

# MEMORANDUM

TO: Board of Visitors Audit, Compliance and Human Resources Committee  
Robert S. Corn, Chair  
Ross A. Mugler, Vice Chair  
R. Bruce Bradley (*ex-officio*)  
P. Murry Pitts (*ex-officio*)  
Andrew Hodge  
Elza Mitchum  
Steve Hsiung (Faculty Representative)

FROM: Amanda Skaggs, Chief Audit Executive  
September Sanderlin, VP for Human Resources Diversity, Equity and Inclusion

DATE: April 11, 2024

SUBJECT: Meeting of the Committee, April 18, 2024

The Board of Visitors Audit, Compliance and Human Resources Committee will meet on Thursday, April 18, 2024 at 9:45 a.m. in the Board Room of the Kate and John R. Broderick Dining Commons. Enclosed for your review are the agenda and supporting documents.

## AGENDA

- I. Approval of Minutes – The Committee will consider a motion to approve the minutes of the Audit, Compliance, and Human Resources Committee meeting held on November 30, 2023.
- II. Report from the Chief Audit Executive – Amanda Skaggs
  - A. Announcement and Introductions
  - B. Proposed Edits to Committee Charter
  - C. Audit and Finding Ratings
  - D. Presentation of Completed Audit Reports
    - i. Police Department Fiscal Activities FY2023
    - ii. Office of the President FY2023 Expenditures
    - iii. Activity and Status of Open Audit Issues Since November 2023
  - E. Discussion of Open Audit Projects
    - i. Athletic Business Office
    - ii. Enterprise Data Storage and Recovery
    - iii. College of Engineering and Technology
    - iv. Student Financial Aid
    - v. Onboarding Processes (Classified and AP Faculty)
    - vi. Provisioning of Affiliate Access
    - vii. Special Projects and Other Activities

- III. Closed Session – Convene in closed session to discuss the performance of specific departments where such evaluation will necessarily involve discussion of the performance of specific individuals as permitted by the Code of Virginia Section 2.2-3711 (A)(1).
- IV. Reconvene in Open Session and FOIA Certification
- V. Report from the Vice President for Human Resources Diversity, Equity, and Inclusion – September Sanderlin
  - A. FLSA: Proposed Overtime Rule Update
  - B. Campus Climate Follow Up
  - C. Classified Employee Turnover Rate
  - D. Salary Equity
  - E. OIED Task Force
  - F. HR & OIED Point of Pride
  - G. Administrative and Professional Faculty Appointments
- VI. Adjourn

# OLD DOMINION UNIVERSITY BOARD OF VISITORS AUDIT, COMPLIANCE AND HUMAN RESOURCES COMMITTEE CHARTER

## Purpose and Authority

To assist the Board of Visitors in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the internal and external audit processes, and the University's process for monitoring compliance with laws and regulations and the code of ethics and matters of compliance related to the University's human capital infrastructure. In so doing, it is the responsibilities of the Committee to maintain free and open communication among the Committee, independent auditors, internal audit and compliance leaders, ~~the internal auditors, Compliance Advisory Committee~~, and management of the University. The Committee has such authority as is provided for in the Code of Virginia, the Board Bylaws and as assigned by the Board as a whole.

## Composition

The Audit, Compliance and Human Resources Committee will consist of an odd number of members of the Board of Visitors. Committee members and the chair shall be appointed through the normal processes as defined in the Board Bylaws. Members of the Audit, Compliance and Human Resources Committee should have some basic knowledge of generally accepted accounting procedures and financial reporting and controls. Committee members should also have a basic knowledge of compliance programs and human resource management. Members of the Audit, Compliance and Human Resources Committee may serve on the Administration and Finance Committee; however, a majority of the Audit, Compliance and Human Resources Committee may not serve on the Administration and Finance Committee. The Chair should also not serve on the Administration and Finance Committee.

## Meetings

Meetings of the Committee will occur in conjunction with regular meetings of the Board of Visitors, which happen no less frequently than four times each year on such dates and in such places as may be set by the Rector and the Board of Visitors. The Committee will have the authority to convene additional meetings as circumstances require. All committee members are expected to attend each meeting – in person or via teleconference or videoconference. The Committee will invite members of management, auditors, or others to attend meetings and provide pertinent information, as necessary. It will hold private meetings with auditors (see below) and executive sessions. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared and distributed in advance of subsequent meetings.

## **Responsibilities**

The Committee's general responsibilities are defined in Section 4.02 (d) of the Board Bylaws: "The Committee is responsible for (1) oversight of financial reporting and financial statement matters and any critical accounting and reporting issues; (2) reviewing annually the audited financial statements with the external auditors, determining that the administration has been open and has acted in good faith in connection with the audit; (3) oversight of the internal audit function, including receiving reports and approval of the annual audit plan; and (4) reviewing matters of compliance related to the University's human capital infrastructure; and (5) oversight of the University's compliance function."

More specifically, the below are some of the duties of the Committee:

### Financial Statements

- Receive entrance and exit communications with the external auditors regarding their annual audit of the University and any other communications as necessary.
- Review with management and the external auditors the results of the audit, including any difficulties encountered.

### Internal Control

- Consider the effectiveness of the University's internal control system, including information technology security and control.
- Understand the scope of internal and external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
- Determine whether internal control recommendations made by internal and external auditors have been implemented by management.

