Minutes of the meeting of the Board of Trustees of Delaware State University, Thursday, June 11, 2009

The regular meeting of the Board of Trustees of Delaware State University was held on Thursday, June 11, 2009, in the Drs. James C. Hardcastle & Cora Norwood Selby Board Room of the Administration Building on the campus. Dr. John W. Land, Acting Chairman of the Board of Trustees, called the meeting to order at 1:40 p.m.

MEMBERS PRESENT

| Dr. John W. Land, Acting Chairman |
| Dr. Harry Williams, Provost and Vice President for Academic Affairs |
| Dr. A. Richard Barros           |
| Mrs. Carolyn Curry, Vice President for Development and University Relations |
| Mr. Marvin Lawrence            |
| Dr. Paul Bryant, Vice President for Student Affairs |
| Dr. Matthew Mackie             |
| Mr. Amir Mohammadi, Vice President for Business and Administration |
| Mr. David Turner               |
| Mr. Derek Carter, Athletic Director |
| Mr. Charles McDowell           |
| Mrs. Terry Coleman, Executive Assistant to the President |
| Mr. Wesley Perkins             |
| Mr. Bennie Smith               |
| Dr. Calvin Wilson              |
| Mr. José Echeverri             |
| Mr. James Stewart              |
| Dr. Claibourne D. Smith, Acting President Delaware State University |

Chairman Land welcomed all to the June 11, 2009 Board of Trustees meeting. He asked Mr. McDowell to begin the meeting by presenting his report.

THE NOMINATING COMMITTEE (Mr. Charles McDowell, chair)

Mr. McDowell reported that he had one item for Board approval. He presented the slate of Board Officers for 2009-2010, per the distributed material as follows:

Dr. John W. Land for Acting Chairman of the Board of Trustees
Mr. David Turner for Acting Vice Chairman of the Board of Trustees

Chairman Land yielded the chair to Acting President Smith.
President Smith asked for and received a motion that was seconded to accept the slate of Board Officers for 2009-2010, as follows:

Dr. John W. Land for Acting Chairman of the Board of Trustees
Mr. David Turner for Acting Vice Chairman of the Board of Trustees

The motion passed unanimously.

Chairman Land returned to the chair and thanked the Board for their vote of confidence and support for all they do.

Chairman Land yielded to President Smith.

President Smith made the following recommendations: Cynthia Y. Williams for the position of Board Secretary and Amir Mohammadi for the position of Treasurer of the Board of Trustees.

A motion was made and seconded to accept the recommendations to accept the following slate of Board Officers for 2009-2010, as follows:

Mrs. Cynthia Y. Williams, Board Secretary
Mr. Amir Mohammadi, Treasurer of the Board of Trustees

The motion passed unanimously.

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

The motion passed unanimously.

Chairman Land returned to the chair and introduced the new Athletic Director, Mr. Derek Carter, to the Board of Trustees.

Mr. Carter thanked the Board of Trustees and said that he has been meeting with everyone and is looking forward to planning strategies to overcome the challenges and looks forward to the opportunities.

Chairman Land returned to the chair and made the following announcements:

- The 14th Annual Golf Classic will be held on Friday, June 12, 2009 at Wild Quail Golf and Country Club in Wyoming, DE
- The President’s Retirement Reception for DSU retirees will be held today from 5:00 – 6:30 p.m. at the President’s Resident (invitation only)
Following his announcements, Chairman Land asked for and received a motion that was seconded to approve the minutes of the April 9, 2009 meeting of the Board of Trustees.

The motion passed unanimously.

Chairman Land asked for and received a motion that was seconded to approve the minutes of the May 5, 2009 meeting of the Executive Committee of the Board of Trustees.

The motion passed unanimously.

Chairman Land asked for and received a motion that was seconded to approve the minutes of the special meeting of May 28, 2009 of the Executive Committee of the Board of Trustees.

The motion passed unanimously.

After the minutes were approved and adopted, Chairman Land called for Committee Reports, as follows:

**STUDENT AFFAIRS COMMITTEE (Dr. Calvin Wilson, Interim chair)**

Dr. Wilson reported that the Student Affairs Committee met on May 5th with the newly elected SGA Student Leaders. He said that they are an exciting group of underclassmen leaders and looks forward to working with them in the upcoming academic year.

