

January 6, 2025

TRANSMITTAL LETTER

The Honorable Glenn Youngkin
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 2024 calendar year. Should you have questions regarding this report, please feel free to contact me at (757) 377-6946 or bishop@themountleads.org

Sincerely,



Dr. Kim W. Brown
Rector
Norfolk State University Board of Visitors

- C: The Honorable Aimee Rogstad Guidera, Secretary of Education
Laura Wilborn, Division of Legislative Automated Systems
Dwayne Blake, Vice Rector, Norfolk State University Board of Visitors
Dr. Katrina Chase, 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 thirteen members, five of whom are alumni (*). The Board members are:

Heidi W. Abbott
T. Michael Andrews
Dwayne B. Blake (Vice Rector)
Gilbert T. Bland
Bishop Kim W. Brown* (Rector)
Dr. Katrina L. Chase* (Secretary)
The Honorable James W. Dyke, Jr.

Conrad Hall
James Jamison*
Delbert Parks
Mr. Edward Sanders
The Honorable Lionell Spruill, Sr.*
Dr. Harold L. “Harry” Watkins, II*

§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, 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

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 2023-2024 evaluation of the President on December 6, 2024.

The President's evaluation goals for the 2024-2025 academic year were officially approved by the Board at the October 25, 2024, Board Meeting. On November 16, 2022, the Board of Visitors extended the president's contract to year 2027. At the December 6, 2024, Board meeting, the Board awarded the President the maximum bonus authorized under her contract in recognition of her excellent performance over the past year.

§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 2024 calendar year are as follows by the meeting date.

July 31, 2024, Executive Committee Meeting – The Board approved the following:

- Approved to accept the ownership rights, title, and interest of the Patent, and authorization of the President's signature and deliverance of the Declaration of Acceptance.

May 3, 2024, Board Meeting – The following items were approved by the Board.

- Approval of the internal audit charter of the Audit Risk and Compliance Committee for the year 2024-2025.
- Approval recommendation of 2.5 % increase of Tuition, and 3% for mandatory fees
- Approval of the Operating Budget for next year
- Approval of recommendation of Appointments of Bishop Kim Brown as Rector, Mr. Dwayne Blake as Vice Rector, and Dr. Katrina Chase as Secretary for this year.
- Approval of Award Honorary Doctorate of Humane Letters Degree to Speaker Don L. Scott, Jr.

October 24-25, 2024, Board Meeting – The following actions were taken:

- Approval for Mr. Gilbert Bland and Mr. Jay Jamison to serve on the Executive committee
- Approval of BOV policy #6 on statement on Code of Conduct
- Approval of BOV policy #7 on Military Deployment
- Approval of BOV policy #19 on Assisting emotionally distressed students
- Approval of BOV policy #21 on Communicable Disease protocol
- Approval of the 2024 Six Year Plan
- Approval of the Information #38-10 Security Policy
- Approval of the following Naming Resolutions, Dr. Harry Watkins & Dr. Arvat McClaine Lyman Beecher Brooks Rotunda, Mr. Tony and Kim Brothers Student Center Ballroom, Mr. Gary and Cookie McCollum Brown Hall Atrium, Mr. William Bill Archie Lane #1 NSU Swimming pool.

December 6, 2024, Board Meeting – The following items were approved by the Board.

- Approval of BOV POLICY # 30 (2020) Reporting and Investigating Suspected Wrongdoing
- Approval of the revised statement of the Schools Commission on Colleges (SACSCOC)
- Approval of BOV Policy #20 (2017) Parental Notification of Dependent Students in Instances of Psychological Emergency

- Approval of BOV Policy #33 (2019) Freedom of Speech and Expression and Campus Space Utilization
- Approval of Resolution to Operate as a Level II Institution of Higher Education Memorandum of Understanding Certification for Five Year Renewal December 8, 2024-December 9, 2024
- Approval of BOV POLICY # 14 (2020) Naming Policy
- Approval of actions discussed regarding a high-level university employee at Norfolk State University, which includes discussion of the subject matter of job performance in a manner consistent with the discussion in closed session
- Approval of the refinancing of the Spartan Suites as discussed in connection with matters discussed in closed session

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

NSU Board Actions

New Board of Visitors members include The Honorable Lionell Spruill, Sr. and Mr. Edward Saunders. They were officially announced through the Governor’s press release dated June 28, 2024.

Newly appointed Board members received Board Orientation from Counsel(s) on Monday, September 30, 2024 in Norfolk, VA at the Norfolk State University Campus, Harrison B. Wilson Building.

The mandatory orientation conducted by the State Council of Higher Education for Virginia (SCHEV) was held on November 12-13, 2024. The following NSU Board members participated in the SCHEV training:

Bishop Kim W. Brown, Rector
Dwayne Blake, Vice Rector
Dr. Katrina Chase, Secretary
T. Michael Andrews
Gilbert Bland
The Honorable James Dyke, Jr.
Conrad Hall
James Jamison
The Honorable Lionell Spruill, Sr.

Other members of the Norfolk State University Board of Visitors requiring training will use the alternative 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 2024 to December 2024

Attendance at Special Events

Spring Opening Conference (Virtual)

Tuesday, January 4, 2024 – 9 am.

Devon M. Henry, Rector (Greetings)

NSU Foundation Full Board Meeting

Thursday, March 14, 2024 – 9:00 am.

Dr. Harry L. Watkins

Commencement – Spring 2024 Graduates

Saturday, May 4, 2024 - 9:00 a.m.

Heidi Abbott

Dwayne Blake

Bishop Kim Brown

Dr. Katrina Chase

The Honorable James W. Dyke, Jr.

Devon Henry (Rector)

Jay Jamison

Delbert Parks

Dr. Harry Watkins

NSU Foundation Executive Committee Meeting

Thursday, June 7, 2024 – 10:00 am.

Dr. Harry L. Watkins

Founders Day Ceremony, Freshman Convocation

Thursday, September 19, 2024 – 12:30 p.m.

Rector and Bishop Kim. W. Brown

New Member Board Orientation for New Board Members

Monday, September 30, 2024 – 6:00 p.m.

The Honorable Lionell Spruill
Mr. Edward Sanders

Commencement – Fall 2024 Graduates

Saturday, December 7, 2024 – 9:00 a.m.

Bishop Kim Brown, Rector

Heidi Abbott

Dr. Katrina Chase

Mr. Delbert Parks

The Honorable James Dyke, Jr.

Mr. Conrad Hall

Mr. Edward Sanders

The Honorable Lionell Spruill, Sr.