### Internal Audit

- Review with management and the Chief Audit Executive the charter, plans, activities, staffing, and organizational structure of the internal audit function.
- Approval annual internal audit plans.
- Periodically review and update the internal audit function's audit charter.
- Ensure there are no unjustified restrictions or limitations, and review and concur in the appointment, replacement, or dismissal of the Chief Audit Executive.
- Review the effectiveness of the internal audit function, including compliance with The Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*. This includes receiving the results of periodic peer reviews conducted on the internal audit function.
- Review the results of significant audit activities, audit reports, and management responses, and ensure the Committee is informed about fraud, illegal acts, deficiencies in internal control and other audit-related matters.

- Monitoring the adequacy and timeliness of corrective actions taken in response to audit activities.
- On an as needed basis, meet separately with the Chief Audit Executive to discuss any matters that the Committee or internal audit believes should be discussed privately.

### External Audit

- Review with management and the external auditors all matters required to be communicated to the committee under generally accepted auditing standards.
- Review the external auditors' proposed audit scope and approach, including coordination of audit effort with internal audit.
- Monitor audits performed by the external auditors.
- On an as needed basis, meet separately with the external auditors to discuss any matters that the Committee or auditors believe should be discussed privately.

### Compliance

- Support leadership by promoting an institutional culture of ethical conduct and adherence to compliance requirements, ensuring appropriate resources to fulfill compliance requirements and expectations.
- Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of noncompliance, helping enforce accountability for compliance expectations.
- Review the findings of any examinations by regulatory agencies and any other auditor observations.
- Review the process for communicating the code of ethics to university personnel and for monitoring compliance therewith.
- Obtain regular updates from management, internal audit, the compliance function, and University legal counsel regarding compliance matters.

### Human Resources

- Receive updates on new and revised policies having campuswide implications.
- Review annual succession planning goals in accordance with Code of Virginia § 2.2-1209.
- Periodically review employee census data reports.
- Receive annual updates on mandatory Commonwealth of Virginia reporting requirements including telework, classified employee turnover, and the employment opportunities plan for hiring people with disabilities.

### Reporting Responsibilities

- Regularly report to the Board of Visitors about committee activities, issues, and related recommendations.
- Provide an open avenue of communication between internal audit, the external auditors, and the Board of Visitors.

### Other Responsibilities

- Perform other activities related to this charter as required by the Board of Visitors.
- Review and assess the adequacy of the committee charter annually, requesting board approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation.
- Confirm annually that all responsibilities outlined in this charter have been carried out.
- Chair shall evaluate the Committee's performance and individual member participation on a regular basis.

## **ENGAGEMENT SUMMARY**

### **Background**

The University Audit Department was asked to complete an annual fiscal review of the Old Dominion University Police Department (ODUPD) to assist the department in complying with the Commission on Accreditation for Law Enforcement (CALEA) requirements. Accreditation Standard 17.4.3 states that “an independent audit should be conducted at least annually or at a time stipulated by applicable statute or regulation.” The engagement focused on determining whether adequate internal controls and operating procedures were in effect for fiscal related activities, whether transactions and practices were in compliance with applicable State and University policies and procedures, and whether financial transactions were appropriate and monitored. This report represents the outcome and results of an examination of the controls and operating methods in effect.

### **Scope and Objectives**

The main purpose of this engagement was to provide an independent assessment of the financial activity within the ODUPD by review of processes, internal controls, and verification of compliance with the applicable University policies and procedures and applicable CALEA Standards for Fiscal Management and Agency Property. Specific coverage for the engagement included the review of the following: expenses, small purchase charge card (Pcard), travel expenses, budget management, budget account signature authority, fixed assets, department policies and procedures, and Web Time Entry (WTE) approvals. The scope of this engagement was transactions and activities occurring in fiscal year 2023 (FY23).

### **Approach and Methods**

The approach for this engagement included interviews with ODUPD personnel; and reviewing

- a sample of expense transactions;
- Pcard sign-offs, receipts, potential split payments and state taxes charged;
- all travel expenses;
- the ODUPD budget reconciliation process and signatory authority list;
- a sample of fixed assets;
- department policies and procedures; and
- WTE approvals.

### **Conclusion**

In summary, internal controls were found to be operating as expected and no reportable conditions were noted. We found several areas with strong internal controls including budget reconciliations, purchasing card sign offs and transaction receipt uploads, and budgetary signatory authority. Minor exceptions were reported to the department along with suggestions for improvement related to budget management, record retention for expense transactions, updating of a department policy, fixed asset management and travel. Each area reviewed is summarized on the subsequent pages of the report.

We would like to express our appreciation to the Old Dominion University Police Department management and staff for their assistance during the review.

**UNIVERSITY AUDIT DEPARTMENT OF OLD DOMINION UNIVERSITY**  
**Office of the President FY2023 Expenditures Audit**  
**AUDIT SUMMARY**

<p><b>Department Contacts:</b>  Velvet Grant, Special Assistant to the President  Donna Meeks, Executive Secretary to the Board of Visitors and University Policy Manager</p> <p><b>Responsible Executives:</b>  Brian O. Hemphill, Ph.D., President  Ashley Schumaker, Chief of Staff and Vice President for Strategic Operations</p>	<p><b>Auditor:</b> Trip Morrison,  Senior Auditor</p> <p><b>Chief Audit Executive:</b>  Amanda Skaggs</p> <p><b>Audit Report Date:</b>  4/12/2024</p>
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**Background**

This audit was performed as part of the University’s annual audit plan approved by the Board of Visitors. Transactions of the Office of the President are audited annually, in the categories of Web Time Entry approvals, personnel costs, memberships, travel, entertainment in connection with University functions, other general expenses, use of small purchase charge cards, and budget management and authority.

