DELAMARRE STATE UNIVERSITY
DOVER, DELAWARE

Minutes of the meeting of the Board of Trustees of Delaware State University, Thursday, September 9, 2010

The Board of Trustees of Delaware State University held its regular meeting on Thursday, September 9, 2010, in the Drs. James C. Hardcastle & Cora Norwood Selby Board Room of the Administration Building on the campus. Dr. Claibourned D. Smith, chairman of the Board of Trustees, called the meeting to order at 1:50 p.m.

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>OTHERS PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Claibourne Smith, chairman</td>
<td>Dr. Harry L. Williams, president Delaware State University</td>
</tr>
<tr>
<td>Dr. John Land, vice chairman</td>
<td>Dr. Alton Thompson, provost and vice president for Academic Affairs</td>
</tr>
<tr>
<td>Mr. Jose Echeverri</td>
<td>Ms. Carolyn Curry, vice president for Institutional Advancement</td>
</tr>
<tr>
<td>Mr. Barry Granger</td>
<td>Mr. Amir Mohammadi, vice president for Business and Administration</td>
</tr>
<tr>
<td>Ms. Lois Hobbs</td>
<td>Mr. Kemal Atkins, vice president for Student Affairs</td>
</tr>
<tr>
<td>Mr. Marvin Lawrence</td>
<td>Mr. Derek Carter, athletic director</td>
</tr>
<tr>
<td>Dr. Matt Mackie</td>
<td>Ms. Tamara Kirby Crump, executive assistant to the president</td>
</tr>
<tr>
<td>Charles McDowell, Esq.</td>
<td>Mr. Carlos Holmes, public relations office news coordinator/photographer</td>
</tr>
<tr>
<td>Mr. Wesley Perkins (via telephone)</td>
<td></td>
</tr>
<tr>
<td>Mr. Bennie Smith</td>
<td></td>
</tr>
<tr>
<td>Mr. Jim Stewart</td>
<td></td>
</tr>
<tr>
<td>Leroy Tice, Esq.</td>
<td></td>
</tr>
<tr>
<td>Mr. David Turner</td>
<td></td>
</tr>
</tbody>
</table>

Chairman Smith welcomed the attendees.

Chairman Smith asked for and received a motion that was seconded to approve the minutes of the June 10, 2010 meeting of the Board of Trustees.

The motion passed unanimously.

The second order of business was the swearing in of a new Board member, Ms. Lois M. Hobbs. Dr. Smith provided background information on Ms. Hobbs who served as the superintendent of the Indian River School District for ten years. Ms. Hobbs is an appointee of the Governor.
Chairman Smith asked for and received a motion that was seconded to approve the nomination of Ms. Lois M. Hobbs to the Board of Trustees.

The motion passed unanimously.

Following the board’s affirmative vote, Dr. Smith administered the Board of Trustees oath of office to Ms. Hobbs.

Chairman Smith indicated that he would be going out of order from the printed agenda. He called for the Nominating Committee to report first and asked Dr. Land, vice chair, to chair this portion of the meeting.

NOMINATING COMMITTEE (Mr. Charles McDowell, chair)

Dr. Land requested that Mr. Charles McDowell, Nominating Committee chair, present the Nominating Committee recommendations:

The reelection to the Board of Mr. Marvin Lawrence and Mr. James Stewart both for six year terms expiring August 31, 2016.

Chairman Land asked for and received a motion that was seconded to approve the reelection to the Board of Mr. Marvin Lawrence and Mr. James Stewart both for six year terms expiring August 31, 2016.

The motion passed unanimously.

The election of officers Dr. Claibourne D. Smith as Chair and Mr. David G. Turner as Vice Chair both for terms expiring June 30, 2011.

Chairman Land asked for and received a motion that was seconded to approve the election of officers Dr. Claibourne D. Smith as Chair and Mr. David G. Turner as Vice Chair both for terms expiring June 30, 2011.

The motion passed unanimously.

The reelection, upon the recommendation of the Chairman of the Board and the President of the University, to reelect Mr. Amir Mohammadi as Treasurer and Ms. Eleanor Wilson as Secretary, both for terms expiring June 30, 2011.

Chairman Land asked for and received a motion that was seconded to approve the reelection, upon the recommendation of the Chairman of the Board and the President of the University, to reelect Mr. Amir Mohammadi as Treasurer and Ms. Eleanor Wilson as Secretary, both for terms expiring June 30, 2011.

