

**APPROVED BY COMMITTEE – JUNE 13, 2014**

**OLD DOMINION UNIVERSITY  
BOARD OF VISITORS**

**ADMINISTRATION AND FINANCE COMMITTEE  
April 26, 2013**

**MINUTES**

The Administration and Finance Committee met in joint session with the Academic and Research Advancement Committee on Friday, April 26, 2013 in the Board of Visitors conference room in the Webb University Center on the Norfolk Campus to hear a presentation on the proposed FY2013-2014 Tuition and Fees. Members present were:

Fred J. Whyte (*ex-officio*)  
Jeffrey W. Ainslie  
Kenneth E. Ampy  
Frank Batten, Jr.  
J. William Cofer  
Dee D. Gilmore  
Luke M. Hillier  
Marc Jacobson  
Pamela Kirk  
Barry M. Kornblau (*ex-officio*)  
Frank Reidy  
Judith Swystun  
Kevin Muchiri (Student Representative)

Also present were:

John Broderick	Richard Massey
Bruce Aird	Donna Meeks
Alonzo Brandon	Jennifer Mullen
Leigh Comsudis	Earl Nance
Jane Dane	Ellen Neufeldt
Robert Fenning	September Sanderlin
Velvet Grant	Carol Simpson
David Harnage	Jay Wright
Scott Harrison	Students from Graduate Class
Mohammad Karim	

The Rector called the joint session to order at 9:05 AM and then called upon President Broderick to brief the members on the institution's proposed adjustments in tuition and fees for next year. President Broderick acknowledged the importance he and the Board placed upon increasing the number of full-time faculty. In addition, he noted the Governor's Directive to the President and institutional Board seeking increases in line with costs of living increases.

He then introduced Chief Operating Officer Harnage who provided a brief overview of the process employed to determine the currently proposed comprehensive fees for FY2013-2014. COO Harnage noted that the compensation increases for faculty and identified that increases in employer benefit costs represent significant, unavoidable expenses. Once these have been addressed, the remaining net revenue from the proposed tuition and fee increases represent a percentage increase slightly below the CPI and consistent with the Governor's Directive. He and the Vice Presidents looked at the mandatory, unavoidable costs increases to ensure the proposed tuition increases help fund only the mandatory costs and needs of the University.

Vice President Fenning then reviewed the proposed FY2013-2014 Tuition and Fees proposal. He presented the recommendations that addressed the institution-specific impacts of the state budget and the unavoidable cost increases for next year, noting the institution's share of compensation and benefit increases, while keeping the comprehensive fees at the CPI rate. After also incorporating the impact of the Affordable Care Act and efforts to address faculty and staff retention, the proposed increases would be among the lowest of those tuition and fee increases at the four-year institutions that have announced their Boards' actions.

There was discussion about the proposed increase. President Broderick said at the June meeting more information will be presented regarding additional plans to meet the challenge to hire more faculty.

Ms. Kilmer requested a copy of the presentation on Tuition and Fees and COO Harnage said a copy will be provided to her for use and reference as desired.

Mr. Hillier said ODU should use, as marketing points, the increase of only \$370 in tuition is because of the University's efficiency and reducing operating costs.

It was noted that ODU's enrollment consists of 87% Virginia students with questions regarding whether or not tuition increases for out-of-state students is being considered. President Broderick responded that Vice President Neufeldt has been tasked to look into attracting more out-of-state students. Vice President Neufeldt added that she is doing work now to attract students from those markets. The Provost is also expanding international organizations and prospects with new centers in China and India.

The joint session was adjourned at 10:00 AM.

The Administration and Finance Committee was called to order at 10:15 AM on April 26, 2013.  
Members present were:

Jeffrey W. Ainslie (Chair)  
J. William Cofer (Vice Chair)  
Fred Whyte (*ex-officio*)  
Marc Jacobson  
Andrea M. Kilmer  
Pamela C. Kirk  
Barry M. Kornblau (*ex-officio*)  
Judith O. Swystun  
Kevin Muchiri (Student Representative)

Also present were:

Bruce Aird	Rich LeMoal
Rick Berry	Richard Massey
John Broderick	Donna Meeks
Leigh Comsudis	Earl Nance
Dale Feltes	Ellen Neufeldt
Robert Fenning	Chad Peevey
Scott Harrison	Rusty Waterfield
Todd Johnson	

## I. ACTION ITEMS

**Approval of Minutes** – Revised copies of the minutes from the December 6, 2012 meetings were distributed with the noted correction that John Lombard was in attendance. It was then noted that the student representative to the Committee, Kevin Muchiri, was also in attendance and needed to be added. Ms. Swystun moved to amend the minutes noting Mr. Muchiri's attendance and approve as amended. Mr. Jacobson seconded the motion. The minutes were unanimously approved by all members present and voting. (*Cofer, Jacobson, Kilmer, Kirk, Kornblau, Swystun, Whyte*)

**FY2013 – 2014 Tuition and Fees** – The Chair called for questions regarding the proposed Tuition and Fees discussed in joint session. There being no further questions, Mr. Jacobson moved to accept the compensation and fee plan as presented. Ms. Kirk seconded the motion and it was unanimously approved by all members present and voting. (*Cofer, Jacobson, Kilmer, Kirk, Kornblau, Swystun, Whyte*)

## II. PRESENTATIONS

**Textbook Options** – Vice President Fenning provided a brief summary regarding the current business model, course materials and publishers used regarding the costs of textbooks and related materials. He then introduced Mr. Todd Johnson, Assistant Vice President for Auxiliary Services, and Mr. Rusty Waterfield, Assistant Vice President for Computing and Communications Services, who reviewed the current and changing business and technology environment for the provision of textbooks and course materials. The presentation acknowledged that the business model for campus-based bookstores and the process for providing course materials are under considerable “stress” due to a number of factors—the most notable is the increasing capability to provide digital course materials. Their presentation noted what the University’s current bookstore contractor (Follett Higher Education) is doing to respond to this changing environment. The University is also involved in an e-Content Pilot through Internet 2 and Educause and an initiative by the State Council of Higher Education in Virginia (SCHEV).

**Vice President’s Report** – Vice President Fenning spoke to the Committee about Spring Semester Auxiliary operations and various sustainability initiatives of the University, including the activities of Earth Week on campus, and provided information on the recent waste audit.

Vice President Fenning then introduced Mr. Chad Peevy, Director of the University’s Grounds Department, who leads many of the institution’s sustainability activities on campus. As a result of his outstanding work with the University’s landscape and trees, the University recently received the Tree Campus USA Award. ODU is one of only three Virginia institutions to receive this sustainability recognition.

## III. STANDING REPORTS

**Capital Outlay Projects Status Report** – Mr. Dale Feltes, Director of Design and Construction, presented a brief update on this report to the Committee.

**Investment Report** – Mr. Rick Massey, Associate Vice President for Foundations, briefed the Committee on the University’s investments and endowment.

The meeting was adjourned at 11:30 AM.