

OLD DOMINION UNIVERSITY  
BOARD OF VISITORS  
ADMINISTRATION AND FINANCE COMMITTEE  
June 11, 2015

MINUTES

The Administration and Finance Committee of the Board of Visitors of Old Dominion University met on Thursday, June 11, 2015, at 9:00 a.m. in the Board of Visitors Room of the Webb University Center on the Norfolk campus. Present from the Board were:

Robert M. Tata, Chair  
Ronald C. Ripley (*ex-officio*)  
Ross A. Mugler  
Judith O. Swystun

Also present were:

Bruce Aird	Richard Massey
John R. Broderick	Donna Meeks
Leigh Comsudis	Sue Mitchell
Traci Daniels	Earl Nance
Dale Feltes	Ellen Neufeldt
Dillard George	September Sanderlin
Velvet Grant	Tara Saunders
David F. Harnage	Wood Selig
Scott Harrison	Scott Silsdorf
Etta Henry	Doug Steit
Todd Johnson	Deborah Swiecinski
Elizabeth Kersey	Jena Virga
Rich Le Moal	Rusty Waterfield

The Chair called the meeting to order a 9:10 a.m.

**I. ACTION ITEMS**

- A. **Approval of the Minutes** – Mr. Mugler moved to approve the minutes for the April 23, 2015 meeting. Ms. Swystun seconded the motion. The minutes were unanimously approved by all members present and voting. (*Mugler, Ripley, Swystun*)

- B. Resolution for Veterans Access, Choice and Accountability Act of 2014** – Ms. Deb Swiecinski, Associate Vice President for Financial Services, briefed the Committee on the Resolution for Veterans Access, Choice and Accountability Act of 2014, which requires approval by the Board. The U. S. Veteran’s Administration requires that all public institutions of higher education verify their full intent to comply with this Act by charging in-state tuition and fees to veterans and their eligible dependent family members. Only those institutions in compliance with the Act will retain access to the Post 9/11 GI Bill and Montgomery GI Bill for their enrolled students. Ms. Swiecinski noted that Old Dominion University currently has 1,800 receiving in-state tuition.

Ms. Swystun moved to approve the Resolution. Mr. Mugler seconded the motion. The motion was unanimously approved by all members present and voting. (*Mugler, Ripley, Swystun*)

## II. PRESENTATIONS

- A. University SWaM Plan** – Ms. Etta Henry, Acting Director of Procurement Services, presented to the Committee the University’s Small, Woman-Owned and Minority-Owned (SWaM) Plan. The University develops an annual SWaM Plan for promoting discretionary spending for good and services with certified small, woman-owned and minority-owned firms. The University has successfully achieved the overall SWaM goal for the past fiscal year, which was 47.5% for FY14. The annual Plan outlines the University’s aspirational targets. The actual SWaM expenditures for Old Dominion University in FY14 were 54.3%. The SWaM goal for FY15 is 47.5%, the University projects to achieve a SWaM spend of 60.4%.

Ms. Henry identified the University’s efforts to increase SWaM utilization and presented the SWaM goals of 7.5% for minority-owned firms, 7% for woman-owned firms, and 33% for small firms, an overall goal of 47.5% for FY2015-2016. The University’s goals for the upcoming fiscal year are the highest SWaM goals of any VASCUPP institution.

It was asked if micro is the same as small. Ms. Henry responded that micro is a smaller and a new category for truly smaller businesses that have less than 25 employees and an annual revenue of \$3 million or less. Also asked what is not considered discretionary? Ms. Henry said that utilities and the like that the University does not have the option to use SWaM firms are discretionary. She pointed out that the University conducts mandatory training and education about the SWaM program prior to an employee being given a Small Purchase Credit Card or access to eVA purchasing system.

Mr. Harnage added that vendors must apply for the categories and register prior to be granted SWaM status.

- B. IT Security Briefing** – Mr. Doug Streit, Chief Information Security Officer, briefed the Committee on the key components of the IT Security Program at Old Dominion University. He noted that the program is founded on the premise that the continual assessments, reviews and revision are essential to a maturing and effective IT security program. IT Security focuses on IT Security Governance, which includes executive and

business unit involvement; Data Security and Privacy, including security/privacy practices for Social Security Numbers, protected health information, payment card and Department of Justice data; Operational Security, which include key controls and security monitoring; and Incident Response including routine security event and responses to possible compromises.

