Minutes of the meeting of the Board of Trustees of Delaware State University, Thursday, January 10, 2013

The Board of Trustees of Delaware State University held its regular meeting on Thursday, January 10, 2013, in the Drs. James C. Hardcastle & Cora Norwood Selby Board Room of the Administration Building on the campus. Dr. Claibourne D. Smith, chairman of the Board of Trustees, called the meeting to order at 1:40 p.m.

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>OTHERS PRESENT</th>
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<tbody>
<tr>
<td>Dr. Claibourne Smith, chairman</td>
<td>Dr. Harry L. Williams, president</td>
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<td>Delaware State University</td>
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<td>Mr. David Turner, vice chairman</td>
<td>Dr. Alton Thompson, provost and vice president</td>
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<td>for Academic Affairs</td>
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<td>Mr. John Allen, Jr.</td>
<td>Mr. Kemal Atkins, vice president for</td>
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<td>Student Affairs</td>
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<td>Mr. Robert Buccini</td>
<td>Dr. Jan Blade, faculty senate chair</td>
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<td>Mr. José Echeverri</td>
<td>Ms. Carolyn Curry, vice president for</td>
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<td>Institutional Advancement/chief of staff</td>
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<td>Mr. Barry Granger</td>
<td>Dr. Teresa Hardee, vice president for Finance</td>
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<td>Ms. Lois Hobbs</td>
<td>Mr. Amir Mohammadi, executive vice president</td>
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<td>and University treasurer</td>
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<td>Mr. Charles McDowell</td>
<td>Dr. Noureddine Melikechi, vice president for</td>
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<td>Research, dean</td>
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<td>Mr. Wesley Perkins</td>
<td>Thomas Preston, Esq., general counsel</td>
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<td>Mr. Bennie Smith</td>
<td>Dr. Bradley Skelcher, associate provost</td>
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<td>Mr. Mark Turner</td>
<td>Ms. Candace Young, athletic director</td>
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<td>Dr. Devona Williams</td>
<td>Mr. Carlos Holmes, director of News Services</td>
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<td>Dr. Calvin Wilson</td>
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Chairman Smith welcomed the attendees and indicated that the meeting would follow the order of the published agenda. The first order of business would be approval of minutes.

Chairman Smith asked for any corrections to the September 13, 2012 quarterly meeting minutes and the Executive Committee meeting minutes of October 22, 2012 distributed to all members of the Board of Trustees prior to the present meeting. There were no corrections.

Chairman Smith asked for and received a motion that was seconded to approve the minutes of the September 13, 2012 quarterly meeting and the Executive Committee October 22, 2012 meeting of the Board of Trustees.
The motion passed unanimously.

COMMITTEE ON TRUSTEES (Mr. Charles McDowell, chair)

Chairman Smith requested that Mr. Charles McDowell, Committee on Trustees chair, present the Committee’s report. Mr. McDowell reported the following:

Mr. McDowell presented two trustee nominations recommended for election. He stated that Mr John J. Allen, Jr. would be filling a vacancy for a member residing in Sussex County and Mr Mark A. Turner would fill a vacancy for a member without any residence requirement. Both nominees would serve for 6-year terms ending in August 31, 2019.

He noted that the Board previously received biographical information on both nominees and noted that both had impressive backgrounds. He briefly discussed their backgrounds.

Mr. John A. Allen, Jr., is Delmarva Power’s vice president responsible for Kent and Sussex counties in Delaware as well as the counties of the Eastern Shore of Maryland. He has held this position since 2005. Mr. Allen is a 31-year veteran of the utility industry. He previously served as the manager of the utility’s Customer Care Call Center as well as its Training and Performance Improvement Office.

Mr. Allen attended Lincoln University and Southwest Bible College and Seminary and holds bachelor’s and master’s degrees in theology.

Mr. Allen is a member of Phi Beta Sigma Fraternity, Inc., Sigma Beta Delta International Society for Business Management and Administration and also a 2006 graduate of Leadership Maryland.

Mr. Allen serves on many civic and community service areas. He serves on the executive board of the Greater Salisbury (Md.) Committee, Salisbury Wicomico Economic Development, the Community Foundation of the Eastern Shore and Maryland/DC Utilities Association. He serves as a board member of Nanticoke Health Services, the University of Maryland Eastern Shore Board of Visitors, the University System of Maryland Foundation, Big Brothers Big Sisters of Lower Eastern Shore, as well as a member of the United Way of Delaware Kent and Sussex Advisory Council.

