

APPROVED BY COMMITTEE – 12/20/20

OLD DOMINION UNIVERSITY
BOARD OF VISITORS
ADMINISTRATION AND FINANCE COMMITTEE
September 10, 2020

MINUTES

The Administration and Finance Committee of the Board of Visitors of Old Dominion University met at 1:00 a.m. on Thursday, September 10, 2020. 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
R. Bruce Bradley (*ex-officio*)
Yvonne Allmond
Robert A. Broermann
Peter G. Decker, III
Ross A. Mugler
Armistead D. Williams, Jr.
Bridget Groble (*Student Representative*)

Also present from the Board: Unwanna Dabney
Jerri Dickseski
Murry Pitts
Lisa Smith

Also present:

John R. Broderick, President	Etta Henry
Bruce Aird	Todd Johnson
Mike Brady	Maggie Libby
Alonzo Brandon	Donna Meeks
Robert Clark	Earl Nance
Jane Dane'	Tom Odom
Mary Deneen	Dave Robichaud
Greg DuBois	Tara Saunders
Lauren Eady	Amanda Skaggs
Mike Frizzell	Don Stansberry
Giovanna Genard	Doug Streit
Rhonda Harris	Rusty Waterfield
Scott Harrison	

The Chair called the meeting to order at 1:00 p.m.

I. ACTION ITEMS

- A. Approval of Minutes – Upon a motion made by Mr. Broermann and seconded by Dr. Williams, the minutes of the meeting held on June ??, 2020 were approved by roll-call vote (*Allmond, Bradley, Broermann, Decker, Hill, Williams*).
- B. Financing Resolutions – Mr. Bruce Aird, University Budget Officer, presented a resolution authorized up to \$10,961,000 in 9(c) bond financing for the Student Housing Renovation Phase II project. Upon a motion made by Mr. Broermann and seconded by Ms. Allmond, the resolution was approved by roll-call vote (*Allmond, Bradley, Broermann, Decker, Hill, Mugler, Williams*).

II. PRESENTATIONS

- A. Debt Management Annual Report – Ms. Mary Deneen, Assistant Vice President for Finance and University Controller, briefed the Committee on the University’s Annual Debt Report. The debt service associated with tFY20 projected debt represents a Debt Burden Ratio (annual debt service to total operating expenses) of 6.48% and for FY21 a ratio of 6.75%. These ratios remain in compliance with the Board’s Debt Management Policy.
- B. Vice President’s Report – Vice President DuBois, Todd Johnson, Assistant Vice President for Auxiliary Services, Mike Brady, Assistant Vice President for Facilities Management and Construction, and Rusty Waterfield, Associate Vice President for Information Technology Services and CIO, briefed the Committee on efforts to prepare the fall semester under COVID-19 restrictions. Mr. Johnson noted the focus on directional signage and sanitation and cleanliness in the Auxiliary Services business units, Webb Center, Bookstore, Chartway Arena and dining facilities. He described the efforts underway to ensure students continue to be fed safely, even if under quarantine, and to provide activities for those under quarantine. He reviewed the financial impact to the auxiliary business units due to the campus closure in the spring and summer as well as the decreased number of students on campus for the fall semester. He pointed out the significant increase in the number of students who have taken advantage of the Bookstore’s textbook curbside pickup.

In response to questions from Dr. Williams and Ms. Smith, the care being provided to students in isolation and quarantine, the testing of students, and the free services provided by Student Health Services that is funded from the student health fee were addressed. Chief Harris described the difference between being in isolation vs. quarantine and the assistance provided to students in each group.

Mr. Brady reviewed preparations for the return to campus for faculty, staff and students and provided an update on non-capital construction projects. He noted that Facilities Management and Design & Construction personnel were deemed essential personnel at the outbreak of COVID-19 and continued to report to campus. Housekeepers have redirected their efforts on disinfecting classrooms, touchpoints and common areas. Additional cleaning items and sanitizers were purchased early, which was key in avoiding supplier

shortages. Electrostatic sprayers are used to clean large classrooms overnight on a daily basis. Touchless paper towel dispensers have been installed in all the restrooms on campus, hand sanitizers were placed at all entryways and high traffic areas, and disinfected wipe dispensers were placed in all classrooms. Actions have been taken to increase ventilation inside buildings and he has been communicating with his counterparts across the state to share ideas and best practices. In early spring the Old Dominion Inn was made available for use by the medical staff at EVMS. There was very low usage and it is now being used as a student quarantine facility. With the decrease in foot traffic, several projects were completed on the campus grounds. Among the non-capital projects that were recently completed include a COVID testing lab in IRP #1, renovation of Koch Hall, build-out of a rental space on Monarch Way to support the relocation of ODUPD's investigation team, and the renovation of the Cybersecurity facilities in the Visual Arts Building. The HVAC system in Spong Hall is currently being replaced and plans are underway to renovate space on the second floor of Webb Center to support the University's eSports Program and to build out the center core of Monarch Hall where the Cybersecurity Program will be housed. With use of the bond funds the Committee approved, Whitehurst Hall will be renovated to replace the HVAC, roof and sprinkler system. In response to a question by the Chair, Mr. Brady said that work has slowed somewhat due to COVID, similar to other universities and Federal agencies, as contractors have enacted the "force majeure" sections of their contracts.

