



DELAWARE STATE UNIVERSITY
Dover, Delaware 19901

**Minutes of the meeting of the Board of Trustees of
Delaware State University, Thursday, March 15, 2018**

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Call to Order

The Board of Trustees of Delaware State University held its regular quarterly meeting on Thursday, March 15, 2018, in the Drs. James C. Hardcastle & Cora Norwood Selby Board Room of the Claibourne D. Smith Administration Building on the Dover campus. Dr. Devona Williams, Interim Chair of the Board of Trustees, called the meeting to order at 1:34 p.m.

Roll Call by Ms. Tamara Stoner, Board Secretary

BOARD MEMBERS	DELAWARE STATE UNIVERSITY
Dr. Devona Williams, Interim Chair	Dr. Wilma Mishoe, Acting President
Mr. John Ridgeway, Vice Chair	Dr. Tony Allen, Provost & Executive Vice President
Ms. Kathy McGuiness	Mr. Antonio Boyle, VP for Strategic Enrollment Management
Ms. Lois Hobbs	Dr. Stacy Downing, VP of Student Affairs
Dr. Debbie Harrington	Ms. Denese Lindsey, Interim CFO
Mr. Jose Echeverri	Ms. Irene Chapman-Hawkins, VP of Human Resources
Mr. Charles McDowell, Esq.	Dr. Vita Pickrum, VP of Institutional Advancement
Mr. Leroy Tice, Esq.	Dr. Saundra DeLauder, Vice Provost
Ms. Jocelyn Stewart	Mr. Thomas Preston, General Counsel
Ms. Bernadette Dorsey Whatley	

(Note: Gov. Michael Castle and Mr. Norman Griffiths dialed-in to appear telephonically; however, there was an unexpected service issue which resulted in an inability to connect.)

ACTION ITEM

Approval of new board members: Ms. Bernadette Dorsey Whatley and Gov. Jack Markell
[Motion to approve by Mr. McDowell; Motion carried]

SWEARING-CEREMONY/NEWLY-ELECTED

Ms. Bernadette Dorsey Whatley and Ms. Jocelyn Stewart were sworn in as new members of the Board of Trustees by Dr. Williams, joined by Dr. Allen.

CONSENT AGENDA

The Consent Agenda was presented by Dr. Williams to approve: a) Minutes from the Board of Trustees meeting held on January 30, 2018; b) Committee Charters (Executive Committee, Governance Committee and Operations Committee); c) Resolution to approve amendments to By-Laws; and d) Promotion and Tenure Recommendations
[Motion to approve by Mr. Tice; 2nd by Ms. Hobbs; Motion carried]

COMMITTEE REPORTS

- **Executive Committee (EC)**. Dr. Williams reported the following:
 - i. At the February 9th meeting, the EC discussed changes of two standing committee charters (executive and operations) and related bylaw amendments, as well as approval of the president's evaluation form.
 - ii. At the February 22nd meeting, the EC finalized the EC and Operations Committee (OC) charters to move the human resources function from the OC charter into the EC charter. Additionally, the EC modified its scope of the human resources function to be strategic rather than operational.
[Motion to accept the EC Report by Ms. Hobbs; 2nd by Dr. Harrington; Motion carried]

- **Governance Committee (GC)**. Mr. McDowell reported the following:
 - i. The GC charter has been approved.
 - ii. Upcoming 2018 board vacancies of Mr. McDowell and Mr. Echeverri. The expectation is to have candidates selected by the June 2018 board meeting. The next GC meeting will be held on March 19th to identify possible candidates.
 - iii. Reinstatement of the trustee evaluation process. This will occur every other year. It is contemplated to begin the trustee evaluations at the board's Winter Retreat in December 2018.
 - iv. Installing a process to review the board's overall performance. The expectation is to provide recommendations to the board at the Summer Retreat in July 2018.
[Motion to accept the GC Report by Ms. McGuiness; 2nd by Mr. Tice; Motion carried]

- **Student Success Committee (SS)**. Dr. Harrington reported the following:
 - i. Enrollment Management Report. Current enrollment is behind by only 92 students; however, this difference should be made up during the 2nd eight-week session. The goal is to bring in a freshman class of approximately 975 students.
 - ii. Overview of the new School of Graduate, Adult and Extended Studies (merger between the School of Graduate Studies and Research, Adult and Continuing Education and Online Programs) enrollment plan to grow the adult learners market by increasing programming in Wilmington, onsite programs, certificate and online offerings and community partnerships.