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

The motion passed unanimously.

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

Dr. Barros reported that there were action items that needed Board approval. Prior to the motions, Dr. Barros commented that the Executive Committee of the Faculty Senate and the Educational Policy Committee met on May 4, 2009. He said that the effort is for both groups to meet twice a year and the purpose is to create a better relationship between the Board of Trustees and the Faculty Senate.
In other matters, Dr. Barros stated that he wanted to understand the process with regards to outside organizations using University facilities. He belongs to an organization that wanted to use a campus facility to hold a summit meeting. Dr. Barros met with Mr. Matt Fortune and asked him to attend the Board Meeting to brief everyone on the process. Dr. Barros yielded to Mr. Fortune who gave a brief overview of the process with regards to outside organizations renting University facilities, e.g. match organization’s needs with facilities, verify proof of insurance, create a contract which is signed off by Business & Finance, and coordinate food service with Thompson Hospitality. A fee structure is available. The Kent County Tourism Office is one of our clients and Mr. Fortune works with them on event planning.

Turning to the distributed materials in the Board Books, Dr. Barros asked Dr. Lisa Barkley, dean of the College of Health and Public Policy, to give a brief overview of the accreditation sought for the Sports Sciences Program. Dr. Barkley said that the department has received a grant to revise the curriculum in order to obtain standards at the national level in the Sport Sciences Management Program. Dr. Barros returned to the chair and thanked Dr. Barkley for updating the Board. He asked Dean Simon to update the Board on the status of the Library. Dean Simon said that library renovations are progressing and moving forward steadily. The renovations are being paid for by a combination of grants. Dr. Barros returned to the chair and thanked Dean Simon.

Dr. Barros stated that the Educational Policy Committee met on June 3, 2009 and moves that the Board of Trustees approve the recommendations presented in the handouts.

Dr. Barros read the following motion: To approve the credit hours required for graduation from 121 to a range of 120-124 depending on the curriculum requirements and the exceptions for accreditation demands.

A brief discussion took place with regards to who decides on the number of credit hours required for graduation. According to Dr. Williams, the department makes that determination.

Dr. Barros made a motion that was seconded to approve the credit hours required for graduation from 121 to a range of 120-124 depending on the curriculum requirements and the exceptions for accreditation demands.

The motion passed unanimously.
Dr. Barros read the following motion: To approve and endorse the Strategic Plan on Distance Learning, as presented.

Dr. Barros asked Dr. Bradley Skelcher to give an overview of the strategic plan on Distance Learning. Dr. Skelcher led a lengthy discussion on the tasks involved in the strategic plan. He said that there were five measurable goals, all being accountable to the University and the Middle States Commission on Higher Education. Once the Strategic Plan is approved, there will be an increase in on-line courses with the idea to eventually have a full degree program on-line. The focus is to deliver quality, on-line, higher-education courses that are accessible and affordable to non-traditional students. A job description has been created for a new director to head the program. The search committee has reviewed applications. Dr. Skelcher yielded to Dr. Williams who added to the discussion.

Dr. Williams said that the task force had been meeting since October and that it has been a faculty-driven process. There will be costs associated with the plan and the University is looking at existing budgets. DSU will have to change the way it does business. He is working with Mr. Mohammadi who is looking at existing funding opportunities. The University has identified an experienced person who can leverage other funding sources to drive the program. Dr. Williams said that he is not looking for 100 percent faculty participation, but is looking at this as another source to generate revenue.

Dr. Barros returned to the chair and said that today there are more non-traditional students looking to finish college than there were traditional students in the past. He said this is a great opportunity for non-traditional students. The notion was broached of best to worst case scenarios in terms of investment dollars. Dr. Barros yielded to Mr. Mohammadi who said that funds would be liberated in terms of return on investments – over five years. He stated that information technology (IT) bandwidth capability is present on campus using the Blackboard, learning management system, which has been given an extended contract of two years at a cost $95K. The evaluation and assessment of the program will be done in-house. Following the lengthy discussion, Dr. Barros returned to the chair.

Dr. Barros made a motion that was seconded to approve and endorse the Strategic Plan on Distance Learning, as presented.