Mr. Mark A. Turner has been president, CEO and a director of WSFS Financial Corporation and WSFS Bank since 2007. Prior to that, Mr. Turner served as the chief operating officer and chief financial officer of WSFS. His career has also included posts at CoreStates Bank, Meridian Bancorp, as well as the international professional services firm of KPMG, LLP.

Mr. Turner has a bachelor’s degree in accounting and management from LaSalle University, a MBA from the Wharton School of the University of Pennsylvania, and a master’s degree in executive leadership from the University of Nebraska. Among
other executive programs, Mr. Turner has studied at National Training Labs, the Soderquist Leadership Institute, the Aspen Institute, Toyota University, Authentic Leadership Institute, Academy Leadership and the Buckley School of Public Speaking.

WSFS has been named by an independent survey as a “Top Workplace” in Delaware for the last seven years, with special recognition for the Company's leadership the last four years.

Mr. Turner is an active leader in business, civic and community circles. He has served on as board chairman of the Delaware Bankers Association, board vice chairman of the Delaware State Chamber of Commerce, just to name a few. He also has been a senior fundraiser for the Wilmington Grand Opera House, and is involved in fundraising for the University of Pennsylvania and the Boys and Girls Club.

After concluding both bios, Mr. McDowell read the resolution for Mr. John Allen as indicated below.

EXHIBIT A

Delaware State University
Board of Trustees

Resolution Electing John J. Allen, Jr. as a Trustee of the University

WHEREAS, the Committee on Trustees has nominated John J. Allen, Jr. to be elected by the Board as a Trustee of the University for a term expiring on August 31, 2019.

NOW THEREFORE BE IT RESOLVED THAT, John J. Allen, Jr. is elected by the Board as a Trustee of the University for a term expiring on August 31, 2019 and filling a vacancy that exists for a person who is a resident of Sussex County.

Chairman Smith asked for and received a motion that was seconded to approve the resolution to elect Mr. John J. Allen, Jr. to the Board as a Trustee of Delaware State University for a six-year term expiring August 31, 2019.

The motion passed unanimously.

Mr. McDowell followed with the resolution to elect Mr. Mark A. Turner as indicated below.
EXHIBIT B

Delaware State University
Board of Trustees

Resolution Electing Mark A. Turner as a Trustee of the University

WHEREAS, the Committee on Trustees has nominated Mark A. Turner to be elected by the Board as a Trustee of the University for a term expiring on August 31, 2019.

NOW THEREFORE BE IT RESOLVED THAT, Mark A. Turner is elected by the Board as a Trustee of the University for a term expiring on August 31, 2019.

Chairman Smith asked for and received a motion that was seconded to approve the resolution to elect Mr. Mark A. Turner to the Board as a Trustee of Delaware State University for a six year term expiring August 31, 2019.

The motion passed unanimously.

After swearing in the Mr. Allen and Mr. Turner, Chairman Smith welcomed them both to the Board. He thanked Mr. McDowell for his report.

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

The motion passed unanimously.

Chairman Smith stated that there were items of a legal nature pursuant to FOIA 29 Del C. Section 10004(b) that required the Board to convene in Executive Session.

Chairman Smith asked for and received a motion that was seconded to convene in Executive Session to discuss confidential legal and personnel matters.

The motion passed unanimously.

Chairman Smith convened the Executive Session at 2:01 p.m.

Chairman Smith asked for and received a motion that was seconded to reconvene the regular session of the Board of Trustees meeting.

The motion passed unanimously.

The meeting reconvened at 2:16 p.m.

Chairman Smith called for the following Committee reports.
STUDENT AFFAIRS COMMITTEE (Mr. José Echeverri, chair)

Mr. Echeverri indicated that the January 10, 2013 Student Affairs Board Committee Report was sent to each member prior to the meeting and he would highlight a few of the activities from each Office.

**Office of Admissions**
- Increased application volume year to date (December 10) 2,793 over 2,490 last year.
- Accepted approximately 25% more transfer students for the spring semester than same time last year.
- Hosted a summit for school counselors on campus in MLK Student Center with 19 counselors from Delaware high schools attending. Survey results from the counselors confirmed that the day was beneficial.

**Office of Career Services**
- Hired Student Employment Coordinator and graduate student to assist with the administrative functions of the Student Employment Office.
- Scheduled soft launch of the Student Employment Office in January 2013, with full implementation scheduled for fall 2013.
- New employer relationships established with KPMG, Vanguard, Boys & Girls Clubs and Exelon Corporation.

**Office of Judicial Affairs**
- Conducted 25 Code of Conduct workshops during the fall semester.
- Received 615 judicial referrals since September 2012 which resulted in six formal hearings, three suspensions and one expulsion.