- iii. Athletic Sub-Committee Report regarding: a) update on Track & Field renovations. The bidding proposals are due on 3/22/18; b) temporary space for Spring sports activities; c) possible scrimmage against Cape Henlopen on 3/24/18 and Spring game to be held 4/14/18 at Dover High; d) 20 applications received by HR for the Athletic Director position; Skype interviews have started.
- iv. Technology Report regarding: a) organizational chart and application services; b) governance process in support of Banner; c) network outages; d) quest to transition from Banner 8 to Banner 9 by 12/31/18.
- v. “15 KPI Update” noting actual measures vs. goals, summarizing targets, key actions and noting areas of accountability. The KPIs are in the portal under “Student Success/KPIs.” Dr. Williams requested adding a dashboard in the portal and having the KPIs included in the next President’s report at the June 2018 board meeting. The board will discuss in detail the KPIs at the July 2018 BoT Retreat.
- vi. Housing Update. Laws Hall will be demolished in Summer 2018. Tripling of student occupancy will take place in The Commons, Warren Franklin and Widener Towers. Dr. Downing is currently working with Holiday Inn to secure additional rooms. Dr. Mishoe mentioned that Wesley College has some unused space which DSU may be able to use. No decisions have been made.
- vii. Current Campus Safety and future initiatives. On 4/11/18, DSU will conduct an active shooting exercise on campus.

[Motion to accept the SS Report by Ms. Hobbs; 2nd by Dr. Mishoe; Motion carried]

- **Operations Committee (OC).** Mr. Ridgeway reported the following:
 - i. Track & Field Renovation. *[Refer to Boardbook-SS committee report]*
 - ii. P3 Update & Vendor Selection. The OC is currently in the vendor review process (bidding, pricing, subcontractors, diverse suppliers, etc.). The present focus is on the design. Ground breaking for the new residence hall will be May 15th.
 - iii. Project Prioritization. Some projects have been moved to fiscal year ’19 to complete the Track & Field project. *[Refer to Boardbook-Prioritization Chart]*
 - iv. Finance Update. Ms. Lindsey referred to a proposed timeline that aligns with the state budgeting process and agrees with middle states in having a multi-year budget. Budget information will be entered into the Banner system directly. Finance is currently working on creating a university budgeting manual.
 - v. Presidential Search Committee (PSC). At the last PSC meeting Mr. Preston gave a presentation on conducting an ethical search, and Dr. Williams facilitated training on building a presidential profile. The PSC from various subcommittees (RFP, timeline, website and presidential profile).

[Motion to accept the OC Report by Dr. Harrington; 2nd by Mr. Griffiths; Motion carried]

- **Audit & ERM Committee.** Mr. Tice. reported the following meeting:

- i. A1-33 Audit Status. Ms. Lindsey mentioned that she is finalizing the review of the audit which is due on 3/31/18 to the federal government.
- ii. Critical Hires. Mr. Preston mentioned that the internal auditor position still needs to be filled. Some resumes have been received.
- iii. Predictive Analytics. The focus is on preparedness for audits to help produce auditing data so the university can meet deadlines. Ms. Lindsey indicated that there have been two meetings with Predictive Analytics to discuss improvements regarding: accounts payable, budgeting and the audit process. Dr. Mishoe added that Predictive Analytics was hired to assess the university's financial department's infrastructure, processes and provide recommendations accordingly.
- iv. S&P Rating. There was a lowering in the rating which Mr. Tice attributes to the university's transition. The current rating is BBB+ from A-. It's predicted that infrastructure changes will improve this rating. Dr. Williams mentioned the need to look at tuition will be discussed at the July 2018 Retreat.