The motion passed unanimously.
Dr. Barros read the following motion: To authorize permission to plan a new degree program: B.A. in Liberal Studies, as presented.

Dr. Barros yielded to Dr. Skelcher who briefly gave an overview for the authorization to plan the new degree program in Liberal Studies. Dr. Skelcher said that the College of Arts, Humanities and Social Sciences is the largest College on campus with the greatest number of transfers into the program, that attracts community college students with a variety of credits that can fit in psychology and history, especially student athletes. He stated that this is a nationwide challenge and many institutions within the State have adopted this type of program.

**Dr. Barros made a motion that was seconded to authorize permission to plan a new degree program: B.A. in Liberal Studies, as presented.**

The motion passed unanimously.

Dr. Barros read the following motion: To approve the name change of the Airway Science Degree Program to Aviation with Concentrations in Aviation Management and Professional Pilot.

Dr. Barros yielded to Cpt. Stephen Speed who gave a brief overview of the request to change the name of the Airway Science Department to Aviation. Cpt. Speed clarified the purpose for the name change which is in keeping with industry standards and national trends. He said that his Department is creating an articulation agreement with DTCC which has a two year program in Aircraft Maintenance. Once students complete their two-year degree program at DTCC, they may enroll in the Aviation Program at DSU. Dr. Barros returned to the chair and thanked Cpt. Speed for the overview.

**Dr. Barros made a motion that was seconded to approve the name change of the Airway Science Degree Program to Aviation with concentrations in Aviation Management and Professional Pilot.**

The motion passed unanimously.

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

The motion passed unanimously.
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THE COMMITTEE ON FINANCE (Mr. Marvin Lawrence, chair)

Mr. Lawrence reported on the following:

Budget Update

I. As of March 31, 2009 – shortfall
   - Plan in place with specific programs to balance the budget
   - The FY 09 budget will be balanced by the end of June
   - Kudos to the faculty for holding the line on budget, the staff for watching expenditures and Business & Finance for keeping a close watch on things
   - Tough year in terms of finances and budgeting

II. FY 10 - Budget process in motion for the new fiscal year will be finalized by the end of the month of June.

III. Issues for FY 10
   - Revenue Generation: Enrollment - The economy is taking its toll on families – we are mindful and managing accordingly. State appropriation, Funding slippage
   - Expenditure Oversight

Mr. Lawrence yielded to the Chairman of the Board.

Chairman Land commended Mr. Lawrence for his work with the Finance Committee as they continue to deliver quality services staying within the confines of the budgeting process.

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

The motion passed unanimously.

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

Mr. Stewart gave the following report:

- Investment
  - Endowment funds have all been transferred to our investment manager BNY Mellon
  - Current total endowment balance in excess of $15 million
  - YTD performance of BNY Mellon managed portion of endowment is +5.03%, slightly better than equity benchmarks
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- University gift accounts will be totally transferred to the Foundation by the end of June
- The Committee approved guidelines defining acceptable expenses for the President’s discretionary account – using best practices

- Development
  - Fiscal YTD giving of $1.39 million vs. full year goal of $1.48 million
  - Accelerating efforts to solicit foundations and corporations for major gifts – soliciting Trustee participation; 7 out of 12 Board Members gave to the Annual Fund
  - Developing long term fundraising goals to reflect increased activity
  - The Bernard Harris Two-Week Summer Camp begins June 14th and has 50 enrollees for students in grades 6-8

Chairman Land returned to the chair and thanked Mr. Stewart for his leadership of the Development and Investment Committee.

Chairman Land 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 the following:

- The Audit Committee requested that a manual(s) of standard operating procedures (SOPs) of University-wide policies and procedures be established. Mr. Hector Figueroa will lead this charge effective July 1, 2009. He will give an update of the process at the next Board Meeting.
- The DSU Foundation has requested a complete review of its policies and procedures. Mr. Ed Watson will audit the files and report back on this matter.
- RFP’s for a new Auditor are in and a decision will be made within a week.

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

The motion passed unanimously.
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BUILDINGS AND GROUNDS COMMITTEE (Mr. David Turner, Interim chair)

Vice Chairman Turner reported on the following capital projects:

- The last meeting of the B&G Committee was held on May 13, 2009 in the Wellness Center. The building is being staffed and a soft opening is scheduled for this summer. Plans are underway for a grand opening to take place in the September time-frame.
- The Student Center project is going well. It is scheduled to be completed on time and under budget.
- The Pool has been dug and is scheduled to be completed this summer. The project is on time and on budget.
- Overall the projects are under-budget, which is creating a contingency.

