Board of Trustees Meeting Minutes
June 11, 2015
Call to Order
The Board of Trustees of Delaware State University held its regular quarterly meeting on Thursday, June 11, 2015, in the Drs. James C. Hardcastle & Cora Norwood Selby Board Room of the Claibourne D. Smith Administration Building on the campus. Mr. David G. Turner, chairman of the Board of Trustees, called the meeting to order at 1:38 p.m. Chairman Turner welcomed the attendees.

<table>
<thead>
<tr>
<th>BOARD MEMBERS</th>
<th>DELAWARE STATE UNIVERSITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. David G. Turner, chairman</td>
<td>Dr. Harry L. Williams, president</td>
</tr>
<tr>
<td></td>
<td>Delaware State University</td>
</tr>
<tr>
<td>Mr. Barry M. Granger, vice chairman</td>
<td>Dr. Alton Thompson, provost and executive vice president for</td>
</tr>
<tr>
<td></td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>Mr. John J. Allen, Jr. (absent)</td>
<td>Dr. Teresa Hardee, senior vice president and chief operating</td>
</tr>
<tr>
<td></td>
<td>officer</td>
</tr>
<tr>
<td>The Honorable Michael N. Castle</td>
<td>Ms. Irene Chapman-Hawkins, senior associate vice president for</td>
</tr>
<tr>
<td>(absent)</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Mr. José F. Echeverri (absent)</td>
<td>Dr. Stacy Downing, vice president for Student Affairs</td>
</tr>
<tr>
<td>Ms. Lois M. Hobbs (absent)</td>
<td>Dr. Noureddine Melikechi, vice president for Research, dean</td>
</tr>
<tr>
<td>Charles S. McDowell, Esq.</td>
<td>Ms. Vita Pickrum, senior associate vice president for</td>
</tr>
<tr>
<td></td>
<td>Development</td>
</tr>
<tr>
<td>Mr. Wesley E. Perkins</td>
<td>Thomas Preston, Esq., general counsel</td>
</tr>
<tr>
<td>Dr. Claibourne D. Smith</td>
<td>Mr. David Sheppard, assistant general counsel</td>
</tr>
<tr>
<td>Leroy A. Tice, Esq.</td>
<td>Dr. Bradley Skelcher, associate provost</td>
</tr>
<tr>
<td>Mr. Mark A. Turner (absent)</td>
<td>Dr. Jan Blade, president, Faculty Senate</td>
</tr>
<tr>
<td>Dr. Devona E. Williams</td>
<td>Mr. Carlos Holmes, director of News Services</td>
</tr>
<tr>
<td>Mr. Robert E. Buccini (via telephone)</td>
<td></td>
</tr>
<tr>
<td>Mr. Jim Stewart (absent)</td>
<td></td>
</tr>
</tbody>
</table>

Chairman Turner noted that out of respect for the time of others present that the Executive session would be moved to the end of the Board meeting.
Approval of Minutes – March 19, 2015
Chairman David Turner presented the March 19, 2015 minutes of the quarterly meeting of the Board of Trustees and the April 28 Executive Committee meeting minutes for approval, subject to questions and/or corrections. There were none.

Chairman Turner asked for and received a motion that was seconded to approve the minutes of the March 19, 2015, quarterly meeting of the Board of Trustees and to accept the minutes of the April 28, 2015 meeting of the Executive Committee.

The motion passed unanimously.

Committee Reports
Chairman Turner called for committee reports.

EXECUTIVE COMMITTEE (Mr. David Turner, chair)
Chairman Turner stated that the Executive committee met on April 28 and covered five topics.

Early College High School (ECHS)
Dr. Alton Thompson gave an update on the current the level of enrollment of the Early College High School (ECHS) and noted that enrollment was close to where it was last year at the same time period. A few more students are needed to reach the goal of 225 and the ECHS Administration is confident it will be met based on the following strategies:
- Open Houses planned in addition to a “Meet and Greet” in conjunction with the PTA
- Enhanced information on signage
- Rigorous recruitment effort and;
- Additional grants would be sought

Student Success
Dr. Teresa Hardee gave the Executive Committee an update on the Gates Foundation. Final documentation was due to the Foundation on April 30. It was anticipated that DSU would be notified by the Gates Foundation of its decision in the May timeframe; however, the time was subsequently changed to the middle of June and it is hoped that DSU will hear of a decision next week when the DSU team speaks to the Gates team via telephone. In September DSU will be meeting with them in Seattle to discuss how DSU’s plan will be executed.

FY 2015-16 Budget & Tuition Recommendation
Chairman Turner reported that the budget put forth by the Finance and Facilities committee, chaired by Dr. Claibourne Smith, and tuition recommendations were discussed. A further discussion followed on the impact of enrollment on revenue.

Legal and Personnel Matters
The legal team, Tom Preston, general counsel and David Sheppard, assistant general counsel provided an update on the recent shooting incident on campus and the investigation of that incident.

Sustainability Initiative(s)
Chairman Turner stated that there are two strategic initiatives that DSU is focused on as an institution—student success and sustainability. He indicated that the Individual Development
Plan (IDP) is a means of achieving student success. As this evolves, more discussion will take place and information will be brought back to the Board.

