

**OLD DOMINION UNIVERSITY
BOARD OF VISITORS**

**ADMINISTRATION AND FINANCE COMMITTEE
June 13, 2013**

MINUTES

The Administration and Finance Committee met in joint session with the Academic and Research Advancement Committee on Thursday, June 13, 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 Operating Budget and Plan. Members present were:

Fred J. Whyte (*ex-officio*)
Jeffrey W. Ainslie
Kenneth E. Ampy
Frank Batten, Jr.
David Bernd
John F. Biagas
J. William Cofer
Dee D. Gilmore
Luke M. Hillier
Marc Jocaboson
Barry M. Kornblau (*ex-officio*)
Andrea M. Kilmer
Robert J. O’Neill
Frank Reidy
Ronald C. Ripley
Judith Swystun

Also present were:
John R. Broderick
Bruce Aird
Alonzo Brandon
Leigh Comsudis
Traci Daniels
Mary Deneen
Bill Edmunds
Robert Fenning
Dillard George

Velvet Grant
David Harnage
Scott Harrison
Deane Hennett
Elizabeth Kersey
John Lombard
Richard Massey
Donna Meeks
Jennifer Mullen
Earl Nance

Ellen Neufeldt
Melanie O’Dell
September Sanderlin
Wood Selig
Carol Simpson
Bill Sizemore
Deb Swiecinski
Johnny Young

The Rector called the joint meeting to order at 9:05 AM and welcomed all members of the Board. He then called on President Broderick to give opening remarks about the proposed FY2013-2014 Operating Budget and Plan. President Broderick complimented the work done by Chief Operating Officer Harnage, the Vice Presidents and Athletic Director.

Chief Operating Officer Harnage provided an overview of the collaborative operating budget process involving the Executive Team. He noted that the FY2013-2014 proposed budget was developed in efforts to maximize the use of funding and reallocate resources to institutional priorities. The focus of the proposed allocations is to address the University's four critical success factors—Academic Enterprise, Student Recruitment and Enrollment, Campus Infrastructure, and Campus Life and Student Activities.

Vice President Fenning then presented the details of the proposed Operating Budget and Plan, as well as comparative information relative to the other Virginia research, doctoral institutions and national peers.

After the presentation there was a brief discussion about the proposed budget. Base Adequacy was discussed addressing why Old Dominion University is funded less than other institutions.

The joint session was adjourned at 9:50 AM.

The Administration and Finance Committee was called to order at 10:05 AM on June 13, 2013. Committee members present were:

Jeffrey W. Ainslie, Chair
J. William Cofer, Vice Chair
Fred J. Whyte (*ex-officio*)
Barry M. Kornblau (*ex-officio*)
Pamela C. Kirk
Marc Jacobson
Andrea M. Kilmer
Robert J. O'Neill
Ronald C. Ripley
Judith O. Swystun

Also present were:

John R. Broderick
Bruce Aird
Rick Berry
Leigh Comsudis
Traci Daniels
Mary Deneen
Bill Edmunds
Dale Feltes
Robert Fenning

Dillard George
Scott Harrison
Deane Hennett
Etta Henry
Todd Johnson
Elizabeth Kersey
John Lombard
Richard Massey
Donna Meeks

Jennifer Mullen
Earl Nance
Ellen Neufeldt
Melanie O'Dell
September Sanderlin
Bill Sizemore
Don Stansberry
Deb Swiecinski

I. ACTION ITEMS

Approval of Minutes - The Chair called for approval of the minutes for the April 26, 2013 meeting. Ms. Swystun moved to approve the minutes as presented and Mr. O'Neill seconded the motion. The minutes were unanimously approved by all members present and voting. (*Cofer, Whyte, Kornblau, Kilmer, O'Neill, Ripley, Swystun*)

FY2013-2014 Operating Budget and Plan - The Chair then called for discussion regarding the FY2013-2014 Operating Budget and Plan presented at the joint meeting. There being no further discussion, Mr. O'Neill moved to approve the proposed FY2013-2014 Operating Budget and Plan as presented. Mr. Ripley seconded the motion and it was unanimously approved by all members present and voting. (*Cofer, Whyte, Jacobson, Kilmer, Kornblau, O'Neill, Ripley, Swystun*)

FY2013-2014 SWAM Plan - Vice President Fenning introduced Mr. Rick Berry, Executive Director of Construction and Procurement Services, who presented the updated information on the University's SWAM (Small, Women, and Minority-Owned Business) procurement performance and the proposed FY2013-2014 SWAM Plan. The proposed SWAM Plan Aspirational Goal for FY2013-2014 will be the highest among the Commonwealth's public institutions. He noted that Old Dominion is always in the top three institutions and usually in the top two, as well as being number one in women-owned businesses in the Commonwealth.

Vice President Fenning added that Mr. Berry has been awarded the large institution SWAM Champion for two of the past three years.

Mr. O'Neill moved to approve the FY2013-2014 SWAM Plan as presented. Ms. Kirk and Ms. Swystun seconded the motion. The motion was unanimously approved by all members present and voting. (*Cofer, Whyte, Jacobson, Kilmer, Kirk, Kornblau, O'Neill, Ripley, Swystun*)

II. PRESENTATIONS

Business Process Management (BPM) Initiative – Vice President Fenning briefed the Committee on the background of this initiative and then introduced Ms. Deb Swiecinski, Associate Vice President for Administration and Finance, who provided the final report on the outcomes of the Business Process Management – Phase 1 initiative which involved the comprehensive review of the administrative and business processes. Ms. Swiecinski acknowledged the great work done by the project leader Bill Edmunds, the Associate Controller Melanie O'Dell, and the 50 individuals in Finance, Human Resources, and Information Technology Services who were involved with the success of this initiative. Phase 1, which included Accounts Payable, Human Resources, Payroll and Accounts Payable has now been concluded.

There was follow-on discussion regarding the BPM process and how it affected on-going operations, as well as the improved customer service which has reduced the number of collections.

Vice President Fenning noted that ODU has been invited to visit several of the other doctoral institutions in the Commonwealth to discuss the process and success of this initiative.

Vice President's Report – Vice President Fenning briefed the Committee on the many non-capital projects, including large and small scale renovations and other important projects, for the current academic year.

III. STANDING REPORTS

Capital Outlay Projects Status Report – Mr. Dale Feltes, Director of Design and Construction presented the updated projects to the Committee.

Mr. Jacobson asked about the status of the practice facility, which was not mentioned in the report. Mr. Feltes responded that the University is waiting for funding for that project.

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 11:25 AM.