The Chair asked if an account would be locked if comprised and Mr. Streit responded that if any account (whether faculty, administrator, staff or student account is comprised) the account is locked and investigated. He added that there are several qualified people that make up the security team on campus. To maintain the current protocols and security processes, the team participates in several training sessions and also attend conferences to keep up with the current security standards.

It was also asked if precautions are in place for audits for the University's Small Purchase Credit Card (SPCC) program, securities with other precautions taken to maintain a secured environment. Mr. Streit responded that if someone is working on their SPCC statements or other confidential information, and if they walk away from the computer there is security in place whereby their web session will time out and/or the screen saver will appear which prevents information from being viewed by others.

- C. **Parking and Transportation Services** – Mr. Todd Johnson, Assistant Vice President for Auxiliary Services, presented the plans for the new Self-Operation Shuttle Service that will be launched in early August. This Shuttle service is projected to save approximately \$150,000 annual in operational costs as compared to the current contracted service. Parking Revenue, as compared with the previous year, was reported with an increase of \$81,900 through May 1, 2015. The results from changes in the campus Safe Ride Program reported ridership increasing from 33, 000 students to 71,000 students.

Mr. Johnson added that the University has purchased five (5) new, 20-passenger, vehicles to use in lieu of contracted shuttle service. Last spring a survey was presented to students asking for suggestions how to improve shuttle service. Responses showed that students want bi-sectional service so they do not need to ride the entire loop before reaching their destinations. Two new routes will be introduced this Fall--the Blue Route and the Silver Route going in two directions (clockwise and counter clockwise) to alleviate the entire loop ride. Safety belts and security cameras will be on each shuttle.

President Broderick asked what the boundaries are for Safe Ride? Mr. Scott Silsdorf, Director of Parking and Transportation Services, responded that there will be four (4) and they are Magnolia Avenue from the North, 38<sup>th</sup> Street from the South, the River from the West, and Colley Avenue from the East. The President noted that better signage for parking is needed to provide information where to go to park if a lot or garage is full, particularly on Thursday evenings during basketball season. He added that it needs to be made clear where parking is available when a lot or deck is no longer available. Mr. Johnson responded that they are meeting with consultants next week on this topic.

- D. Chief Operating Officer Report** – Mr. Harnage discussed the Virginia Values Veterans (V3) Program, noting that the University continues its commitment to this program and has pledged to hire a minimum of 15 veterans for the period of July 1, 2015 – July 1, 2016. This is the second year that Old Dominion University has exceeded its goal and has already doubled the pledge in hiring 29 veterans since July 1, 2014. The University has also satisfied all of its continuing education credit requirements for the V3 Program to date.

Mr. Harnage briefed the Committee on the renewal of the Aramark Contract and noted the increased return to the University of \$1.4 million per year. Some of the highlights of the new contract include minimum guaranteed meal plans at \$222,000 per year, football concessions at \$75,000 per year, and capital contributions at \$1.1 million per year. He noted that since student choices change over the years, the University needs to stay up-to-date on what they want and ensure those considerations are included in the contract renewal process.

### **III. STANDING REPORTS**

The Committee then received briefings on the following standing reports:

- A. Capital Outlay Projects Status Report** – Mr. Dale Feltes, Director of Design and Construction, presented information updates on the University's projects. Mr. Mugler asked which buildings were presented to Richmond from Old Dominion University for approval this budget session. Mr. Harnage responded that the three top priorities approved by the Board of Visitors were submitted and these include Chemistry, New College of Health Sciences and the New Student Services/Student Success projects.

Mr. Ripley said it is important for everyone to see the building project progress and suggested putting that information in public relation packets that distributed by the University. Mr. Harnage noted that all active capital projects are on the University website; however, it is unfortunate that many folks do not know it and also do not know where to find the information.

- B. Investment Report** – Mr. Richard Massey, Associate Vice President for Foundations, briefed the Committee on the University's investments and endowments. Mr. Massey added that as a follow-up to an inquiry at the April meeting, the financial investment courses are offered to graduate students and this Fall, Master of Business Administration students will also be included.

Ms. Swystun moved to adjourn the meeting. Mr. Ripley seconded the motion and the meeting was adjourned at 10:35 AM.