



DELAWARE STATE UNIVERSITY
Dover, Delaware 19901

**Minutes of the Meeting of the Board of Trustees of
Delaware State University, Thursday, January 24, 2019**

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Call to Order

The Board of Trustees of Delaware State University held its regular quarterly meeting on Thursday, January 24, 2019, in the DSU Training and Technology Center of the DSU Living & Learning Commons. Dr. Devona Williams, Chair of the Board of Trustees, called the meeting to order at 1:35 p.m.

Roll Call by Ms. Tamara Stoner, Board Secretary

BOARD MEMBERS	DELAWARE STATE UNIVERSITY
Dr. Devona Williams, Chair	Dr. Wilma Mishoe, President
Mr. John Ridgeway, Vice Chair	Dr. Tony Allen, Provost & Executive Vice President
Ms. Lois Hobbs	Ms. Irene Chapman-Hawkins, VP of Human Resources
Dr. Debbie Harrington	Dr. Stacy Downing, VP of Student Affairs
Ms. Jocelyn Stewart	Mr. Antonio Boyle, VP for Strategic Enrollment Management
Ms. Bernadette Dorsey Whatley	Dr. Vita Pickrum, VP of Institutional Advancement
Mr. Harold Stafford	Mr. Robert Schrof, VP of Finance
Mr. Norman Griffiths, Esq.	Dr. Saundra DeLauder, Vice Provost
Gov. Michael Castle (<i>via telephone</i>)	Mr. J. D. Bartlett, AVP for Capital Planning and Environmental Sustainability
Mr. John Allen, Jr.	Mr. Darrell McMillon, Chief Information Officer
Mr. Leroy Tice, Esq.	Ms. LaKresha Moultrie, Deputy General Counsel & Chief Enterprise Risk Officer
Margie Lopez Waite	Ms. Jackie Griffith, Director of Government & Community Relations
	Andrena Burd, Internal Auditor

CONSENT AGENDA

Dr. Devona Williams

- Approval of Minutes of the Board of Trustees meeting September 20, 2018
- Approval of Minutes of the Board of Trustees Retreat December 6-7, 2019
[*Motion to approve Consent Agenda by Mr. Griffiths; 2nd by Ms. Hobbs; Motion carried*]

CHAIR'S REPORT

Dr. Devona Williams

- Dr. Williams encouraged the Board and committee chairs to review and work against the Action Plan developed from the Board of Trustees (“BoT”) and Administrative Council Retreat held December 6-7, 2018. She discussed her 2019 Vision: (i) strive for excellence and quality (ii) student focused (iii) find facts not fault (iv) maintain transparency and (v) work collaboratively with administration. She also cited the institutions Core Values: community, diversity, integrity, outreach and scholarship. She read aloud the 2019 Top Priorities from the Retreat: leadership, student success, financial management, buildings and grounds, accreditation, strategic planning and goal alignment, stabilization of athletics and institutional effectiveness. She announced the following BoT leadership changes and thanked them for their willingness to serve:
 - Margie Lopez Waite, vice chair of Audit & ERM committee
 - Harold Stafford, vice chair of Innovation & Sustainability committee
 - Bernadette Dorsey Whatley, vice chair of Operations committee
- Ms. Whatley gave a brief overview of her goal to form a partnership between her employer JP Morgan and DSU. JP Morgan will host a Career Takeover Day with students at DSU on March 21, 2019. JP Morgan has also invited Dr. Mishoe to their office to discuss areas in which JP Morgan can assist DSU.

COMMITTEE REPORTS

- **Audit & ERM Committee (AC) – Mr. Tice**
 - Mr. Tice reported that at the January 10, 2019 AC meeting the following topics were discussed: external audit completed by Clifton Larson Allen (“CLA”); Mr. Schrof’s plan to mitigate findings in the audit; committee objectives of 2019; and the introduction of Ms. Burd and Ms. Moultrie to the AC.
 - Michael Johns of CLA gave a slide presentation of the FY 18 DSU Audit Results. Mr. Schrof added that he has constructed a draft plan to mitigate the audit findings. He highly recommended that books and records should be closed on a monthly and/or quarterly basis. Mr. Ridgeway advised that the plan should be simplified and categorized by: finding, finding type, comment, and action taken. Mr. Schrof will create a manual for the finance department. Ms. Hobbs recommended re-training staff.
 - Ms. Moultrie introduced herself to the board as the new Deputy General Counsel and Chief Enterprise Risk Officer. She intends to make ERM a priority and will be working closely with Mr. Schrof and Ms. Burd in identifying, monitoring and mitigating risks. Cleon Cauley, the new General Counsel will begin his employment with DSU in mid-February 2019.
 - Ms. Burd introduced herself to the board as the new Internal Auditor and gave a PowerPoint presentation regarding her fiscal 2019-2020 plan: risk assessment; core