The motion passed unanimously.
Mr. Charles McDowell discussed the draft document “Guidelines for Trustee Participation, Leadership and Succession” which outlines 1) Qualifications of Trustees 2) Succession Planning and 3) Procedures for Identifying and Recruiting Trustees. He indicated that the intent of presenting the document at this time is to have something for the Board to review and consider. He noted that this document is the outgrowth of previous discussions with the Board chair addressing trustee qualifications and establishing protocols. Mr. McDowell said the document is one of the items to be discussed at the Board retreat in November and he welcomes any future comments.

Dr. Smith noted that the Board needs to operate at an extremely high level and the guidelines would support that goal.

**Chairman Land asked for and received a motion that was seconded to accept the report from the Nominating Committee.**

The motion passed unanimously.

Chairman Smith acknowledged that Dr. Land would be stepping down as vice chair. He thanked Dr. Land for serving as vice chair and for his many contributions made in that role.

Chairman Smith thanked the Board for their confirmation of his continued service as Board chair.

Chairman Smith asked if there were any items that required discussion in the Executive Session; there were none.

Chairman Smith called for the following Committee Reports.

**STUDENT AFFAIRS COMMITTEE (Dr. John Land, chair)**

Dr. Land asked Mr. Kemal Atkins, vice president for Student Affairs, to update the Board on the new leadership and to discuss some of the activities.

Mr. Atkins stated that he would discuss the following: 1) areas that comprised Student Affairs, 2) personnel changes and 3) five priorities for 2010-2011.

Mr. Atkins gave an overview of the functions of Student Affairs and discussed the operation of the various departments within Student Affairs. Mr. Atkins said the Office of the Vice President for Student Affairs has the oversight for the division as well as budget management. In addition, going forward, Student Affairs will be responsible for the Title IX program, working with Human Resources and Athletics to make sure DSU is remaining in compliance with Title IX. Effective October 1, 2010, Enrollment Management & Admissions will be a department within Student Affairs. In addition, Student Affairs will share dual oversight responsibility with Business and Finance for Auxiliary and Dining Services. Operation and management of the Student Center, Career Services, Conferences and Events, Counseling Services, Wellness & Recreation, Housing
and Residential Education, Public Safety, Student Health Services, Judicial Affairs, and Student Leadership and Activities are all the departments that form Student Affairs.

Mr. Atkins said that Mr. Matthew Fortune, former director of the Wellness and Recreation Center, had been recently assigned to the position of interim Director of Housing and Residential Education and the impact of that change has already been seen. Housing operations, processes and procedures are being reviewed for effectiveness and efficiency. Training efforts are also being ramped up for staff as well as student staff members in Housing and Residential Education.

Mr. Atkins discussed the other personnel changes:

- Mr. Phillip Holmes has been reassigned as Associate Director for Residential Education and has oversight for educational programs that take place in the residential halls.
- Mr. Franklin Meredith is Associate Director of Conference and Events with continued responsibility for the ticketing operation in his new position.
- Ms. Jordin Williams has been promoted to Associate Director for Wellness and Recreation and has assumed some of the Director’s responsibilities.
- Ms. Paula Duffy had been working in an acting role in Judicial Affairs and has been promoted to Director of Judicial Affairs. Ms. Duffy received certification for completion of the Donald D. Gehring Academy Staff for Student Conduct Administration training held at the University of Utah.

Mr. Atkins said that all persons assigned to new areas are assessing their areas and will take appropriate action to make any necessary changes.

Mr. Atkins concluded by reiterating the five priorities that guide Student Affairs:

- Budget and resources
- Communication and collaboration
- Divisional vision, mission, and values
- Policies and procedures
- Student Affairs professional development

There were no action items for Board approval.

Chairman Smith asked for and received a motion that was seconded to accept the report from the Student Affairs Committee.

The motion passed unanimously.

**EDUCATIONAL POLICY COMMITTEE (Dr. A. Richard Barros, chair)**

Dr. Barros was out of the country and unable to attend the meeting. Dr. Alton Thompson, provost and vice president for Academic Affairs, reported on the activities of the Educational Policy Committee on behalf of Dr. Barros. Dr. Thompson began by first
discussing Academic Affairs. He gave the six priorities for Academic Affairs for 2010-2011 as follows:

- Develop a strategic plan, including identifying strategic initiatives (lead role)
- Enhance excellence in scholarship and research
- Increase retention and graduation rates
- Strengthen DSU’s study abroad and international programs
- Create and work within a culture of evidence
- Prepare to attain reaffirmation of MSCHE Accreditation

He stated that two critical positions, Dean of the College of Business and Dean of the College of Education, Health and Public Policy, were open and that plans were underway to fill those.