**Scope and Objectives**

The audit consisted of reviewing transactions from fiscal year 2023 for the twelve budget accounts maintained by the Office of the President. These accounts are used for expenditures associated with the official duties and activities of the Office. These budget accounts include four Commonwealth accounts and eight discretionary accounts.

Transactions were reviewed to determine whether they were:

- made in compliance with all applicable state and University policies and procedures;
- reasonable and appropriate to the function of the President’s Office; and
- properly recorded and documented.

Transactional testing was performed and follow-up with the Office of the President’s staff was conducted, as necessary.

Overall Risk Exposure <sup>1</sup>	Audit Conclusion: System of Internal Controls
<input checked="" type="checkbox"/> <b>Low</b> <input type="checkbox"/> Moderate <input type="checkbox"/> High	<input checked="" type="checkbox"/> <b>Strong</b> <input type="checkbox"/> Adequate <input type="checkbox"/> Need for Improvement

<sup>1</sup> Risk exposure is based on the inherent risk of the audited area and not the results or conclusions of the audit.

**Summary of Results**

In our opinion, the system of internal controls in effect for expenditures within the Office of the President was strong during our period of review. Based on our testing, expenditures and other transactions of the Office of the President were reasonable and appropriate.

We appreciate the assistance of the staff within the Office of the President throughout the audit process.





# OLD DOMINION UNIVERSITY

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## **Status of Audit Issues Since November 2023**

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University Audit Department  
April 8, 2024

## **Status of Audit Issues Since November 2023**

At the conclusion of each audit engagement, it is requested that management formally respond to all issues and concerns identified within the audit report with a corrective action plan(s) and expected completion date. In accordance with the Board of Visitors approved Charter of the University Audit Department, the Chief Audit Executive is responsible for following up with individual departments to determine the status of the open action items and reporting the results to the Audit, Compliance, and Human Resources Committee of the Board of Visitors.

During follow-ups, responsible departmental personnel are interviewed as needed to ascertain progress made on corrective actions outlined in management's responses to the original audit report. Completion is achieved when actions are taken to address all concerns and confirmed through examination of documentation and appropriate audit testing. The following scale was used to rate management's actions for the degree to which they address the audit point.

<b>Status Rating</b>	<b>Criteria</b>
Complete	Actions taken completely address the concerns cited in the audit point or were rectified to the extent reasonably possible.
In Progress	Corrective action is actively taking place. Some aspects may be complete; however, additional steps need to be taken to address all the main concerns of the original issue.
Planned	An action plan has been decided upon but has not yet commenced or only minimally begun.

### **Status Summary**

There were 25 open action items in the November report with 8 new action items being added with the release of the Housing and Residence Life Audit Report. Of the 33 open action items, 9 are now complete, 21 items are in progress, and 3 are planned. The University Audit Department will actively track the open action items to completion.

The status of previously reported issues is presented by engagement title, executive area, and report date in the tables that follow.

## Status of Audit Issues Since November 2023

### Issue Status by Engagement

Engagement Title	Report Date	# of Issues Closed Since 11/21/23	# of Issues Open as of 04/8/24
Board Governance	6/4/20	0	1
Design and Capital Construction	11/25/20	0	1
Office of Research (Operational/Financial)	11/30/20	1	4
Academic Affairs*	3/17/21	0	3
Information Technology Services (ITS) Operations	4/9/21	1	0
Facilities Events and Equipment	11/16/21	0	1
Office of Visa and Immigration Service Advising	4/5/22	0	1
Tennis Center	4/7/22	0	2
University Libraries	11/7/22	2	2
College of Sciences	4/6/23	3	3
Housing and Residence Life	11/17/23	2	6

### Summary Status by Executive Area

Audit Engagement Title	Report Date	# of Issues Closed Since 11/21/23	# of Issues Open as of 04/8/24
<b>Academic Affairs</b>			
Academic Affairs*	3/17/21	0	3
Office of Visa and Immigration Service Advising	4/5/22	0	1
University Libraries	11/7/22	2	2
College of Sciences	4/6/23	3	3
<b>Administration and Finance</b>			
Design and Capital Construction	11/25/20	0	1
Information Technology Services (ITS) Operations	4/9/21	1	0
<b>Athletics</b>			
Facilities Events and Equipment	11/16/21	0	1
Tennis Center	4/7/22	0	2
<b>Research</b>			
Office of Research (Operational/Financial)	11/30/20	1	4
<b>Student Engagement and Enrollment Services</b>			
Housing and Residence Life	11/17/23	2	6
<b>Board of Visitors</b>			
Board Governance	6/4/20	0	1

\*An Interim Report was issued on August 28, 2020, which contained 3 of these issues.

