



DELAWARE STATE UNIVERSITY
Dover, Delaware 19901

**Minutes of the meeting of the Board of Trustees of
Delaware State University, Thursday, September 20, 2018**

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Call to Order

The Board of Trustees of Delaware State University held its regular quarterly meeting on Thursday, September 20, 2018, at The Schwartz Center, 226 S State St, Dover, DE 19901. Dr. Devona Williams, Chair of the Board of Trustees, called the meeting to order at 1:31 p.m.

Roll Call by Ms. Tamara Stoner, Board Secretary

BOARD MEMBERS	DELAWARE STATE UNIVERSITY
Dr. Devona Williams, Chair	Dr. Wilma Mishoe, Acting President
Mr. John Ridgeway, Vice Chair	Dr. Tony Allen, Provost & Executive Vice President
Ms. Lois Hobbs	Mr. Antonio Boyle, VP for Strategic Enrollment Management
Dr. Debbie Harrington	Dr. Stacy Downing, VP of Student Affairs
Mr. John Allen	Mr. Thomas Preston, VP & General Counsel
Ms. Bernadette Dorsey Whatley	Ms. Irene Chapman-Hawkins, VP of Human Resources
Gov. Michael Castle	Dr. Vita Pickrum, VP of Institutional Advancement
Mr. Leroy Tice, Esq.	Dr. Saundra DeLauder, Vice Provost
Mr. Norman Griffiths, Esq.	Mr. Robert Schrof, VP of Finance
Ms. Jocelyn Stewart	Mr. Darrell McMillon, Chief Information Officer
Mr. Harold Stafford	Mr. J. D. Bartlett, AVP for Capital Planning and Environmental Sustainability
Ms. Margie Lopez Waite	Dr. Scott Gines, Director of Athletics
	Ms. Brenda Farmer, Director of University Events and Ceremonies
	Ms. Jackie Griffith, Director of Government and Community Relations
	Mr. Carlos Holmes, Director of News Services
	Mr. Curtis Winslow, Instructional Technology, Systems Integration Coordinator
	Dr. Steve Newton, Special Assistant to the Provost

	Dr. Francine Edwards, Dean of College of Humanities, Education & Social Sciences
	Dr. Lisa Dunning, AVP of Academic Enrichment
	Dr. Melissa Harrington, AVP for Research /DIST Director
	Dr. Jacqueline Washington, Assoc. Dean of College of Health & Behavioral Sciences

SWEARING-IN NEW OFFICERS AND BOARD MEMBER

- Dr. Devona Williams was sworn in as the Chair of the Board of Trustees, for a 1 yr. term commencing July 1, 2018, by Mr. Preston.
- Mr. Ridgeway was sworn in as the Vice Chair of the Board of Trustees, for a 1 yr. term commencing July 1, 2018, by Mr. Preston.
- Ms. Margie Lopez Waite was sworn in as a new member of the Board of Trustees, for a 6-year term commencing September 1, 2018, by Dr. Williams (accompanied by Mr. Stafford)

CONSENT AGENDA (By Dr. Williams)

- Minutes of the Board of Trustees meeting of June 15, 2018
- Minutes of the Board and Administrative Council Retreat, July 26-27, 2018
[Motion to approve by Mr. Griffiths; 2nd by Ms. Hobbs; Motion carried]

CHAIR’S REPORT (By Dr. Williams)

Dr. Williams provided a brief overview of the following:

- Board and Administrative Council Retreat, July 26-27, Rehoboth Beach and Action Plan
- Trustee participation in campus events
 - Dr. Williams strongly encouraged the Trustees to engage in campus events as well as commended Trustees who have already increased their participation (ex: 5 Trustees attended the 2018 Convocation).
- Board of Trustee Scholarship Fund and Giving Campaign
 - Dr. Williams mentioned that she chairs the Foundation board and the Campaign. So, she invited the Trustees to think about what they can contribute to the Campaign and the President’s Scholarship Fund. Dr. Williams encouraged 100% participation from the Trustees. She announced that she is going to establish an endowment. Her contribution will be \$1,000 toward the Scholarship Fund for the Board of Trustees, and \$9,000 toward an endowment over the next 3 years. Mr. Ridgeway has also established an endowment fund this year.