**Office of Student Leadership and Activities**
- Increased number of registered student organizations (135 registered organizations up from 84 in 2011)
- Conducted six Student Leadership Institutes which provide leadership and organizational development.
- Inspire Scholars completed 30 community service hours throughout Delaware.

**Office of Student Health Services**
- Student Health Center had a total of 3,202 visits during the period August 22 through November 30, 2012. 1,838 were front office visits and 1,364 were clinical visits.
- Provided HIV Counseling and Testing (C&T), 129 students received C&T.
- Held three flu vaccine clinics during October and November for faculty, staff and students. Administered 209 flu vaccines in collaboration with Walgreens Pharmacy.

**Office of Wellness and Recreation**
- Participated in NIRSA Region 1 Conference in Washington, DC hosted by American University, four students and two graduate assistants attended. Participated in conference community service activity in which students helped clean the National Mall by raking and bagging leaves.
- Coordinated Welcome Week Luau on August 23 which included outdoor activities and a Pool Party with 600+ participants for both activities.
- Launched 1st Annual Hornet Hustle, a 5k run/walk. 130 completed the race.
- Reached group fitness participation of 3,750 participants, up from 3,464 in fall 2011.

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. Devona Williams, chair)**

Dr. Devona Williams, chair, stated that they were significant academic accomplishments in 2012 particularly related to Middle States and other initiatives brought before the Educational Policy Committee. She noted that there remained some challenges in the areas of Adult Education and Continuing Education and the Early College High School at DSU. She stated that a strong effort is being exerted in all of these areas and more reporting is expected in the coming months.

Dr. Williams asked Dr. Alton Thompson, provost and vice president for Academic Affairs, to present the topics for which they had earlier discussions. Dr. Thompson stated that he had the following five points:

1. Dr. Eric Cheek, director of Summer School, with the support of the academic deans and Administrative Council, is restructuring summer school offerings with a focus on retention, graduation and being self-supporting, including a closer and well-defined collaboration with the Office of Distance Learning and Technologies and Adult and Continuing Education.

2. As the new Retention Plan for Delaware State University is developed, DSU needs to bring forward the best practices and promising strategies from the previous Retention Plan while concurrently implementing some new programs as well. One such program, “Learning Communities,” has been identified in a report by the National Leadership Council for Liberal Education and America’s Promise (LEAP) as a high-impact educational practice for both improving student learning and retention. There is considerable interest in this program from our faculty, student affairs professionals, and the Administrative Council. Our Learning Communities Initiative will begin this fall, with full implementation by fall 2014.

3. The Association to Advance Collegiate School of Business (AACSB) has fully reaffirmed the accreditation of DSU’s College of Business. The Council on Social Work Education (CSWE) accreditation team will visit DSU on January 28-29, 2013. In March, more information will be provided.

4. The first-ever December Commencement was held December 15, 2012 with 170 graduates. The outcome was very positive.
5. The international program continues to grow as part of our “1+3” program, 27 students from Chungbuk National University/Republic of South Korea are now on our campus as enrolled students.

There were no actions for Board approval.

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

Mr. Jim Stewart, chair, was unable to attend the meeting. Chairman Smith asked Ms. Carolyn Curry, vice president for Institutional Advancement and chief of staff, to give the Development and Investment Committee report. Ms. Curry noted that a comprehensive list of selected strategic initiatives accomplished by the staff of Institutional Advancement for the reporting period September 2012 through January 2013 is included in the Board Book under tab 5.

The Committee reviewed the endowment portfolio with Michael Janko, Bank of New York Mellon, DSU’s investment firm. The endowment now stands at $21 million. According to Board policy, contracts have to go out for bid every five years. An RFP has been released for investment services with a decision to be made in April.

Other highlights to date:

- Increased the donor base by 21% year to date (873 compared to 721). The base has grown thus far by 181 donors.
- Increased total giving by 27% for faculty and staff and increase the number of donors to date by 15% (170 compared to 144).
- Created and produced the second annual President’s Scholarship Ball at Dover Downs. More than 350 attended with $70,000 raised. Twelve corporations sponsored the event.
- Produced a press event for the $10.5 million National Institutes of Health neuroscience grant, the largest in DSU’s history. All of the congressional delegation participated.
- Produced a press conference for the groundbreaking of the $10 million for the new Optics Research facility. Governor Markell was the principal speaker along with area legislators.
- Began a social media ambassador program and online giving as best practices. Implemented social media tracking and dashboards
- Convening the Convocation Advising Committee to choose a vendor for the feasibility study.

There were no actions at this time for Board approval.
Chairman Smith asked for and received a motion that was seconded to accept the report of the Development and Investment Committee.

