

APPROVED BY COMMITTEE APRIL 23, 2015

OLD DOMINION UNIVERSITY
BOARD OF VISITORS

ADMINISTRATION AND FINANCE COMMITTEE
December 4, 2014

MINUTES

The Administration and Finance Committee met on Thursday, December 4, 2014, at 9:30 a.m. in the Board of Visitors Conference Room in the Webb University Center on the Norfolk Campus.

Members present were:

Robert M. Tata, Chair
J. William Cofer
Ronald C. Ripley (*ex-officio*)
Alton J. Harris
Ross A. Mugler
William D. Sessmons, Jr.
John R. Lombard (*Faculty Representative*)
Rodin Ndandula (*Student Representative*)

Absent were:

John F. Biagas
Barry M. Kornblau
Judith O. Swystun
Fred J. Whyte

Also present were:

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|-----------------|--------------------|
| Bruce Aird | Elizabeth Kersey |
| Leigh Comsudis | Richard Massey |
| Mary Deneen | Janet McLaughlin |
| Dale Feltes | Donna Meeks |
| Giovanna Genard | Susan Mitchell |
| Dillard George | Earl Nance |
| Velvet Grant | Wood Selig |
| David Harnage | Deborah Swiecinski |
| Scott Harrison | Rusty Waterfield |
| Etta Henry | Zhao Yang |

The Chair called the meeting to order at 9:35 AM.

I. ACTION ITEMS

- A. **Approval of the Minutes** – One typographical error was noted for correction. Mr. Mugler moved to approve the minutes with the error corrected, and Mr. Ripley seconded the motion. The minutes were unanimously approved by all members present and voting. (*Cofer, Harris, Mugler, Harris*)

II. PRESENTATIONS

- A. **Unaudited Financial Statements** – Chief Operating Officer Harnage provided a brief background on the Unaudited Financial Statements and noted that Old Dominion University is the one of only two institutions without any audit comments. He then introduced Ms. Mary Deneen, Assistant Vice President for Finance/University Controller, who briefed the Committee on the Unaudited Financial Statements for the year ended June 30, 2014. Her presentation reviewed the Statements on the University’s Net Position, Revenues, Expenses and Changes in Net Position, and Cash Flows.

Mr. Mugler asked how much is paid to the Real Estate Foundation for operating leases and requested a breakdown of the costs. Mr. Harnage said the requested information will be provided.

- B. **Chief Operating Officer Report** – Mr. Harnage provided information to the Committee on the Delegated Authority Level II Performance Measures. The University met all performance measure targets for Level II delegation continuation. These measures include: Enrollment Measures, Financial and Administrative Measures, and two Institutional Specific Measures that measure the number of graduates and increase in the percentage of students earning passing grades in College Algebra and Foundations in Chemistry.

The Enrollment Measures met 95% of the in-state undergraduate headcount enrollment projections, 95% of in-state associate and bachelor degree award projections, and 95% of in-state, upper level, program-paced FTE student projection; associate and bachelor degree awards to in-state under-represented student populations, and the number of in-state two-year transfers to Old Dominion.

The Financial and Administrative Measures had an Unqualified Audit Opinion with no significant audit deficiencies, substantial compliance with financial reporting, accounts receivable and prompt pay standards achieved, compliance with debt management policy, within 15% of employment turnover rate, within 15% of SWaM Plan Goal, no less than 75% of purchases from vendors in eVA, completion of IT projects and Capital projects within budget.

Chief Operating Officer Harnage then provided information regarding the collaboration of State institutions’ establishment of the Virginia Higher Education Procurement Cooperative to maximize the benefit of cooperative procurement opportunities available for Institutions of Higher Education with the goal of increasing administrative efficiency and leveraging purchasing volume in order to generate cost saving contracts. He added that after the initial year they will assess the first year of operation and if it was not successful, it will be disbanded.

COO Harnage also briefed the Committee on the University

Building Category, Old Dominion won for the Barry Arts Building. The American School and University Magazine, in its Architectural Portfolio Competition, Old Dominion was also awarded an Outstanding Design Citation in the Post-Secondary Category for the Systems Research and Academic Building.

Mr. Ripley asked if members of the Board of Visitors could have informal tours of the buildings to see the buildings and the technology in them. COO Harnage said tours will be arranged. Mr. Tata suggested having something like a two-minute highlight for all Board members when new buildings are opened.

The Committee then heard information the on-going Campus Lighting Assessment noting that it is almost complete. COO Harnage said a comprehensive study of on- and off-campus lighting has been done with over 3,000 data points collected on-campus and over 1, 000 data points collected off-campus. Mapping of the data by the University GIS Department will help assess the areas that need improvement. He added that when the project is completed, Old Dominion University will be well lit.

III. STANDING REPORTS

- A. Capital Outlay Projects Status Report** – Mr. Dale Feltes, Director of Design and Construction, presented information updates on the University’s projects.
- B. Investment Report** – Mr. Richard Ma