Dr. Thompson discussed the action items approved at the last Educational Policy Committee meeting, the two Sabbatical Leave requests and provided rationale for the approval of three new programs. He asked Mr. José Echeverri, an EPC Committee member, to present the action items approved at the last meeting. Mr. Echeverri stated that the Educational Policy Committee met on August 18, 2010, and moved that the Board of Trustees approve the following recommendations.

Mr. Echeverri read the following motion: To approve the request for Sabbatical Leave for Dr. Kevina Vulinew, Associate Professor, for spring semester 2011.

**Dr. Smith asked for and received a motion that was seconded to approve the request for Sabbatical Leave for Dr. Kevina Vulinew, Associate Professor, for spring semester 2011.**

The motion passed unanimously.

Mr. Echeverri read the following motion: To approve the request for Sabbatical Leave, without pay, for Dr. Amy Rogers, Associate Professor, for fall semester 2010.

**Dr. Smith asked for and received a motion that was seconded to approve the request for Sabbatical Leave, without pay, for Dr. Amy Rogers, Associate Professor for fall semester 2010.**

The motion passed unanimously.

Dr. Thompson noted that Dr. Rogers would be working for the National Science Foundation and paid by that organization.

Mr. Echeverri read the following motion: To approve the request for authorization to implement a graduate degree program for M.S. in Family & Consumer Science Education – Human Ecology Department.
Dr. Smith asked for and received a motion that was seconded to approve the request for authorization to implement a graduate program for M.S. in Family & Consumer Science Education – Human Ecology Department.

The motion passed unanimously.

Mr. Echeverri read the following motion: To approve the request for authorization to implement a graduate degree program for M.S. in Food Science – Human Ecology Department.

Dr. Smith asked for and received a motion that was seconded to approve the request for authorization to implement a graduate program for M.S. in Food Science – Human Ecology Department.

The motion passed unanimously.

Mr. Echeverri read the following motion: To approve the request for authorization to implement a new degree program for B.S. in Forensic Chemistry.

Dr. Smith asked for and received a motion that was seconded to approve the request for authorization to implement a new degree program for B.S. in Forensic Chemistry.

The motion passed unanimously.

Chairman Smith asked for and received a motion that was seconded to accept the report from the Educational Policy Committee.

The motion passed unanimously.

THE COMMITTEE ON FINANCE (Mr. Marvin Lawrence, chair)

Mr. Marvin Lawrence stated that the Finance Committee met earlier that day. He reported that while the finalization of the 2009-2010 fiscal budget is still undergoing some last minute adjustments, all indicators are that DSU will finish this fiscal year with a balanced budget. He noted the adjustments will be completed in a couple weeks at which time all the actual operating revenue and expenses will be inputted and the budget finalized.

He further stated that it is important to note that as the University goes into the 2010-2011 fiscal year, to be mindful that some of the dollars received in the last fiscal period will not be available in the new fiscal year. He stressed that everyone must continue to work hard managing within their specific budgets in order to achieve a balanced performance in the 2010-2011 fiscal year.
Mr. Lawrence offered kudos to Mr. Amir Mohammadi, vice president for Finance and Administration, and his team for working hard on the budget management process the past fiscal year.

Mr. Lawrence stated he was happy to announce that the Local 1267 Collective Bargaining Agreement (CBA) has been finalized and approved by management and the Union.

He noted that Sungard had submitted an interim progress report. From all indicators, it appears that Sungard is on target to complete their tasks within the contracted timeframe. Sungard will submit an update in November 2010.

Mr. Lawrence said one action item, recommended for approval by the Finance Committee, required Board approval. He called for approval on the contract for the Emergency Response System Software and Program, a state-of-the-art system software and program that will provide emergency first responders with a detailed look at the campus. The contract price is $147,000. Emergency Response Protocol, LLC has been approved as the sole source vendor by the State Department of Public Safety. The funding source for this project is MCI Funds that have been preapproved by the State Budget Director.

Chairman Smith asked for and received a motion that was seconded to authorize the VP for Finance & Administration to enter into a contract with Emergency Response Protocol, LLC for the Emergency Response System Software and Program in the amount of $147,000 as presented.

The motion passed unanimously.

Chairman Smith asked for and received a motion that was seconded to accept the report from the Finance Committee.

The motion passed unanimously.