The motion passed unanimously.

BUILDINGS AND GROUNDS COMMITTEE (Mr. Wesley Perkins, chair)

Mr. Wesley Perkins, chair, noted that this was his first time working with Dr. Teresa Hardee, vice president for Finance, as the senior administrative arm of the B&G Committee. He thanked her for her leadership.

Mr. Perkins said Mr. Victor Santos, government relations liaison, gave a presentation during the Board lunch on the DSU Pedestrian Study with DelDOT. Mr. Perkins said that DelDOT has been quite responsive to DSU’s concerns regarding student safety and expected that the Board would be hearing more about the outcome of the study. He indicated he would provide additional details later in his discussion.

Mr. Perkins indicated that he wanted to cover four items being worked on within the B&G Committee. A summary of those items follows:

Status on Kirkwood Property Army Reserve Center Acquisition
Mr. Perkins stated that DSU has received the keys to the property that morning (January 10, 2013). The Committee and DSU Kirkwood team will be able to proceed in gaining access to activate plans for the conversion.

Pedestrian Study
A study of the highway (U.S. Rt. 13) has been completed by DelDOT. The focus is to determine how to make pedestrian navigation across Rt. 13 and also along College Road safer. Now that the study is completed, DSU will continue to work with the State to arrive at the most optimal and safest plans possible.

Update on ADA Compliance Issues
Mr. Perkins said that plans are being made to implement recommendations, made within the report, to make necessary modifications that will create a more accessible University for people who have disabilities.

The Campus Master Plan
A meeting is scheduled for the end of January to report on the progress to date and to review the strategies and implementation timelines.

Mr. Perkins said one action item (contract) initially approved in the B&G Committee has been forwarded to the Finance Committee for presentation to the full Board.

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 FINANCE COMMITTEE (Mr. David Turner, chair)

Mr. David Turner, chair, stated that the Finance Committee met earlier that day (January 10, 2013) and discussed several items. He detailed the following:

Financial Statements

Mr. Turner said Dr. Teresa Hardee is making progress. He said there is great progress in terms of DSU’s financial reporting and transparency and a good process is being developed on scenario planning.

Cash Balances

He reported that cash balances as of December 31, 2012 are $16,745,693 which is $2M more than the prior year.

Operating Revenues and Expenses

Mr. Turner said the budget vs. actuals as of 12/31/12 is on budget.

Finance Committee Charter

Mr. Turner said the final approved Finance Charter and goals for 2012/2013 has been shared across the Committees with the Committee chairs.

Informational Items

- Five RFPs (Request for Proposal) are underway
- Summer school tuition is being evaluated and the outcome will be reported at the conclusion of the findings
- Performance-based budgeting is being redeployed. The process includes a review of each college and unit within the University to ensure that limited resources are equitably distributed and that the budget is aligned with the strategic objectives and goals of the University. This will assist in determining how resources are being allocated as well as help in making good decisions around those resources.

Contracts

Mr. Turner asked for approval for a contract recommended and approved through the Building and Grounds Committee. The Finance Committee has approved B&G’s recommendation. Mr. Turner stated that approval at the Board level is a good process and that the size of the contract necessitates the Board’s final approval. The request was for a K2 Multifrequency Phase and Modulation Fluorometer. As a major part of the proposed research-educational activities under the newly NSF-funded CREST center, an advanced, high-resolution fluorescence spectrometer to be used for different and complementary measurements on various materials is required. The vendor ISS is the only vendor that meets the Department of Physics and Pre-Engineering requirements. ISS offers a 5-year commitment to maintain the instrument. The advantages that the company offers justifies the sole source purchase. ISS was awarded the contract for a total cost of $122,360.00.
Chairman Smith asked for and received a motion that was seconded to authorize the Executive VP to enter into a contract with ISS for the purchase of the K2 Multifrequency Phase and Modulation Fluorometer in the total amount of $122,360 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.

AUDIT COMMITTEE (Mr. José Echeverri, chair)

Mr. Echeverri, chair, reported that financial statements have been completed and sent to the State. The A133 NCAA audits are currently being completed. Risk Management is being led by the general counsel and the executive vice president. The Internal Comptroller position has been filled.

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.

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

President Harry Williams stated that he started as DSU President three years ago on this day. He thanked the Board for this great opportunity.

The President said he would report on the activities that have occurred since the last Board meeting in September. He noted that the strong leadership team in place at DSU is moving this University in the direction of being #1. He stated that now is definitely “A time for PRIDE”, the topic of his discussion.

President Williams highlighted some of the activities supporting the University’s emphasis on STEM, partnerships and friend raising.