audit areas (academic units, campus safety and security, facilities and operations, human resources, finance, student services, etc.); planned engagements (accounts payable, procurement, purchase cards, etc.); and unplanned engagements (information technology, human resources business continuity, scholarships, etc.). Ms. Burd will be managing a fraud hotline and will have it marketed appropriately. Mr. Tice added that the AC will be able to manage the probability of risk at the institution. The AC 2019 goals are: transparency, help the institution; operational efficiency; and timeliness on deliverables.

[Motion to approve the AC Report by Mr. Griffiths; 2nd by Ms. Hobbs; Motion carried]

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

- Mr. Griffith reported that both Mr. Allen and Gov. Castle have accepted a 2nd 6-year term with certain caveats. Mr. Allen's 1st term is expected to end August 2019, and Gov. Castle's 1st term is expected to end January 2019. The unexpired term of former trustee, Kathy McGuiness, will end in 2022. Mr. Griffith spoke about a possible replacement for Ms. McGuiness. He solicited the board for assistance in finding additional candidate submissions. He further commended the board for 100% participation in the board's self-evaluation process. He mentioned that additional research will be conducted before determining if the board will have a student trustee. Mr. Ridgeway and Mr. Tice mentioned that alumni will likely request to become members of the board as well. Dr. Williams mentioned that there are only 15 seats available on the board and 7 seats are selected by the board and if seats would be created for a student and an alumni trustee that the board would have only 5 elected members. She recommended that the board thoroughly considers the pros and cons to adding a student and/or alum to the board.

[Motion to approve GC Report by Mr. Tice; 2nd by Ms. Whatley; Motion carried]

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

- Action Item: Approval of 2019-2020 Sabbaticals
[Motion to approve by Dr. Harrington; 2nd by Mr. Tice; motion carried]
- Dr. Harrington reviewed the SS executive summary:
 - Housing Sub-Committee Update. Ms. Waite and Mr. Stafford are co-chairs of this committee. A housing update will be provided at the next SS meeting on February 5th.
 - University Counseling Services Update: crisis intervention and gun violence prevention education plan in progress
 - Middle States Accreditation / Self-Study Process.
 - Student Enrollment Report. The 2018 Winterim enrollment was 183 compared to 93 for Winterim 2017. The University has become fiscally sound due to strategic enrollment.
 - Online Programs Update: 42 programs have been added; Masters of Earth Science program will be launched in 2020.
 - Blackboard (*This information will be uploaded into the portal.*)
 - Career Services. DSU attended the Thurgood Marshall Gala wherein only

- 3 DSU students attended; other schools represented with 40 students.
- SS 2019 Goal: assist students with job placement; track graduates placed in jobs

[Motion to approve SS Report by Mr. Tice; 2nd by Ms. Hobbs; Motion carried]

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

Mr. Ridgeway encouraged everyone to be more proactive in driving the DSU brand. He acknowledged Ms. Whatley as the new vice chair of the OC.

- Action Item: Approval of Wynder Tower Fire Alarm Replacement Contract
 - Ms. Waite strongly recommended obtaining comparative quotes before making a final decision. Mr. Bartlett explained the bidding process and why there was only one bid. He will, however, gather additional quotes to satisfy the board's request.

[Motion to approve the Contract for \$336k by Mr. Tice, pending an investigation to see if there is a vendor with a lesser price (if so, the board will reconvene for a separate vote); 2nd by Ms. Whatley; Motion carried]

- Action Item: Approval of New Residence Hall Rate

[Motion to approve by Mr. Griffith (w/ Mr. Allen's amendment from "rate increase" to "rate establishment"); 2nd by Ms. Hobbs; Motion carried]

- Mr. Schrof presented a high-level report to the board of the Budget Executive Summary:

- YTD actual to budget for July to December 2018:
 - Revenue favorable to budget variance - \$4.9M
 - Expense unfavorable to budget (\$1.2M) includes Plane advance of \$1M
 - Net Position favorable to budget variance - \$3.7M
- Full year forecast to budget (6 month actual 6 month forecast)
 - Revenue favorable to budget variance - \$3.1M
 - Expense unfavorable to budget – (\$3.2M)
 - Net Position unfavorable to budget variance – (\$.1M)

- Budget Reporting. Dr. Williams added that budget detail will be provided at the OC meetings, but a high-level report will be provided at the board meetings.
- P-card Update. Mr. Schrof reported that credit limits have been reduced and mitigation methods are currently in place. The policy is now more robust. A total of 155 cards were previously in circulation. Currently, there are only 75 active cards. Mandatory P-card training has been completed and will be a part of new employee onboarding process.
- Assessment Update. Mr. Ridgeway stated that he is working with Mr. Bartlett to develop an assessment plan.