THE COMMITTEE ON DEVELOPMENT AND INVESTMENT (Mr. James Stewart, chair)

Mr. Stewart summarized the activities of the Development and Investment Committee as follows:

**Investment**

- Michael Janko of BNY Mellon, the endowment asset manager, presented to the Committee
  - Endowment balance at $18.3 million as of 7/31
  - Total portfolio +11.64% in past year, 2.09% better than benchmark performance of +9.55%
- Asset allocation on target with the endowment policy
Development

- Fundraising for 2010 was $1.7 million – slightly exceeding our $1.63 million goal
- 2011 fundraising goal has been set at $2.3 million
- Two fundraising consultants have been chosen and are in the contracting process
- The planning phase will begin this month and the Committee will meet again in October to review the consultants’ assessment

There were no actions for Board approval.

Chairman Smith asked for and received a motion that was seconded to accept the report of the Committee on Development and Investment.

The motion passed unanimously.

AUDIT COMMITTEE (Mr. José Echeverri, chair)

Mr. Echeverri reported that the Audit Committee was in the middle of an audit which had to be completed within the next two weeks. He said that the Audit Committee and Finance staff had been extremely busy working to ensure the deadline would be met.

There were no actions for Board approval.

Chairman Smith asked for and received a motion that was seconded to accept the report of the Audit Committee.

The motion passed unanimously.

BUILDINGS AND GROUNDS COMMITTEE (Dr. John Land, chair)

Mr. Mohammadi reported that the Buildings and Grounds Committee and staff were instructed to perform due diligence to address some of the deferred maintenance on DSU’s campus. The University Operations’ staff reviewed and approved Johnson Controls proposed scope for the 15-year and 20-year finance options. The senior Finance staff reviewed the financial proposal and determined that the proposed numbers were acceptable.

Chairman Smith asked for and received a motion that was seconded to approve the resolution to authorize the VP for Finance & Administration to sign the Guaranteed Energy Savings Agreement (GESA) with Johnson Controls, Inc.

The motion passed unanimously.

Chairman Smith asked for and received a motion that was seconded to accept the report from the Buildings and Grounds Committee.
The motion passed unanimously.

**THE PRESIDENT’S REPORT (Dr. Harry Williams, president)**

Dr. Williams gave an update of some on the events that have taken place since the June Board meeting.

Following are highlights of the President’s Report:

- Dr. Williams thanked the Board members who traveled to MEAC/SWAC in Orlando. The scholarship breakfast went extremely well. He commended the Athletic Director for how well the logistical aspects were handled. He said that he has received very positive feedback regarding the trip.
- Dr. Williams stated that there is good news regarding DSU enrollment with 1,100 paid entering freshmen students. This is the highest increase in the last five years. There has been an in-state increase in enrollment which he attributes to the message that is getting out that something positive is happening at DSU.
- President Williams discussed the additions to the organization. He indicated the following changes have taken place since the last meeting:
  
  o Provost – Dr. Alton Thompson
  o Interim VP for Research – Dr. Noureddine Melikechi
  o VP of Student Affairs – Mr. Kemal Atkins from Interim to fulltime
  o General Counsel – Thomas Preston, Esq. will start in October, reporting to the president, a new reporting structure
  o Chief of Staff – Ms. Carolyn Curry, in addition to current role of VP for Institutional Advancement

President Williams thanked the team for their support.

- Dr. Williams said the administration will continue to protect the academic core. In line with that goal, 25 top-notch, highly qualified new faculty members have been hired and the MARC Program has returned to campus.
- Dr. Williams stated the goal for DSU is to move up from its ranking as #17, according to US News & World Report, to one of the best HBCUs in America. He explained that the methodology used to determine how a university moves up is by improving in the following five rating criteria:
  
  o Faculty resources
  o Giving levels – alumni (currently less than 10%)
  o Financial resources
  o Peer evaluation
  o Retention & graduation rates

- Dr. Williams said the University will continue to cultivate friends and build relationships which he calls “friendraising”. He indicated that these relationships
are working. House Bill #399 (Inspire Bill) passed the House and will go to the full Senate at a special session on September 21, 2010 at 3:00 p.m. This bill funding will provide funding for tuition for Delawareans.

- He said that revenue generation is critical and growing the enrollment and retaining students will help accomplish that effort.
- President Williams stressed that DSU will be competitive. DSU’s vision will support and help drive the goal of the President of the United States to increase the number of students earning their first degree. DSU accepts the challenge.
- Dr. Williams commented that DSU’s expansion of international partnerships continues. Five agreements have been signed with China, 42 students are enrolled in an MBA program with Vietnam and DSU is working with South Africa on a program.

