

APPROVED BY COMMITTEE – 9/18/14

**OLD DOMINION UNIVERSITY
BOARD OF VISITORS**

**ADMINISTRATION AND FINANCE COMMITTEE
June 12, 2014**

MINUTES

The Administration and Finance Committee met on Thursday, June 12, 2014, in the Board of Visitors Conference Room in the Webb University Center on the Norfolk Campus. Members present were:

Jeffrey W. Ainslie, Chair
John F. Biagas
Jody S. Gidley
Marc Jacobson
Barry M. Kornblau (*ex-officio*)
Ronald C. Ripley
Judith O. Swystun
Fred J. Whyte (*ex-officio*)

Also present were:

David Harnage	Richard Massey
Robert Fenning	Donna Meeks
Rick Berry	Earl Nance
Alonzo Brandon	Melanie O'Dell
Leigh Comsudis	September Sanderlin
Mary Deneen	Wood Selig
Dale Feltes	Deb Swiecinski
Dillard George	Rusty Waterfield
Velvet Grant	

The meeting was called to order at 12:00 PM.

I. ACTION ITEMS

- A. **Approval of Minutes** – Ms. Swystun moved to approve the April 24, 2014 minutes as written and Mr. Biagas seconded the motion. The minutes were unanimously approved by all members present and voting. (*Biagas, Gidley, Jacobson, Kornblau, Ripley, Swystun*)
- B. **Approval of FY14 SWaM Plan** – Vice President Fenning introduced Mr. Rick Berry, Executive Director for Procurement and Construction Services, who briefed the Committee on the University's Small, Women, and Minority Owned Business purchases for FY2013-2014 in response to the Board-adopted FY2013-2014 plan. It was noted that University is required to develop and implement, annually, a plan for promoting discretionary spending for goods and services with small, women-owned, and minority firms. Mr. Berry then reviewed the University's SWaM spending versus the annual SWaM goals for the past several years noting that the University's "spend" has achieved or exceeded our annual SWaM goals. The University's proposed FY2014-2015 SWaM goals are 8% for minority-owned firms, 6.5% for women-owned firms, and 33% for small firms, total an overall 47.5% goal.

Mr. Biagas asked how ODU checks on contractors submitting bids for SWaM firms. Mr. Berry responded that his office follows-up with quarterly reports from the prime contractors to confirm use of the SWaM firms they listed in their original bids.

Mr. Kornblau moved to approve the FY2014-2015 SWaM Plan as presented and Mr. Biagas seconded the motion. The SWaM Plan was unanimously approved by all members present and voting. (*Biagas, Gidley, Jacobson, Kornblau, Ripley, Swystun*)

II. STANDING REPORTS

- A. **Capital Outlay Projects Status Report** – Mr. Dale Feltes, Director of Design and Construction, presented information on the University's projects.
- B. **Investment Report** – Mr. Richard Massey, Associate Vice President for Foundations, briefed the Committee on the University's investments and endowments.

There being no further business, the meeting was adjourned at 12:25 PM.