The Executive Committee discussed sustainability from the perspective of what it is and how to maintain it. Chairman Turner provided some background on the challenges facing higher education. He spoke about a study conducted across several universities, both large and small, by the National Association of Colleges and University Business Officers (NACUBO). He participated in one of the groups at the Association of Governing Boards (AGB). The question was asked, why is higher education in its current dilemma, where the economic model is no longer working? The early insight is that leadership is lacking in both the presidents and the boards at many colleges and universities. Two recent cases were mentioned, Sweet Briar College and South Carolina State, dissimilar institutions with similar economic challenges.

Chairman Turner pointed out that DSU can no longer afford to rely solely on State support to sustain the University, but must build a path to its own sustainability. He provided several examples of how DSU could monetize some of its assets such as its basic research, agriculture research, optics and, business incubation. Grant funding and private sector money are potential targets for the University.

He noted that many business professionals of color at some point have received their education at a HBCU and the majority of the faculty of color teaching at HBCUs has also come from a HBCU. It’s important that HBCUs remain viable. Corporations are coming to the realization that to build a strong, skilled, and diverse workforce, an investment must be made in all of higher education, including HBCUs. Corporations like APPLE and SAP are asking for a pipeline to be created.

President Williams will be one of five presidents out of 47 to meet with the president and CEO of the Thurgood Marshall College Fund (TMCF) and APPLE to discuss ways to support HBCUs.

Chairman Turner provided an example of a specific execution of the sustainability initiative. He provided a timeline of the partnership between DSU and SAP and asked Ms. Donna Covington, dean, College of Business, to provide an update. Dean Covington discussed the recent SAPPHIRE Conference and the positive feedback received regarding one of DSU’s students, who was offered a position with SAP. The student spoke about his experience at the conference and the need to have more minority students exposed to the conference as well as the field of big data.

DSU will be a Center of Excellence to teach the SAP technologies to other HBCUs. Dr. Teresa Hardee, vice president and COO indicated that DSU would educate the 104 HBCUs starting with the cohort that will come in the fall. The selected HBCUs have been put into four waves.

A video was shown highlighting the following:
- The type of work done at SAP
- Some of the students and their experience at the SAP Conference including DSU students and the Dean of the College of Business
- Project Propel which will enable HBCUs to empower their students with knowledge of SAPs latest technologies and provide them with critical skills in demand at SAP
• Collaboration of SAP with universities
• Dr. Harry Williams describing DSU’s role as SAP’s Center of Excellence

This model can be used for other initiatives. When universities join this program two internships are guaranteed. Once a student is certified he/she is guaranteed a job and a salary at 23% above market.

Dean Covington discussed what is expected of each participant:

**SAP**
- Project Propel will give our students an advantage
- To provide technology that will be introduced other universities do not have
- To provide tools that drive innovation- Design Thinking
- Internships
- Job Placement
- Access to user groups that will also have jobs in which our students can be placed

**DSU**
- DSU is committed to conducting the training – July 13 SAP will be coming to DSU to train our faculty and staff
- Each faculty member will incorporate at a minimum two weeks of what they have learned into his/her curriculum in the fall so that students will begin getting exposed to this new skill.
- DSU will begin training the first wave of HBCUs in the fall

**HBCUs**
- Each participating HBCU will come to the training at DSU
- Each faculty/staff member receiving the training must incorporate it in his/her curriculum
- Must become a member of University Alliance

Chico State in California became a SAP partner in early 2000. Now Chico State is one of two places to receive SAP training in the U.S. DSU Center of Excellence will be the third source of such training.

**Chairman Turner asked for and received a motion that was seconded to accept the report of the Executive Committee.**

**The motion passed unanimously.**

**STUDENT AFFAIRS COMMITTEE (Mr. John Allen, chair)**
Mr. Leroy Tice gave the report in Committee Chair John Allen’s absence. He noted that there were no action items that required approval by the Board of Trustees. He provided the following divisional highlights.

- The Class of 2015, including graduates of August 2014, December 2014 and May 2015, was surveyed by the KPI#2 Task Force. Data was collected on 95% of the class. Career Services is working with Marketing to create a profile of recent graduates and
interns who have accepted job offers and been accepted in graduate school. This information will be placed on the DSU website.

- During the period, June 2014 to May 2015 the Student Employment Office has processed 1,477 students who were hired for Federal Work Study, Non-Federal Work Study and Title III jobs on campus.

- The DSU Police Department is entering Phase I of their camera project that will install approximately 330 cameras throughout the campus including the Claiborne D. Smith Administration Building, Martin Luther King, Jr. Student Center, Wellness and Recreation Center and the residence halls locations. Approximately, 450 cameras will complete all phases of the project.

- The Office of Student Leadership and Activities partnered with Dover High School 21st Century Grant Senator Success Program, an afterschool program. iStep Student Organization, Fairy God-Sisters Student Organization, and 2013-2014 Future Leaders in Progress (FLIP) held weekly programs at the high school to provide mentoring and programming opportunities. This partnership provided an excellent opportunity to promote and introduce local high school students to DSU.