## Status of Audit Issues Since November 2023

### Action Plan Status by Report Date

Executive Area	Audit Title	Audit Observation	Category	Report Date	Original Due Date	Status
Board of Visitors	Board Governance	Bylaw and Board Manual Review Cycle	Governance	6/4/20	12/31/21	In Progress
Administration and Finance	Design and Capital Construction	Non-capital Construction Planning Process	Control	11/25/20	6/30/21	In Progress
Research	Office of Research (Operational/Financial)	Research Conflicts of Interests Management	Compliance and Control	11/30/20	1/31/21	In Progress
		Emergency Management Plans	Compliance	11/30/20	12/15/20	Complete
		Budget Management	Control	11/30/20	12/15/20	In Progress
		Lease Arrangements**	Compliance and Control	11/30/20	3/31/21	In Progress
		Research Center Evaluations	Compliance and Control	11/30/20	1/31/23	In Progress
Academic Affairs	Academic Affairs	Budget Management	Control	3/17/21	10/30/20	In Progress
		Compliance Training	Compliance	3/17/21	1/30/21	In Progress
		Overload Payments	Control and Compliance	3/17/21	5/01/21	In Progress
Administration and Finance	Information Technology Services (ITS) Operations	Door Access	Control	4/9/21	12/31/21	Complete
Athletics	Facilities Events and Equipment	Apparel Inventory Management	Control and Internal Compliance	11/16/21	1/01/23	In Progress
Academic Affairs	Office of Visa and Immigration Service Advising	Reconciliation of Visa Holder Data	Operations Control	4/5/22	7/1/22	In Progress
Athletics	Tennis Center	Internal Rates Charges and Discounts for Services	Internal Compliance	4/7/22	7/1/22	In Progress
		Records Management	State and Internal Compliance	4/7/22	7/1/23	In Progress
Academic Affairs	University Libraries	Records Management	State Compliance	11/7/22	12/31/23	In Progress
		Budget Management	Financial Control and Internal Compliance	11/7/22	7/01/23	Complete
		Overdue and Lost Materials	Internal Control	11/7/22	7/1/23	In Progress
		Discretionary Accounts	Financial	11/7/22	7/1/23	Complete

### Status of Audit Issues Since November 2023

Executive Area	Audit Title	Audit Observation	Category	Report Date	Original Due Date	Status
Academic Affairs	College of Sciences	Records Management	State Compliance	4/6/23	7/1/23	Complete
		Emergency Management	Internal Compliance	4/6/23	12/1/23	In Progress
		Fixed Asset Management	Control and Internal Compliance	4/6/23	12/1/23	In Progress
		Web Time Entry Overrides	Control and Internal Compliance	4/6/23	6/30/23	Complete
		Budget Reconciliations	Control and Internal Compliance	4/6/23	9/1/23	In Progress
		Discretionary Account Management	Financial	4/6/23	10/1/23	Complete
Student Engagement and Enrollment Services	Housing and Residence Life	Control of Electronic Door Access	Access Control	11/17/23	2/1/24	In Progress
		Camp and Conference Contracts	Control	11/17/23	6/30/24	Planned
		Contract Administration	Compliance	11/17/23	4/30/24	Planned
		Physical Keys	Internal Control	11/17/23	8/1/24	In Progress
		Revenue Deposits and Fees Charged	State Compliance	11/17/23	6/30/24	Planned
		Employee Housing Arrangements	Federal Control and Compliance	11/17/23	11/30/23	Complete
		Web-Time Entry Overrides	Control and Internal Compliance	11/17/23	1/30/24	In Progress
		Records Management	State Compliance	11/17/23	2/1/24	Complete

\*\* Academic Affairs has responsibility for the remaining action needed.

# Administrative Faculty Appointments

November 10, 2023 – March 25, 2024

**Chinedu Amadi** \$82,000 3/10/2024 12 mos.

Email Strategist

Instructor

Teletechnet – Distance Learning

Chinedu Amadi holds a Bachelor of Arts in Communications from Bouse State University and a Master of Arts in Professional Communications from Cal State Fullerton. He brings experience as the Direct Marketing Coordinator for AEG Presents, Admissions Coordinator with Marshall B. Ketchum University and as a Project Support Associate with Therapak.

**Dr. TaShara Bailey** \$65,000 1/25/2024 12 mos.

Education Engagement Coordinator

Assistant Professor

Center for Bioelectronics

Dr. TaShara Bailey holds a Bachelor of Science in Agricultural and Environmental Systems Engineering from North Carolina Agricultural and Technical State University, Master of Arts in Educational Studies with an Elementary Teacher Certification from the University of Michigan, and a Doctor of Philosophy in Higher Education from the University of Michigan. Dr. Bailey brings experience as the Director of the First Star Old Dominion University Academy, Director of STEM Curriculum and Director of Programs and Assistant Director of STEM Curricular Engagement with UMB CURE Scholars Program at the University of Maryland Baltimore.

**Victoria Bourne** \$75,000 2/25/2024 12 mos.

Editor, Monarch Magazine

Assistant Instructor

University Marketing

Victoria Bourne holds a Bachelor of Arts in English Literature from the University of Virginia. She brings experience as a Senior Writer & Editor with Old Dominion University, Freelance Writer, and Associate Editor with Virgin Media.