COMMITTEE REPORTS

- **Governance Committee (GC) – Mr. Griffiths**

- The Trustees have discussed 3 potential board vacancies coming up in early 2019.
- Trustee Evaluations will be circulated through Survey Monkey by Mr. Allen by the end of September or by the 1st week of October.

[Motion to approve GC Report by Mr. Griffiths; 2nd by Mr. Allen; Motion carried]

- **Student Success Committee (SS) – Dr. Harrington**

- Action Item #1: Established a Housing Sub Committee, co-chaired by SS and Operations. The charge is to develop short and long term housing solutions. The formation of this committee is “in progress.”
- Apple Initiative (MacBook Pros and iPad Pros for Faculty and Incoming Freshman). The projected savings for students is over \$3,000 over a 4-year period. This initiative was setup by the Dr. Allen, Provost.
- US News and World Report 2019 ranks DSU 12th (up from 13th) of HBCUs. Among public HBCUs, DSU ranks 4th place.
- Housing. As of September 12, 2018, 99.1% housing assignments were successfully made. 16 women 14 men are currently on the wait list. Focus is on safety and transportation. DSU has MOU’s with the Smyrna and Dover Police Departments. Three new shuttle buses have been added to support off-site transportation. Dr. Williams added that DSU is in a positive net position.
- Currently reviewing mental health resources. A presentation will be made at the next SS meeting.
- Dr. Gines discussed his new Athletic Program Vision.
- Strategic Enrollment. Students are billed monthly. Students will receive their financial aid net proceeds 14 days after the last day to drop/add courses. Fall retention rate is 73.2%. 87% of Freshman are registered for 15 or more credits with 13% registered for fewer credits. Dr. Allen stated that the current retention rate (73.2%) is 200 bases points higher than last year.

[Motion to approve SS Report by Dr. Harrington; 2nd by Ms. Hobbs; Motion carried]

- **Operations Committee (OC) – Mr. Ridgeway**

- Action Items:
 - Aviation Fee. Mr. Ridgeway met with Lt. Col. Hales to figure out a strategy for the Aviation Program. Dr. Allen was able to find a funding source the planes. The goal is to replace the existing fleet and take the fleet from 11 to 20 planes (over 10 years), increase student enrollment from 75 to 138 pilots, and increase participants from 49 to 150 in the Aviation Management Program. Mr. Schrof provided a slide presentation of the financial proposal for the afore-mentioned growth plan. *[Motion to approve by Gov. Castle; 2nd by Ms. Hobbs; Motion carried]*
 - Technology Fee. The OC decided that over the next four years the University will equip all incoming freshman with an iPad for a fee of \$250 per semester. This would yield additional revenues of \$1.2M. Dr. Allen added that this new digital learning initiative will include a \$2.9M

technology infrastructure upgrade funded through the legislature. *[Motion to approve by Gov. Castle; 2nd by Dr. Harrington; Motion carried]*

- Facility Updates. Mr. Bartlett advised that the University was awarded a grant through the National Park Service to renovate the Loockerman building to renovate the windows. The agreement was signed on 9/20/18. The Track is nearing completion with final coating being installed on 9/20/18. The Holland Statue dedication will be held on Oct. 26th. The P3 Project is progressing and slightly ahead of schedule. The Facilities Plan is in progress (short term and long term).
 - Schwartz Update. Dr. Mishoe advised that the University has had several face-to-face conversations with the President of Wesley. Wesley is interested in eliminating its share of ownership of the Schwartz building. Dr. Mishoe met with the DSU Foundation Board about a month ago to get permission to negotiate the purchase. Currently, a detailed assessment has been performed of the building. An offer of \$1.5M was previously made by DSU but a counter offer was made by Wesley in the amount of \$2.25M.
 - Employment Update. Dr. Mishoe announced that Mr. Bartlett was promoted to supervise over all the University's operations and facilities management. He is already over capital planning. Mr. Ridgeway added that a deferred maintenance assessment will be done over the next 60-90 days.