Mr. Waterfield recognized the effort of his staff, who have been working at an incredible pace since mid-March to prepare to support students, faculty and staff in the new COVID environment. Twenty-five major projects and over 100 active projects were completed, including implementation of the COVID-19 daily symptom survey, new systems to support other units, and upgrades to critical infrastructure. Christopher Newport University was onboarded to the local regional network that connects ODU, William and Mary, Jefferson Lab, NOAA to networks like Internet 2; Old Dominion is a leader in providing this local regional network. One of the biggest initiatives over the last several months was building over 130 classrooms and labs to support the continuous delivery of in-person and online instruction leveraging investments in Zoom technologies. This was an "all-hands-on-deck" effort and Tom Odom was recognized for his involvement. Classroom technologies were implemented in seven new spaces, including Webb Center North Cafeteria and the Big Blue Room at Chartway Arena and new course collaboration tools were developed to assist faculty. In response to concerns from faculty in the spring that students were not reengaging in classes due to COVID, a dashboard was developed for faculty advisors and student success coaches to determine if students were accessing the systems. This enabled them to reach out to those students who needed further assistance. This tool was significantly expanded for the fall semester, with over 20 student cohorts and featuring an attendance tool. Staff provided website development support for academic colleges and departments to consolidate available online services. In response to a question from Mr. Mugler, Vice President DuBois noted that early numbers show that approximately 75% of those enrolled for the fall semester are taking classes fully online and 25% are either hybrid or in person. He added that moving classes online has helped maintain and even increased enrollment for the summer and fall sessions.

Following the individual reports, Vice President DuBois reiterated that the goal was to ensure that the campus was prepared to provide services to support students whether attending in person or online. The campus has been de-densified to mitigate the spread of the virus, students are using the library and other support facilities and are complying with mask and physical distancing policies, even when they're outside, so the environment we had hoped to create has been achieved and surveillance testing will determine how well these efforts have worked. An increase in cases is expected over the next several weeks until a peak is reached, but the University is well equipped to manage that peak. In response to a question from the Chair, Mr. DuBois explained the surveillance testing process.

III. STANDING REPORTS

- A. Public Safety Update – Chief Rhonda Harris provided an update on students' off-campus activities and how they may bring exposure to the virus back to campus. Offices are still seeing parties, but nowhere near the typical activity on a normal Friday or Saturday night. Students are being proactive in notifying ODUPD directly or through the LiveSafe app about parties, and those involved, for the most part, have been very cooperative. ODUPD has partnered with the Norfolk Police Department and the Norfolk City Manager to share guidance and discuss strategies for these types of issues, and information is shared between the two police departments. These efforts will help ensure the health safety of students in the residence halls. They're focusing on educating students, remaining positive, and promoting a sense of "everyone is in this together." On-campus efforts to maintain physical distancing are working well, and as a result of fewer students on campus, crime statistics have decreased significantly. She described an outlier with the data due to the Clery Act classifying golf carts and gators as motor vehicles and an incident involving a family member of an employee who, with his friends, came to campus on three separate occasions to steal golf carts. They have been apprehended and released to their parents' custody and petitions are pending for the second and third event, and all but two have been recovered. New ways to secure the golf carts are being explored to prevent a reoccurrence. Vice President DuBois reiterated that gatherings and parties are not criminal violations, so the ODUPD has been positioned to engage students in a productive way and not in a police enforcement manner. However, students signed a "Reign Responsibly" pledge and can be subject to the student conduct process if found to be a host of a party without adhering to the standards and policies in place. Should a student be suspended as a result, they will be sent home and can continue to take classes online, unless it is something more egregious that warrants a more serious sanction (although this has not yet occurred). For the most part, students are being responsible.
- B. Capital Outlay Projects Status Report, David Robichaud, Director of Design and Construction, provided a status report on current construction projects, including the Owens House residence hall, the Chemistry building, the Women's Volleyball facility, the new Health Sciences Building and the new Student Health & Wellness facility. Vice President DuBois noted that Mr. Robichaud has faced some challenges in keeping these projects on schedule, partly due to some significant supply-chain issues. He has done a

great job of reworking the schedules to ensure that these projects will be completely without significant delays.

- C. Investment Report – Ms. Maggie Libby, Associate Vice President for Advancement-Foundations, reported on the Foundation’s investments. She noted that the Foundation hired J.P. Morgan as its new money manager effective October 1, 2020.

The meeting adjourned at 2:36 p.m.