**Aidan Brami** \$40,000 3/16/2024 12 mos.

Assistant Men's Basketball Coach

*Emergency Hire*

Assistant Instructor

Athletics

Aidan Brami holds a Bachelor of Arts in Real Estate & The Built Environment from the University of Maryland. Mr. Brami served as the Graduate Assistant and Head Manager for the University of Maryland Men's Basketball team.

**Mitchell Burket** \$60,023 12/18/2023 12 mos.

Associate Director of Student Conduct & Academic Integrity

Instructor

Student Conduct & Academic Integrity

Mitchell Burket holds a Bachelor of Science and Arts in Biology with a Business Foundations Program Certificate from the University of Texas at Austin and Master of Education in Educational Leadership - Higher Education from the College of William and Mary. He brings experience having served as a Student Conduct Assistant in the Office of Student Conduct & Academic Integrity with Old Dominion University.

**Andrea Byrom** \$50,400 1/10/2024 12 mos.

Academic Advisor

Instructor

College of Health Sciences

Andrea Byrom earned a Master of Arts in Organizational Leadership from Waldorf University and a Bachelor of Science in Criminology from Florida State University. Ms. Byrom worked as an Academic Advisor at Columbia Southern University and has experience working as an Instructional Design Technologist for Freedom Learning Group.

**Ruth Caicedo** \$54,000 12/10/2023 12 mos.

Assistant Director for Student Employment

Instructor

Career Development Services

Ruth Caicedo holds a Bachelor of Science in Criminal Justice from St. John's University and a Master of Science in Homeland Security and Criminal Justice Leadership from St. John's University. Prior to this appointment, Ms. Caicedo served as a Law Enforcement Instructor with the Norfolk Police Department and as a U.S. Navy Instructor Officer.

**Sofia Calicchio** \$55,000 1/4/2024 12 mos.

Assistant Director for International Initiatives

*Emergency Hire*

Instructor

Office of Intercultural Relations

Sofia Calicchio holds a Bachelor of Arts in International/Global Studies from Old Dominion University and a Master of Arts in International/Global Studies from Old Dominion University. She brings experience having served as Coordinator for International Initiatives and as the Intercultural Initiatives Intern with the Office of Intercultural Relations with ODU.

<b>William Chappell</b>	\$49,350	2/26/2024	12 mos.
Academic Advisor			<i>Emergency Hire</i>
Instructor			
College of Arts & Letters Advising			
<p>William Chappell holds a Bachelor of Science in Professional Studies with a Concentration in Biblical &amp; Theological Studies and a Master of Arts in Human Services with a Concentration in Student Affairs from Regent University. He joins Old Dominion University with experience as a Military Academic Advisor at Regent University, a Student Affairs Professional Intern with Menchville High School in Newport News, and a Paraprofessional Educator with Suffolk Public Schools.</p>			
<b>Kody Cook</b>	\$122,000	2/25/2024	12 mos.
Assistant Football Coach			<i>Exceptional Hire</i>
Assistant Instructor			
Intercollegiate Athletics			
<p>Kody Cook holds a Bachelor of Science in Business Administration from Kansas State University. Mr. Cook brings experience as the Assistant Wide Receivers Coach from the University of Tennessee. Mr. Cook also coached at Hutchinson Community College and Mill Valley High School.</p>			
<b>Catheryn Cope</b>	\$68,200	1/10/2024	12 mos.
Professional Counselor			
Instructor			
Counseling Services			
<p>Catheryn Cope holds a Bachelor of Psychology with a Minor in Communications from Radford University and a Master of Social Work from Norfolk State University. Ms. Cope brings experience as a Psychotherapist with the Pasadena Villa Outpatient in Norfolk, VA and a Clinical Social Work Intern with the NSU Student Counseling Center.</p>			
<b>Zack DeThomasis</b>	\$47,500	3/25/2024	12 mos.
Assistant Director of Football Operations			
Instructor			
Athletics			
<p>Zack DeThomasis holds a Bachelor of Arts in Media and Communication Studies from the University of Maryland, Baltimore and a Master of Arts in Sport Management from Washington University. He brings experience as the Director of Football Operations, Assistant Athletic Director-Facilities and Operations, and Coordinator of Athletics Operation with Long Island University.</p>			



<b>Nicole Forrester</b>	\$120,000	2/25/2024	12 mos.
Director, Marketing Operations			
Instructor			
Digital Learning Online Course Development			
Nicole Forrester holds a Bachelor of Fine Arts from the University of Arizona and a Master of Business Administration from the University of Phoenix. She brings experience as the Director of Marketing Digital Operations & Products and Director of eCommerce for OHI Holdings, Inc. Additionally, she worked with YANDY.COM as the Director of Marketing.			
<b>Tanjaneta Gardner</b>	\$54,000	2/25/2024	12 mos.
Coordinator for Work-Based Learning and Career Planning			
Instructor			
Vice Provost Academic Affairs			
Tanjaneta Gardner holds a Bachelor of Science in Leadership with a Minor in Human Services from Old Dominion University and a Master of Arts in Human Services Counseling from Liberty University. She brings experience as a Pre-Transfer Advisor in the Batten College of Arts and Letters, University 110 Academic Success Teacher, and Administrative and Student Support Coordinator with Old Dominion University.			
<b>Matthew Hamilton</b>	\$50,000	3/16/2024	12 mos.
Assistant Men's Basketball Coach			<i>Emergency Hire</i>
Instructor			
Athletics			
Matthew Hamilton holds a Bachelor of Science in Physical Education Teaching from Appalachian State University and a Master of Science in Sports Administration from Hampton University. Mr. Hamilton joins Old Dominion University with experience as the Associate Head Coach/Recruiting Coordinator and Assistant Basketball Coach/Recruiting Coordinator with Hampton University.			
<b>Alexia Hargrove</b>	\$66,300	3/10/2024	12 mos.
Director, First Star Academy			<i>Emergency Hire</i>
Instructor			
Academic Success Initiatives & Support			
Alexia Hargrove holds a Bachelor of Science in Psychology with a minor in Business Ethics from Old Dominion University and a Master of Education in Education of Students with Disabilities from Cambridge College. Ms. Hargrove brings experience as the Education Support Specialist III with the First Start Old Dominion University Academy with ODU, an Educational Resource Instructor and English as a Second Language Facilitator with Norfolk Public Schools.			