[Motion to approve OC Report by Dr. Harrington; 2nd by Ms. Hobbs; Motion carried]

- **Audit & ERM (AC) – Mr. Tice**

- Mr. Tice provided a brief overview of the 9/6/18 AC meeting
 - The fiscal 2018 budget status.
 - Near term liquidity (paying bills timely). Mr. Schrof mentioned that the 2018 audit is two weeks behind (original due date Sept. 30th). Part of the delay was caused by one of the auditor managers having to return back to South Carolina. The finalized financials should be delivered to the State by Oct. 15th. Last year's audit wasn't submitted until Dec. 15th.
 - Internal processes and controls regarding liquidity and P-card usage. Mr. Schrof reported that the P-card policy has been re-written and the University is currently reducing the list of P-card holders
 - Critical Hires. Ms. Hawkins advised that Andrena Burd was hired on Sept. 17th as the Internal Auditor. The Enterprise Risk Manager search is still in progress. Pre-screening interviews are in progress and a determination of on-campus interviews are also in progress.

[Motion to approve AC Report by Dr. Harrington; 2nd by Ms. Hobbs; Motion carried]

- **Innovations & Sustainability (I&SC) – Dr. Williams**

- Investment Portfolio Update. The current endowment balance is \$31,596,000 as of Aug. 31st. The portfolios are up 42.37%. Goldman Sachs is the fund manager. As of Aug. 31st, scholarship awards were given to 525 students in the amount of \$722k for the 2018-2019 academic year. The comprehensive campaign is underway and has raised to date over \$5M. The DSU Alumni Assn. has elected new officers. Dr. Williams and Mr. Ridgeway intends to meet with the DSU Alumni Assn. to

establish a relationship and increase giving from alumni. The Grants and Gifts Council is led by Dr. Pickrum and Dr. M. Harrington. They are working on an electronic database for grants. DSU has received over \$700k from the Verizon Innovative Learning Program since 2016. DSU Technology and Training Center has received \$970k from the Barclays Bank Mentoring Program since 2011. Campus Consortium US awarded DSU with a 5-year \$252k in-kind grant for licensing and implementation of a campus-wide mobile application for students. DSU hosted the 8th HBCU Philanthropy Symposium was held in July. Aviation Program Summer Camp was held in July. Girls Inc. participated for the first time in this Aviation program.

- Dr. Mishoe announced that Trustee Emeritus Richard Barros has committee to gifting his original law building to DSU, located at the corner of State & Loockerman Streets. It used to be the parish for the church next to it. It is valued at \$550k. No plans have yet been made for usage of this gift. It is a 4-story building with a basement and 6000 sq. ft. There's a popular coffee shop that is a part of the building.

[Motion to approve I&S Report by Gov. Castle; 2nd by Mr. Tice; Motion carried]

- **Executive (EC) – Dr. Williams**

- Strategic Hires Update. Ms. Hawkins reviewed the status of the Strategic Hires list. Currently trying to identify General Counsel candidates to bring in for on-campus interviews. Dean for the College of Business search is in progress. The committee has narrowed it down to 4 candidates. Dr. T. Allen added that it may be an additional six months before the candidate is found.

[Motion to approve EC Report by Mr. Allen; 2nd by Mr. Griffiths; Motion carried]

PRESIDENT'S REPORT – Dr. Mishoe's PowerPoint Presentation highlights:

- Move-In Day to Welcome New Students
- Convocation – Mathew Horrace, DSU Alum was the guest speaker.
- President's Prayer Breakfast – Attended by Senator's Carper and Coons and former Trustee Wes Perkins
- Apple Initiative
- Aviation Project
- Housing Update – Review of 6 Hotel contracts
- Increase in Ranking by US News 12 among the top 15. There are 99 HBCU's.
- Schwartz Negotiations
- The Gift – The building to be donated by Trustee Emeritus Richard Barros.
- Upcoming Events – A list will be updated monthly. Dr. Ulysses Washington will be honored at the ECHS on Sept. 26th. The ECHS Science Lab will be named after him. DSU's first home football game will be on Oct. 6th. The Homecoming game will be on October 27th; a parade will be planned.
- Budget Request Preparation has begun. The submission is due Oct. 15th to the State.
- Dr. Mishoe has met with DNREC and plans to meet with the Mayor.

NO PUBLIC COMMENTS

ANNOUNCEMENTS

- December 6-7 - Board Retreat
- December 8 - Scholarship Ball
- December 15 - Graduation

*******EXECUTIVE SESSION*******

[Motion to go into Executive Session by Mr. Allen; 2nd by Ms. Hobbs; Motion carried]

[Motion to adjourn Executive Session by Mr. Hobbs; 2nd by Mr. Griffiths; Motion carried]

ADJOURNMENT

Dr. Williams adjourned the meeting at 4:50 p.m.