

APPROVED BY COMMITTEE – 6/16/21

**OLD DOMINION UNIVERSITY
BOARD OF VISITORS
ADMINISTRATION AND FINANCE COMMITTEE
April 21, 2021
MINUTES**

The Administration and Finance Committee of the Board of Visitors of Old Dominion University met at 3:00 p.m. on Wednesday, April 20, 2021. The meeting was held electronically via the Zoom application pursuant § 4-0.01(g) of Chapter 1289 of the 2020 Acts of Assembly. Present from the Committee were:

Larry R. Hill, Chair
Kay A. Kemper (*ex-officio*)
R. Bruce Bradley (*ex-officio*)
Yvonne T. Allmond
Ross A. Mugler
Armistead Williams

Also present from the Board: Lisa Smith

Also present:

Austin Agho	Casey Kohler
Bruce Aird	David Kozoyed
Mike Brady	Maggie Libby
Alonzo Brandon	Donna Meeks
John R. Broderick	Harry Minimum
Bob Clark	Earl Nance
Leigh Comsudis	Tom Odom
Jane Dané	Dave Robichaud
Mary Deneen	September Sanderlin
Gregory DuBois	Wood Selig
Nina Gonser	Amanda Skaggs
Scott Harrison	Don Stansberry
Etta Henry	Rusty Waterfield
Jared Hoernig	Rob Wells
Todd Johnson	

The Chair called the meeting to order at 3:00 p.m.

I. ACTION ITEMS

- A. **Approval of Minutes** – Upon a motion made by Mr. Mugler and seconded by Ms. Allmond, to approve the minutes of the December 9, 2020, the minutes were unanimously approved by roll-call vote. (Ayes: *Allmond, Bradley, Hill, Kemper, Mugler, Williams*; Nays: *None*)

II. PRESENTATIONS

- A. **Hampton Boulevard Median Project** – Mr. Mike Brady, Assistant Vice President for Facilities Management and Construction, briefed the Committee on the implementation of a project to improve the appearance of the Hampton Boulevard medians. After a competitive bid process via the University's existing landscape contract, Brightview was awarded the contract for a total of \$112,291.53, with work spanning three medians between 45th Street to just north of 49th Street. The work will commence on May 10th and is expected to last no more than four (4) weeks.

Ms. Allmond asked if approvals were received from the Civic Leagues. Mr. Brady responded that each of the Civic Leagues were involved in the process and approved the final decisions. Mr. Hill said the price for the project was good, then asked if the University worked with the City of Norfolk and, also asked who will remove the existing trees? Mr. Brady responded that the University had coordinated with the City of Norfolk and that the Brightview contract included the removal of trees. Mr. Bradley asked if the City had been asked about splitting the cost of the project? Vice President DuBois confirmed that the City had been approached about cost sharing; however, it was not something they could support at this time given their current budget constraints.

- B. **NextGen Administrative System Initiative** – Mr. David Kozoyed, Executive Director of Enterprise Systems in the Office of Information Technology Services, presented on the NextGen Administrative System Initiative. He briefed the Committee on history of the core Enterprise Resource Planning, known as Core ERP systems. Also, he spoke about the strategy for administrative and business management systems, along with a picture of the current ERP landscape in higher education, an assessment of our core ERP systems, an assessment of key third-party systems and the roadmap and preparation for the next generation administrative systems.

The NextGen Administrative System initiative develops the roadmap and plan for moving Old Dominion University's ERP to a cloud-based Software-as-a-Service System. The roadmap includes an assessment and gap analysis of functionality of the ERP and third-party systems supporting the business management needs of the University.

Mr. Hill asked if ITS is looking to move everything to cloud products in the next few years? Mr. Kozoyed responded, from an application perspective, more and more products that ODU uses are moving to the cloud. There is significant value for vendors

and customers when they move to the cloud. Vice President DuBois added that Mr. Kozoyed has focused on our administrative system, noting as previously mentioned, these systems touch about every aspect of the University's operations, so they are mission-critical and in our initial analysis, indicators show we are in a good place and want to remain in a good place; we never want to get into a crisis situation where we are behind the curve in technology. He also stressed the importance of starting the planning process and need for making this change.

Associate Vice President Rusty Waterfield added that with the cloud the University will operate only one version of software and, thus, the vendor can innovate quickly and support multiple versions across hundreds of institutions so that is a significant advantage of moving to cloud. He highlighted it is a shift in how we do business and that is why business process automation is an important component that helps prepare us to manage our processes in the future, but not be limited to how to work in the ERP. It is a direction we need to move toward and this effort helps us plan for the next three to five years to make that transition.

Mr. Bradley asked what is the estimated cost? Vice President DuBois said that Associate Vice President Waterfield has worked to develop a five-year plan, noting it is a phased approach, with the first phase to move to managed services where the vendor manages the environment before moving to Software-as-a-Service. The move to managed services is approximately \$650,000 annually. ODU does not have the full cost on the software as a service cloud product; we are working to obtain costs on this move over time. He added it will be a challenging transition.

- C. **Succession Planning** – Vice President September Sanderlin provided an update on the University's Succession Planning initiative, which began in 2018 with State-wide agency succession planning; at which time assessment of positions were across campus at the executive level and their direct reports, including those that had budgetary oversight. Since 2020 had its own dynamics she chose to focus on areas in the Department of Human Resources, which she is sharing with the Committee today and will then share the 2021 results with you at the upcoming fall meeting. All positions in Human Resources were assessed and key risk factors identified, developed an action plan to address those within the next five years. Eligible to retire in one year are 9%; in five years 10%. Mission critical positions were identified and noted that 8% are eligible to retire in one year, with 23% in five years. So even though the department is small, it is an area that needs attention to our key risk factors for the department. They are now restructuring functional areas and responsibilities building more bench strength through cross training. Thus, giving employees opportunities for advancement, and gives them more of a greater opportunity for retention.

III. STANDING REPORTS

A. **Investment Report** – Ms. Maggie Libby, Associate Vice President for Foundations-CIO, briefed the Committee on updates to the Investment Report.

B. **Public Safety Update** – Vice President DuBois informed the Committee that Chief Rhonda Harris is not available today, so two individuals will provide updates on the COVID-19 campus readiness and management.

Mr. Robert Wells, Director of Risk Management, presented information on the University's COVID Response and Cases Managed.

Mr. Jared Hoernig, Director of Emergency Management, briefed the Committee on the coordination of the COVID-19 vaccination efforts for campus.

C. **Capital Outlay Projects Status Report** – Mr. David Robichaud, Director of Design and Construction, briefed the Committee on the capital outlay project updates.

There being no further business, the meeting was adjourned at 4:22 p.m.