**Dr. Rhyanne Henley** \$77,500 3/25/2024 12 mos.

Senior Program Manager

Assistant Professor

Dean Continuing Education

Dr. Rhyanne Henley holds a Bachelor of Arts in Sociology from Stetson University, a Master of Business Administration from Rollins College Crummer Graduate School of Business, and a Doctor of Education in Leadership from Trevecca Nazarene University. Prior to this appointment, Dr. Henley worked as a Higher Education Consultant with Massachusetts College of Pharmacy and Health Science, Higher Education Analyst with rpk GROUP, and Associate Vice President of Enrollment with Trevecca Nazarene University.

**William "Odell" Hodge** \$100,000 3/16/2024 12 mos.

Special Assistant to the Head Men's Basketball Coach

*Emergency Hire*

Assistant Instructor

Athletics

William "Odell" Hodge holds a Bachelor of Arts from Old Dominion University. Prior to this appointment, Mr. Hodge served as the Basketball Coach with GSG Aarschot (Belgium), Sports Manager with Limburg United (Belgium- first division) and Basketball Coach with Hasselt Bt (Belgium- third division).

**Elizabeth Hudy** \$49,350 2/25/2024 12 mos.

Transfer Academic Success Advisor

Instructor

Center for Advising Administration and Academic Partnerships

Elizabeth Hudy holds a Bachelor of Science in Mathematics from the University of Mary Washington and a Master of Science in Higher Education Teaching and Curriculum Design from the University of Rochester. She brings experience as the Director of Recruiting for Mass Mutual Firms, Academic Integration Coordinator/Academic Advisor with Virginia Wesleyan University, and as an Academic Advisor and Lecturer with Averett University.

**Bobby Jackson** \$122,850 11/10/2023 12 mos.

Director Maintenance & Operations

Assistant Instructor

Facilities Management Mechanical/Electrical

Bobby Jackson holds a Bachelor of Arts in Business Administration from Saint Leo University. He brings experience as the Assistant Director of Plant Operations with Old Dominion University and Facilities Manager with the Virginia International Terminals, LLC.

<b>Kenyatta Jeusi, Jr.</b>	\$42,000	12/25/2023	12 mos.
Coordinator for Student Engagement and Traditions			<i>Emergency Hire</i>
Assistant Instructor			
SEES			

Kenyatta Jeusi, Jr. holds a Bachelor of Arts in Music, Sound Recording Technology with a Minor in Education from Old Dominion University. Prior to this appointment, Mr. Jeusi, Jr. worked as a Graduate Assistant for the Old Dominion University Office of Fraternity and Sorority Life, University of Georgia New Student Orientation Intern, and as a Black Initiatives Intern in the Office of Intercultural Relations at ODU.

<b>Michael Johnson</b>	\$165,000	1/10/2024	12 mos.
Senior Director, Capital Design and Construction			
Instructor			
Assistant VP for University Auxiliary Services			

Michael Johnson holds a Bachelor of Science in Mechanical Engineering from Virginia Military Institute, a Master of Science in Environmental and Engineering Management from the Air Force Institute of Technology, and Master of Military Operational Art and Science from the Air Command and Staff College. Michael Johnson joins Old Dominion University most recently serving as the Assistant Vice President for Facilities Planning and Operations with Tidewater Community College and as the Senior Project Manager with Atlantic Contractors, Inc (ACI). Additionally, he served more than 25 years as an engineering officer with the United States Air Force.

<b>Michael Jones</b>	\$525,000	3/5/2024	12 mos.
Head Men's Basketball Coach			<i>Exceptional Hire</i>
Assistant Instructor			
Athletics			

Michael Jones holds a Bachelor of Science in Human Services and Counseling from Old Dominion University. Coach Jones served as the Assistant Basketball Coach with the University of Maryland, Assistant Head Coach with Virginia Tech, Head Coach with the USA Junior National Team, and Director/Head Coach/Counselor/Teacher/ Administrator with DeMatha Catholic High School.

<b>Nathan Jones</b>	\$67,000	1/10/2024	12 mos.
Associate Head Men's Soccer Coach			<i>Exceptional Hire</i>
Instructor			
Athletics			

Nathan Jones holds a Bachelor's degree in Sports Management from Urbana University and a Master's Degree in Sports Management and Leadership from Tiffin University. Prior to this appointment, Mr. Jones served as the Recruiting Coordinator and Assistant Coach for Men's Soccer at Old Dominion University. Additionally, he brings prior experience as the Goalkeeping Coach with Lionsbridge FC.