Vice Chairman Turner stated that these new additions will make a positive impact on the campus’ marketing strategy in terms of showcasing the University to potential students and their parents.

Chairman Land 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. Claibourne Smith, acting president)

Following are highlights of the President’ Report:

- The University is facing a daunting task in terms of funding – 40 percent of the budget comes from the State
- The University will monitor what other universities are doing
- DSU students need financial aid and we need to plan accordingly
- The Federal Government in Washington, DC is committed to education
- Funds have been allocated to the State via the Stimulus Package for infrastructure spending
- DSU has been asking the State what will be University’s share of the Stimulus funds
- Dr. Williams is heading a Stimulus Task Force
- DSU has submitted a proposal for IT infrastructure needs to the State and aggressively looking at all types of funding support for the University
- Participated in a forum for HBCU CEOs at the U.S. Department of Education (DOE)
The forum dealt with the issue of how to improve education – half of the teaching work force comes from HBCUs and one million teachers will retire soon. There will be a need to replace these retirees. HBCUs will play a key role in filling that need.

- There will be $100B available to be used towards education – what currently exists will not be funded.
- DOE is looking for innovative ways to change the outcome and develop partnerships with schools to close the achievement gaps.
- Discussed with the Provost with the understanding that the University has to play a vital role in this major task - the College of Education has to be energetic, impactful and innovative.

The discussion turned to the priorities and plans around budget issues. The President indicated that worst-case scenarios were reviewed in an earlier meeting held today. President Smith said the plan is to lay out a road map and be ready to implement those plans depending on the challenges moving forward.

In other matters, a brief discussion ensued regarding two pieces of legislation with regards to changing the Boards’ composition. The legislation involved adding a seat on the Board for a member of the DSU Alumni Association. According to the President, this matter keeps recurring. President Smith testified before the State’s Senate Education Committee on June 10, 2009 and he made the case that the Board of Trustees opposes this action. Senator McDowell has tabled the bills.

Chairman Land stated that he polled the Members of the Board and most of them were opposed to this arrangement. President Smith concluded the discussion by stating that he believes something is amiss and that to change the Board’s current composition is not in the best interest of the University. He said that no one called to speak to him about this and the two bodies were not contacted about this action. President Smith said that he and other members of the Board attended an annual Alumni Meeting and at no time did this matter come up in conversation.

President Smith yielded to the Chairman of the Board who asked for public comments. There were no public comments.

**The meeting adjourned at 3:30 p.m.**

Respectfully submitted,

John W. Land, Acting Chairman

Cynthia Y. Williams, Board Secretary
1. Approved the slate of officers for 2009-2010 as follows: Dr. John W. Land, Acting Chairman and Mr. David Turner, Acting Vice Chairman of the Board of Trustees.

2. Approved the following slate of officers for 2009-2010: Mrs. Cynthia Y. Williams, Secretary of the Board of Trustees and Mr. Amir Mohammadi, Treasurer of the Board of Trustees.

3. Accepted the report from the Nominating Committee.

4. Adopted and approved the minutes of the meeting of April 9, 2009.

5. Adopted and approved the minutes of the May 5, 2009 Executive Committee Meeting of the Board of Trustees.

6. Adopted and approved the minutes of the May 28, 2009 Executive Committee Meeting of the Board of Trustees.

7. Accepted the report from the Student Affairs Committee.

8. Approved the credit hours required for graduation from 121 to a range of 120-124 depending on the curriculum requirements and the exceptions for accreditation demands.

9. Approved and endorsed the Strategic Plan on Distance Learning, as presented.

10. Authorized permission to plan a new degree program: B.A. in Liberal Studies.

11. Approved the name change of the Airway Science Degree Program to Aviation with Concentrations in Aviation Management and Professional Pilot.

12. Accepted and adopted the report from the Educational Policy Committee.

13. Accepted the report from the Committee on Finance.

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

15. Accepted the report from the Audit Committee.

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

17. Approved adjournment.