[Motion to accept the Audit & ERM Report by Dr. Mishoe; 2nd by Ms. Hobbs; Motion carried]

- **Innovation & Sustainability Committee (I&S).** Dr. Williams reported the following:
 - i. Investment Portfolio. The current investment portfolio is at \$31,581.00.
 - ii. Scholarships. The Foundation has awarded 787 student scholarships this fiscal year totaling approximately \$3 million (around \$4.7 per student).
 - iii. Grants & Gifts. Dr. Melissa Harrington and Dr. Pickrum have formed a Grants & Gifts Council (blackboard) which will be going online in April. This avenue will be used to generate more dollars.
 - iv. RFP for Investment Advisory Service. The I&S Committee discussed submitting an RFP which will be posted with the state in mid-April for an Investment Advisory Service. The RFP will include a request for other services such as internships. Goldman Sachs contract expired August 2018.
 - v. DSU Campaign 2017-2024. The campaign is in the soft phase of its 7-year campaign. The Campaign Kick-Off was held on February 22nd. Dr. Pickrum will address the trustees individually regarding a giving plan.

[Motion to accept the Innovation & Sustainability Report by Dr. Harrington; 2nd by Ms. McGuiness; Motion carried]

INFORMATIONAL ITEMS

- Board of Trustees Committee Assignments. Ms. Stewart joined the Student Success and Innovations & Sustainability Committees. Mr. Griffiths joined the Governance and Innovation & Sustainability Committees. Dr. Williams is no longer on the Student Success Committee.

PRESIDENTS REPORT

Dr. Mishoe gave a slide presentation with the following highlights:

- Joint Finance Committee Hearing at Legislative Hall. Four priorities were targeted: a) the restoration of last year's budget cuts; b) 1890 Land Grant matching requirement; c) request for monies to fund the 4th year of the state funded Inspire Scholarship; and d) salary increases. Only 20% of the university's operational budget comes from state funding.
- Governmental Affairs. Senator Coons met with all the presidents of Delaware's colleges/universities at the University of Delaware on February 5th to discuss proposed changes in the Higher Education Act and how those changes will affect each college/university. On February 25th Dr. Mishoe attended the Thurgood Marshall College Fund Fly In and met legislatures on Capitol Hill to discuss changes in Higher Ed. Acts and other funding sources. Dr. Allen mentioned that the funds for the 4th year of the Inspire Scholarship passed the Senate (19 yes / 1 no / 1 absent). Dover City Council is calling for a public service fee geared toward non-profit organizations. The March 14th newspaper article noted that DSU would be hit the hardest financially. Mr. Preston believes that the public service fee violates the tax code and state constitution.
- DSU Student Experience. There was a town hall meeting held on February 15th with the DACA students. Senator Coon called in during that meeting and spoke to the students. Dr. Mishoe also held an open forum ("Lunch with the President") in February with the entire student body to discuss: what are 2 things that you like most about DSU, what keeps you here, what would make you encourage family members and friends to come to DSU, and if given the opportunity what are 2 things you would change about DSU.
- Equestrian Team. Dr. Mishoe attended the final Equestrian meet in Felton, competing against Baylor and the University of South Carolina. The Equestrian team competes nationally and are champions. Dr. Mishoe attended the MEAC Tournament created by former president Dr. Luna Mishoe. Hampton announced that they will no longer be a part of MEAC.
- Upcoming Events. The next Forum will be held next week by Dr. Mishoe with all Faculty/Staff. On March 19th, DSU will host Governor Carney and Senator Carper.

NO PUBLIC COMMENTS

ANNOUNCEMENTS

- AGB National Conference, San Francisco, CA, April 20-24, 2018
- Commencement will be held May 12, 2018, DSU Alumni Stadium
- The next board meeting will be held on June 21, 2018.

(Adjournment by Dr. Williams to go into Executive Session [Motion carried.]

ADJOURNMENT

Dr. Williams adjourned the meeting at 5:19 p.m.