M. Henry, Rector (Greetings)

NSU Foundation Board of Directors Meeting

Thursday, March 10, 2022 – 10:00 am.
Dr. Harry L. Watkins

Commencement – Spring 2022 Graduates

Saturday, May 7, 2022 - 9:00 a.m.
Heidi Abbott
Mary Blunt (Vice Rector)
Bishop Kim Brown (Secretary)
Honorable James Dyke
BK Fulton
Larry Griffith
Devon Henry (Rector)
Delbert Parks
Dr. Harold Watkins, Sr.

NSU Foundation Board of Directors Meeting

Thursday, June 9, 2022 – 10:00 am.
Dr. Harry L. Watkins

Fall Opening Conference

Monday, August 16, 2022 – 9:00 a.m.
Mary L. Blunt, Vice Rector (Greetings)

New Member Board Orientation for New Board Members

Gilbert Bland
Dr. Katrina Chase
Conrad Hall
James Jamison
Monday, August 29, 2022 – 11:45 a.m.

NSU Foundation Board of Directors Meeting

Thursday, September 8, 2022 – 10:00 am.
Dr. Harry L. Watkins

Founders Day Ceremony, Freshman Convocation

Thursday, September 15, 2022 – 12:30 p.m.
Bishop Kim Brown (Secretary)



Dr. Katrina Chase
Conrad Hall

Pharrell Williams, Mighty Dream Forum
Wednesday, November 2, 2022 – 12 p.m.

Heidi Abbott
Honorable James Dyke
Devon Henry (Rector)
James Jamison

Thursday, November 3, 2022 – 6 p.m.

Gilbert Bland
Mary Blunt (Vice Rector)
Dr. Katrina Chase
Conrad Hall
Dr. Harold Watkins

NSU Foundation Board of Directors Meeting

Thursday, December 8, 2022 – 10:00 a.m.

Devon Henry (Rector)
Dr. Harry L. Watkins

Commencement – Fall 2022 Graduates

Saturday, December 10, 2022 – 10:00 a.m.

Heidi Abbott
Mary Blunt (Vice Rector)
Bishop Kim Brown (Secretary)
Dr. Katrina Chase
BK Fulton
Devon Henry (Rector)
James Jamison
Dr. Harold Watkins