<b>Leigh Kelley</b>	\$69,500	3/10/2024	12 mos.
Creative Project Manager			<i>Emergency Hire</i>
Assistant Instructor			
Virginia Degree Completion Network			
Leigh Kelley holds a Bachelor of Fine Arts from the University of North Texas. She brings experience as the Creative Project Manager for Sally Beauty Holdings, Marketing Operations Manager with Rapaport Information Services, and Creative & Production Services Manager with American Campus Communities.			
<b>Staci Kohen</b>	\$62,003	12/10/2023	12 mos.
Assistant Director for Advisor Support and Completion Initiatives			
Instructor			
Center for Advising Administration and Academic Partnerships			
Staci Kohen holds a Bachelor of Science in Family Science from Towson University and a Master of Science in College Student Personnel from Western Illinois University. Before this appointment, Ms. Kohen served as a Transfer Academic Advisor in the College of Arts and Letters and an Academic Success Advisor at ODU.			
<b>Ryan Nadeau</b>	\$125,000	3/21/2024	12 mos.
Assistant Men's Basketball Coach			<i>Emergency Hire</i>
Assistant Instructor			
Athletics			
Ryan Nadeau holds a Bachelor of Science in Economics from Michigan State University. Mr. Nadeau served as the Director of Player Personnel for Virginia Tech, Basketball Operations Associate for the Chicago Bulls, and Student Manager for Michigan State University.			
<b>Hana Ogino</b>	\$42,000	2/25/2024	12 mos.
Assistant Athletic Trainer			<i>Emergency Hire</i>
Instructor			
Athletics			
Hana Ogino holds a Bachelor of Health and Sports Sciences from Chukyo University (Aichi, Japan) and a Master of Athletic Training from Oklahoma State University. Ms. Ogino brings experience as the Assistant Athletic Trainer (Baseball) with Old Dominion University and Resident Athletic Trainer (Baseball) with Coastal Carolina University.			
<b>Julie Perez</b>	\$130,000	1/1/2024	12 mos.
Director of Undergraduate Admissions			<i>Exceptional Hire</i>
Instructor			
SEES			
Julie Perez holds a Bachelor of Arts in Urban Studies from Rutgers University and a Master of Education in Higher Education Administration from Northeastern University. Before this appointment, Ms. Perez was the Interim Director of Undergraduate Admissions with Old Dominion University, Client Strategist with Spark451, and Associate Director, Undergraduate Admissions Recruitment with ODU.			

<b>Kyle Pollock</b>	\$65,000	1/19/2024	12 mos.
Director of Player Personnel			<i>Emergency Hire</i>
Assistant Instructor			
Athletics			

Kyle Pollock holds a Bachelor of Science in Management Information Systems from Pennsylvania State University. With Ohio University, Mr. Pollock served as the Director of Recruiting, Assistant Director of Player Personnel, and Recruiting/Operations Assistant.

<b>Anthony Redifer, Jr.</b>	\$45,000	12/10/2023	12 mos.
Athletic Facility and Events Coordinator			<i>Emergency Hire</i>
Instructor			
Athletics			

Anthony Redifer, Jr. holds a Bachelor of Science in Health and Physical Education and a Master of Science in Sport Management from Old Dominion University. Prior to this appointment, Mr. Redifer, Jr. worked as an Events Manager and Assistant Marketing Coordinator with ODU Athletics.

<b>Ronald Riffle, Jr.</b>	\$70,000	1/10/2024	12 mos.
Director of Military Connection Center			
Instructor			
Military Connection Center			

Ronald Riffle, Jr. holds a Bachelor's Degree in Leadership Studies and a Master's Degree in Clinical Mental Health from Regent University. Prior to this appointment, he served as an Adjunct Professor at Regent University, Resident in Mental Health Counseling with New Vita Neurotherapy and as a Success Coach with the Regent University Center for Student Happiness. Additionally, he has over 20 years of service with the United States Navy.

<b>James Robinson, III</b>	\$120,000	3/16/2024	12 mos.
Assistant Men's Basketball Coach			<i>Emergency Hire</i>
Assistant Instructor			
Athletics			

James Robinson, III holds a Bachelor of Arts in Communications from the University of Pittsburgh. He brings experience as the Assistant Men's Basketball Coach at the University of Delaware.

<b>Carolina Rodriguez Ospina</b>	\$70,000	2/25/2024	12 mos.
Associate Director for Communications			
Instructor			
Student Housing			

Carolina Rodriguez-Ospina holds a Bachelor of Science in Marketing & Advertising from Universidad Politécnico Grancolombiana (Colombia) and a Master of Arts in Lifespan & Digital Communication from Old Dominion University. She brings previous experience as the Assistant Director for Communication and Communication Coordinator for Student Engagement & Enrollment Services with Old Dominion University.