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

- **Innovation & Sustainability Committee (I&S) – Dr. Williams**
 - Dr. Williams provided a brief overview of the January 14, 2019 I&S meeting. The focus of I&S has been on institutional advancement. At the March 2019 meeting there will be a report from Drs. Allen and Delauder regarding institutional effectiveness.
 - The investment portfolio has decreased from \$31.2M to \$28M, reflecting the recent volatility in the stock market. Investment Manager, Goldman Sachs has moved some funds to stabilize return on investment; growth is still expected throughout 2019 (see portal for full report).
 - The Campaign reported \$8.5M plus to date, so it's still doing well.
 - Scholarship Awarding as of December 31, 2018: 613 applied; awarded private scholarships over \$3M.
 - DSU's Foundation received the Gold Seal designation as a stellar charitable organization and it will be promoted in future development initiatives.
 - State Street Property Donation by Rick Barros (Trustee Emeritus). The University now owns the building and are currently seeking other methods to increase revenue.
 - Office of Alumni Relations are continuing their work with the alumni to facilitate engagement; reunion giving is currently underway
 - HBCU Philanthropy Symposium will be held July 23 on DSU's campus
 - Dr. Melissa Harrington reported:
 - Federal awards total for FY19 \$11M
 - Grants and Gifts Council: 109 people have accessed the site
 - Physics Department - Gold Star: 6 faculty members were awarded research grants totaling \$1.9M (Fall 2018)
 - Intellectual Property: currently has 3 disclosures in various stages – provisional patent; full utility patent in process to license some technology; another disclosure is in process

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

- **Executive Committee (EC) – Dr. Williams**
 - Dr. Williams provided a brief overview of the January 14, 2019 EC meeting (see portal for details).

[Motion to approve EC Report by Mr. Ridgeway; 2nd by Ms. Hobbs; Motion carried]

PRESIDENT'S REPORT

- Dr. Mishoe reported on the following:
 - Investiture Ceremony. Dr. Mishoe gave special thanks to everyone including the board, Investiture committee (specifically, Dr. Allen, Mr. Boyle and Dr. Pickrum). She mentioned that during her Investiture she requested that the Governor change the University's name to "The Delaware State University." She also mentioned that she will work towards making it mandatory for all students to participate in an internship prior to graduation. In addition, she intends to form an advisory board/committee for each curriculum area
 - Fall Commencement was the largest class of over 300 graduates
 - Highlighted List of Presidential activities/events: alumni events; engaging with community and political delegation (always accompanied by students)

- Current Legislation. On January 23rd, a public hearing was held regarding a community college fund to help DeITech impose a state wide real estate tax at their discretion (\$.10). This results in an equity concern for DSU. In attendance were Ms. Griffiths, Ms. Moultrie and DSU lobbyists.
- Gather data and tell the DSU story
- John Taylor, DSU alum and former NFL player, will be inducted into the Hall of Fame February 15. Mr. Robert Vanderhost, DSU alum, will be inducted into the Philadelphia Hall of Fame on February 16.
- Dr. Williams, Mr. Ridgeway and the board (accompanied by Mr. Carlos Holmes) presented Dr. Mishoe with her presidential portrait which will be hung in the Hardcastle/Selby boardroom.

PUBLIC COMMENTS

- Clarence Selby, represented Local 1267 personnel / facilities, stated that employees in his department need 1) vacant positions filled in order to keep up with daily work and 2) salary increases.

ANNOUNCEMENTS

- Founder’s Day, February 7
- Next Board of Trustees Meeting, March 21
- AGB Trustees Conference in Orlando, FL, April 14-16

[Motion to adjourn by Mr. Allen; 2nd by Ms. Hobbs; Motion carried]

EXECUTIVE SESSION OF THE BOARD OF TRUSTEES (Pursuant to FOIA)

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

[Trustees Hobbs, Castle and Griffiths were not present during the executive session]

[Motion to go into Executive Session by Mr. Tice; 2nd by Mr. Allen; Motion carried (4:50 p.m.)]

[Motion to exit Executive Session by Mr. Ridgeway; 2nd by Ms. Whatley; Motion carried.]

*******EXECUTIVE SESSION END*******

ADJOURNMENT

Dr. Williams adjourned the meeting at 5:18 p.m.