



## BOARD OF VISITORS

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January 5, 2024

### 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 2023 calendar year. Should you have questions regarding this report, please feel free to contact me at (757) 353-5639 or [dhenry@teamhenryent.com](mailto: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  
Bishop Kim W. Brown, Vice Rector, Norfolk State University Board of Visitors  
Dwayne Blake, Secretary, Norfolk State University Board of Visitors  
Dr. Javaune Adams-Gaston, President, 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, four of whom are alumni (\*). The Board members are:

Heidi W. Abbott	BK Fulton
T. Michael Andrews	Conrad Hall
Dwayne B. Blake (Secretary)	Devon M. Henry (Rector)*
Gilbert T. Bland	James Jamison*
Bishop Kim W. Brown* (Vice Rector)	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, 1<sup>st</sup> Floor

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 2022-2023 evaluation of the President on December 8, 2023.

The President's evaluation goals for the 2023-2024 academic year were officially approved by the Board at the October 6, 2023, Board Meeting. At the December 8, 2023, 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 8, 2023, 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 2023 calendar year are as follows by the meeting date:

**February 17, 2023, Executive Committee Meeting** – The Board approved the following:

- Approved Resolution to adopt the new BOV Policy #5 which shall replace in full the Board's current Policy #5, including any and all subparts to that policy.

**May 5, 2023, Board Meeting** – The following items were approved by the Board.

- Approved Board Dates for 2023-2025
- Approved that in-state undergraduate tuition be increased by 3%.
- Approved that the 3% in-state undergraduate tuition increase be amended into the operating budget that was presented.
- Approved Mr. Devon Henry remains as Rector for 2023-2024
- Approved Bishop Kim Brown becomes Vice Rector for 2023-2024 fiscal year.
- Approved that Mr. Dwayne Blake becomes Secretary for 2023-2024 fiscal year.

- Approved recommendation and changes of Salary Changes as discussed in Closed Meeting
- Approved Dr. Rober K. Perkins be appointed the designated Faculty Representative to the Board
- Approved candidates discussed in Closed Meeting for tenure and promotions.
- Approved Dr. Katrina Chase and Dr. Harry Watkins be appointed to the Executive Committee.

**October 5, 2023, Board Meeting** – The following actions were taken:

- Approved FY23 Resolution to approve Six-year Plan.
- Approved to name the NSU Tennis Courts the Nat Warren Tennis Center

**October 6, 2023, Board Meeting** – The following actions were taken:

- Approved actions discussed regarding a high-level University employee at Norfolk State University, which includes discussion of the subject matter of job performance in the matter of consistence for the discussion in closed session.

**December 8, 2023, Board Meeting** – The following items were approved by the Board:

- Approval of Board Policies (BOV #22 Violence Prevention and Threat Assessment Team Policy).
- Approval of University Information Security Policies BOV #10 UISP Security Assessment Authorization Policy (2023).
- Approval of University Information Security Policies BOV #11 UISP System and Information Integrity Policy (2023).
- Approval of Annual Executive Summary of Board’s Activity and Work.
- Approval of Candidates for Promotion and Tenure compensation of a high-level University employee as well as the appointment, performance, promotion, and goals for the high-level employee; and Discussion of assignment, appointment, promotion, performance evaluation, salaries, as well as the granting of tenure and/or promotion to certain university employees (Honorary Doctorate Degree).
- Approval of two new degree programs:
  - Bachelor of Science in Middle Education
  - Master Arts in Counseling Education

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

NSU Board Actions

Reappointments for the NSU Board of Visitors effective July 1, 2023 include Heidi Abbott and Kim Brown. Reappointments were officially announced through the Governor’s press release dated June 28, 2023.

New Board of Visitors members include T. Michael Andrews. He was officially announced through the Governor’s press release dated June 28, 2023.

Newly appointed Board members received Board Orientation from Counsel(s) on November 17, 2023 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 November 14-15, 2023. The following NSU Board members participated in the SCHEV training:

Heidi Abbott  
T. Michael Andrews  
Gilbert Bland

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 2024.

**January 2023 to December 2023**

Attendance at Special Events

**Spring Opening Conference (Virtual)**

Tuesday, January 5, 2023 – 9 am.

Devon M. Henry, Rector (Greetings)

**Commencement – Spring 2023 Graduates**

Saturday, May 6, 2023 - 9:00 a.m.

Heidi Abbott

Dwayne Blake

Gilbert Bland

Mary Blunt (Vice Rector)

Dr. Katrina Chase

Devon Henry (Rector)

Jay Jamison

**NSU Foundation Board of Directors Meeting**

Thursday, June 8, 2023 – 10:00 am.

Dr. Harry L. Watkins

Rector Devon M. Henry

**NSU Foundation Board of Directors Meeting**

Thursday, September 14, 2023 – 10:00 am.

Dr. Harry L. Watkins

**Founders Day Ceremony, Freshman Convocation**

Thursday, September 21, 2023 – 12:30 p.m.

Dr. Katrina Chase

**New Member Board Orientation for New Board Members**

T. Michael Andrews

Friday, November 17, 2023 – 10:00 a.m.

**Commencement – Fall 2023 Graduates**

Saturday, December 9, 2023 – 9:00 a.m.

Mrs. Heidi Abbott

Mr. Dwayne Blake

Dr. Katrina Chase

Mr. BK Fulton

Mr. Devon Henry (Rector)

Mr. James Jamison

Mr. Conrad Hall

Mr. Mike Andrews

**NSU Foundation Board of Directors Meeting**

Thursday, December 14, 2023 – 10:00 a.m.

Dr. Harry L. Watkins