Dr. Williams said that tangible evidence of the international partnerships is the 45 Chinese students currently enrolled for the semester in the DSU American Culture Program. He asked their sponsor, Dr. Fengshan Liu, to introduce the students. Dr. Liu presented the students to the Board and noted that most were in class. Two students addressed the Board on behalf of the others. They thanked Dr. Williams for making the program come to fruition and the Board and Dr. Liu for their support. The students noted that the DSU faculty is patient, the students are kind and the campus is beautiful. They said their challenges were in getting accustomed to the food and the language.

Dr. Williams thanked the students and concluded his report.

PUBLIC COMMENT

Chairman Smith indicated that Mr. Clarence Selby signed up for public comment.

Mr. Selby said he was at the meeting as the elected President of Local 1267. He thanked the Board and Mr. Amir Mohammadi for being supportive of the members of Local 1267 as they faced challenges over the past few years. He indicated that there are things that still have to be worked on and he asked for understanding. He also asked the Board and management to listen to the members’ challenges as they attempt to share those challenges with DSU management. He thanked Dr. Smith for reaching out to him although they have not always agreed. He said it meant a lot to the members who have the experience and the diligence to do what needs to be done in Facilities. Mr. Selby noted that it is not a case of the union always bickering, but a matter of their concerns needing to be heard. He said their goal is to make it more comfortable for the students—that is their main objective. He thanked the Board for supporting Local 1267’s ideas and noted that Local 1267 is here for the institution and the students.

MISCELLANEOUS

In other matters, Chairman Smith reminded the members of the upcoming Inauguration events for the installation of the 10th president. Dr. Smith commented that the Board had new regalia which would be worn for the first time at the President’s Installation. He also noted that the Board Retreat is planned for November 13th or 20th.
and members should let the Board Secretary know which date is best. An informal dinner is planned for the Friday evening and the meeting will take place Saturday. It is important that as many as possible attend the meeting, because the Board’s interface with the president’s vision will be discussed in detail, as well as other organizational issues.

Chairman Smith asked for and received a motion that was seconded to adjourn.

The meeting adjourned at 3:25 p.m.

Respectfully submitted,

Claibourne D. Smith, Chairman

Eleanor Wilson, Board Secretary
DELAWARE STATE UNIVERSITY
DOVER, DELAWARE
ADDITION OF MOTIONS AND ACTIONS TAKEN BY
BOARD OF TRUSTEES ON THE MEETING OF SEPTEMBER 9, 2010

1. Approved the minutes of the meeting of June 10, 2010.

2. Approved the nomination of Ms. Lois M. Hobbs to the Board of Trustees.

3. Approved the re-election to the Board of Trustees Mr. Marvin Lawrence and Mr. James Stewart both for six year terms expiring August 31, 2016.

4. Approved the election of officers Dr. Claibourne D. Smith as Chair and Mr. David G. Turner as Vice Chair both for terms expiring June 30, 2011.

5. Approved the re-election, upon the recommendation of the Chairman of the Board and the President of the University, to reelect Mr. Amir Mohammadi as Treasurer and Ms. Eleanor Wilson as Secretary, both for terms expiring June 30, 2011.

6. Accepted the report from the Nominating Committee.

7. Accepted the report from the Student Affairs Committee.

8. Approved the request for Sabbatical Leave for Dr. Kevina Vulinec, Associate Professor, for spring semester 2011.

9. Approved the request for Sabbatical Leave, without pay, for Dr. Amy Rogers, Associate Professor for fall semester 2010.

10. Approved the request for authorization to implement a graduate program for M.S. in Family & Consumer Science Education – Human Ecology Department.

11. Approved the request for authorization to implement a graduate program for M.S. in Food Science – Human Ecology Department.

12. Approved the request for authorization to implement a new degree program for B.S. in Forensic Chemistry.

13. Accepted the report from the Educational Policy Committee.

14. Authorized the VP. of Finance & Administration to enter into a contract with Emergency Response Protocol, LLC for the Emergency Response System Software and Program in the amount of $147,000, as presented.

15. Accepted the report from the Committee on Finance.

16. Accepted the report from the Committee on Development and Investment.

17. Accepted the report from the Audit Committee.
18. Approved the resolution to authorize the VP for Finance & Administration to sign the Guaranteed Energy Savings Agreement (GESA) with Johnson Controls, Inc., as presented.

19. Accepted the report from the Committee on Buildings and Grounds.

20. Approved adjournment.