<b>Christina Russell</b>	\$106,000	2/10/2024	12 mos.
University Compliance Officer			
Assistant Professor			
University Audit			
Christina Russell holds a Doctor of Business Administration from Wilmington University, a Bachelor of Science in Marketing and a Master of Science in Management and Organizational Leadership from Wilmington University. She brings experience as the Senior Internal Auditor, Director of Financial Aid and Associate Director of Financial Aid with Christopher Newport University.			
<b>Yostina Sorial</b>	\$58,140	1/25/2024	12 mos.
Student Support Services Counselor			
Instructor			
Student Support Services			
Yostina Sorial holds a Bachelor of Arts in Psychology and a Master of Arts in Counseling and Development from Winthrop University. Prior to this appointment, Ms. Sorial served as the TRiO SSS Academic Counselor with Old Dominion University, TRiO SSS Academic Counselor with Winthrop University and as the TRiO SSS Graduate Assistant with Winthrop University.			
<b>Joshua Spencer</b>	\$54,000	1/10/2024	12 mos.
Assistant Men's Soccer Coach			<i>Exceptional Hire</i>
Instructor			
Athletics			
Joshua Spencer holds a Bachelor of Science in Exercise Science from West Virginia Wesleyan College. Mr. Spencer brings experience as the Head Men's Soccer Coach from West Virginia Wesleyan and the Assistant Coach/Camp Coordinator for Lionsbridge FC.			
<b>Petra Szonyegi</b>	\$56,000	2/25/2024	12 mos.
IDS Academic Success Advisor / Program Coordinator			<i>Emergency Hire</i>
Instructor			
IDS Schools/ Academic Success Center			
Petra Szonyegi holds a Bachelor of Arts in International Studies and Political Science and Master of Science in Educational Leadership from Old Dominion University. Prior to this appointment, Ms. Szonyegi served as the Coordinator of First Year Success and Academic Advisor for the School of Cybersecurity and First Year Student Success Advisor with the Center for Advising Administration and Academic Partnership at ODU.			

**Jared Sykes** \$49,965 3/10/2024 12 mos.

International Student Advisor (J1 Scholar Advisor)

Instructor

Visa & Immigration Service

Jared Sykes holds a Bachelor of Arts in International Affairs from Marshall University and a Master of Arts in International Studies from Old Dominion University. Mr. Sykes brings experience as the International Services Coordinator with the Office of Visa and Immigration Service at ODU, as a Municipal Inter II with the City of Norfolk, and as a Weekly Geopolitical Update Extern with NATO Allied Command Transformation.

**Dr. Wolayat Tabasum** \$75,000 2/25/2024 12 mos.

Assistant Director of Assessment and Planning

Assistant Professor

SEES

Dr. Wolayat Tabasum holds a Bachelor of Science in Mathematics from Kabul University (Afghanistan), Bachelor of Arts in Women's and Gender Studies from Middlebury College, Master of Philosophy in Social Cultural Anthropology from Oxford University, and a Ph.D. in Higher Educational Leadership and Policies from Old Dominion University. Dr. Tabasum brings experience as a Postdoctoral Research Associate with the Virginia Modeling, Analysis and Simulation Center (VMASC), Afghanistan Higher Education Advancement Development Consultant, and The Independent Administrative Reform and Civil Services Commission with the Afghanistan Commissioner.

**Dr. Michael Thompson** \$60,000 3/25/2024 12 mos.

Assistant Director, Monarch Internship Academy for Humanities

Assistant Professor

Monarch Internship and Co-Ops

Dr. Michael Thompson holds a Bachelor of Arts in History from Wake Forest University, a Master of Arts in American History from the University of Mississippi, and a Ph.D. in American History with a Minor in African History from Miami University. Dr. Thompson joins Old Dominion University with experience as the Dean of the Undergraduate College from '21-'23, Interim Provost and Vice President from '20-'21, and Professor of American History at Pfeiffer University.

**Dr. Maria VanDerMeid** \$230,000 11/25/2023 12 mos.

Medical Director/Physician

Assistant Professor

Student Health Services

Dr. Maria VanDerMeid holds a Doctor of Medicine (MD) from Eastern Virginia Medical School and a Bachelor of Science degree in Biology from Old Dominion University. Dr. VanDerMeid's experiences include serving as an Urgent Care Physician with Patient First and a Family Physician with Rappahannock Family Physicians in Fredericksburg, Virginia. Dr. VanDerMeid also served as a Medical Officer in the United States Army.

<b>David Weeks</b>	\$117,500	1/3/2024	12 mos.
Assistant Football Coach			<i>Exceptional Hire</i>
Assistant Instructor			
Athletics			

David Weeks holds a Bachelor of Science in Health Sciences from Seminole State College of Florida. Mr. Weeks joins Old Dominion University with experience as the Tight Ends Quality Control Analyst with the University of Tennessee and Wide Ends Coach/Pass Game Coordinator with Fordham University. With Fordham University, Mr. Weeks also served as the Tight Ends Coach, Offensive Quality Control-Quarterbacks and Defensive Quality Control- Defensive Line Coach.

<b>Sara Woodbury</b>	\$75,000	1/10/2024	12 mos.
Curator of Art			
Instructor			
Barry Art Museum			

Sara Woodbury holds a Bachelor of Arts in Art History from Lake Forest College and a Master of Arts in History of Art from the Williams College. She joins the Barry Art Museum with experience as a Guest Curator at ODU, Curator of Collections and Exhibitions at the Roswell Museum in New Mexico and as a Curatorial Fellow with the Shelburne Museum in Vermont.