- DSU had a groundbreaking ceremony for the Optics Science Center for Applied Research (OSCAR). Governor Markell attended the ceremony and said that the new Optics Building will be an investment in the future of the state.
- DSU was awarded a record $10.5M for the establishment of the Delaware Center of Neuroscience Research.
- The U.S. Environment Protection Agency (EPA) entered into a partnership with DSU. The University and EPA signed a Memorandum of
Understanding (MOU) that will open internships and professional development possibilities for the University and its students.

- As part of the summer reading program and the campus-wide book selection, the author of the selected book—*Losing My Cool*, Thomas Chatterton Williams—was on campus November 8 as part of the Student Affairs Speaker Series.

- At the September Board meeting, Dr. A. Richard Barros was elected Trustee Emeritus. A tribute reception was held in his honor at which time it was announced that the Multipurpose Room in the Administration Building would be renamed A. Richard Barros, Esq. Conference Room.

- A first-ever December Commencement was held on Saturday, December 15, 2012. There were 170 graduates.

- The DSU choirs under the direction of Dr. Lloyd Mallory, Jr. performed the Messiah in the Education and Humanities Building on December 9 and for the first time charged an admission fee. Over 700+ attended the event. It was a successful “friend-raising” event.

- President Williams was appointed as a member of the NCAA Division I Presidential Advisory Group.

- DSU was spotlighted in a number of print and online media. *The Huffington Post* listed Delaware State University among a group of Top 10 Historically Black College and University Successes of 2012. Dr. Noureddine Melikechi and graduate student Alissa Mezzacapa were named in the *HBCU* 2012’s 50 Most Powerful People for their work with NASA. They were among a handful of scientists monitoring NASA’s latest exploration project on Mars and providing assistance in analyzing the data that has come back from Curiosity Rover on the Red Planet. DSU also appeared in *Better Buildings* for its involvement with the Better Buildings initiative to reduce its carbon footprint by 25% by 2015.

- Some of the upcoming events on campus are the following:
  - Dr. Rovenia Brock, known as “Dr. Ro”, nutritionist, lecturer and author will be featured January 24, 2013. This program is sponsored by Student Affairs and will be held in the Theater, Education and Humanities Building.
  - The 27th annual Martin Luther King, Jr. National Holiday Program will be held January 21, 2013 in the Theater, Education and Humanities Building.
  - DSU will be the first host site of 2013 for the JP Morgan Chase Dr. Martin Luther King, Jr. Traveling Imaging Exhibit. The exhibit will be on campus January 28 – February 1, 2013.

- DSU Major Initiatives
  - Strategic Plan
  - Facilities Master Plan
  - Kirkwood Facility Plan
  - Early College High School
  - DelDOT Pedestrian Study
  - Convocation Center Feasibility Study
Dr. Williams said that the Strategic Plan is scheduled to be completed by the March Board meeting. Ms. Carolyn Curry is leading the Convocation Center Advising Committee along with Mr. Amir Mohammadi, executive vice president.

Dr. Williams said it’s exciting to be a part of this great institution and thanked the Board for allowing him to continue to serve.

PUBLIC COMMENT

Chairman Smith asked if anyone had signed up for public comment. No one had signed up for comment.

Chairman Smith announced March 21, 2013 as the date for the next Board meeting. The MEAC Basketball Tournament is March 11-16, 2013.

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

The meeting adjourned at 3:30 p.m.

Respectfully submitted,

Claibourne D. Smith, Chairman

Eleanor Wilson, Board Secretary
1. Approved the minutes of the September 13, 2012 quarterly meeting and the Executive Committee October 22, 2012 meeting of the Board of Trustees.

2. Approved the resolution to elect Mr. John J. Allen, Jr. to the Board as a Trustee of Delaware State University for a six-year term expiring August 31, 2019.

3. Approved the resolution to elect Mr. Mark A. Turner to the Board as a Trustee of Delaware State University for a six-year term expiring August 31, 2019.

4. Accepted the report from the Committee on Trustees.

5. Approved the motion to convene an Executive Session to discuss confidential legal and personnel matters.

6. Approved the motion to reconvene the regular session of the Board of Trustees.

7. Accepted the report from the Student Affairs Committee.

8. Accepted the report from the Educational Policy Committee.

9. Accepted the report from the Development and Investment Committee.

10. Accepted the report from the Buildings and Grounds Committee.

11. Authorized the Executive VP to enter into a contract with ISS for the purchase of the K2 Multifrequency Phase and Modulation Fluorometer in the total amount of $122,360 as presented.

12. Accepted the report from the Finance Committee.

13. Accepted the report from the Audit Committee.