- The Department of Spiritual Life has been asked for a third time to present at this year’s Fifth Annual President’s Interfaith and Community Service Campus Challenge hosted by Howard University in Washington, DC. This event will take place September 10-11, 2015.

- The National Society of Leadership and Success inducted 205 new students into the organization. The induction ceremony took place on April 17, 2015.

- The annual Student Affairs Strategy Days took place on June 2-5, 2015. This provides the entire division an opportunity to recap the academic year and determine priorities for the upcoming year.

- Efforts around Title IX education and compliance were discussed at the Student Affairs Committee as DSU is federally mandated to achieve gender parity on campus.

Chairman Turner accepted the report since there were no action items to be voted upon.

**EDUCATIONAL POLICY COMMITTEE (Dr. Devona Williams, chair)**

Committee Chair Dr. Devona Williams stated that the Educational Policy Committee met on June 10, 2015. The Committee has two action items that were approved by the Faculty Senate which Chair D. Williams asked Provost and EVP for Academic Affairs, Alton Thompson, to present.

Provost Thompson stated that in order to enhance the Food and Nutritional Sciences undergraduate major three concentrations were requested in the following areas:

1. Didactic Program in Dietetics
2. Nutritional Science
3. Food Science

This will enhance students’ performance and allow them to become focused earlier in their educational journey. The request is supported by the departmental chair, dean, Faculty Senate chairperson, provost and president. There are no financial consequences and no additional faculty is required.
Committee Chair D. Williams asked for and received a motion that was seconded to approve the request for three concentrations (Didactic Program in Dietetics, Nutritional Science, and Food Science) in the Food and Nutritional Sciences.

The motion passed unanimously.

A program modification to the College of Business MBA Program was the second action item discussed. The proposal is to add three concentrations to the existing MBA program:

1. CPA
2. Hospitality and Tourism
3. Business Analytics

To make the MBA Program more competitive based on research, analysis and market demand, the College of Business MBA Task Force recommended that after the first year in the MBA program, the student would sit for the CPA.

There is a demand in the area of Hospitality and Tourism and to make DSU students more marketable, this is the second area of concentration recommended.

It is estimated that in the next five to ten years, there will be a 19% increase in demand for jobs in the data sciences. Business Analytics is a high demand area and students with this skill and education will be marketable. This is the third area of concentration in the MBA Program. One adjunct professor per program on an as needed basis is the only financial consequence of adding these concentrations.

Committee Chair D. Williams asked for and received a motion that was seconded to approve the request for three concentrations (CPA, Hospitality and Tourism, and Business Analytics) in the MBA Program.

The motion passed unanimously.

Committee Chair Williams stated that the committee had a large agenda and was unable to get through all of the items within the time constraints. Some of the highlights from the EPC Committee meeting follow.

- Following an Executive session to discuss several personnel matters in the Division of Academic Affairs, Dr. Thompson and Dr. Marsha T. Horton, dean, College of Education, Health and Public Policy discussed issues pertaining to the Nursing Program. Issues, include, being placed on probation by the Delaware Board of Nursing since 2013, being placed on warning by the Accreditation Commission for Education in Nursing (ACEN), below minimum passing rates on the National Council Licensure Examination (NCLEX) for the past five years, an increasing number of students’ complaints against instructors.
  - Dr. Thompson and Dean Horton proposed a well-defined “turnaround” plan be developed for the Nursing Program with associated milestones, performance metrics and accountability.
Dr. Thompson gave an update of the Program Prioritization Initiative (PPI). Briefly, he stated that the Academic Program Prioritization Task Force, comprised of faculty and staff, developed: (1) a questionnaire to capture the data needed to review and assess the University's portfolio of academic programs; and (2) a rubric to evaluate these data based on 10 weighted criteria.

- Dr. Thompson also noted that the purpose of the PPI is to review academic programs and identify those that have low productivity or low priority, or are redundant, and then proceeded to present preliminary data on how the academic programs that scored low on these criteria.

- These findings will be supplemented with data from the Data Transformation Team, the data from the Delaware Cost and Productivity Study and analysis by the academic deans. A compilation of this information will be submitted in a final report presented to Dr. Thompson.

In reporting on DSU@Wilmington, Dr. Thompson noted that it is currently not where we anticipated it would be at this point.

- The good news is that the Administration is putting all the elements in place that are needed and is building in targets and measurement as part of the process. Dr. Thompson expects to issue a full performance report on Wilmington after the fall semester 2015 and after the spring semester 2016.

- DSU@Wilmington is in the process of an aggressive marketing campaign that will create awareness and interest in its programs. One last item is the development of new student service capabilities that will allow for greater volume with consistent customer service practices. This requires transforming internal systems in Dover to allow for easier student service support and self-service options.

As Dr. Thompson engaged the Committee in a lively discussion on the Early College High School (ECHS), he noted a number of “growing pain” points and stated that the ECHS did achieve its initial expectations.

- The ECHS opened successfully on Aug. 25, 2014 with 132 students, a number that exceeded DSU’s KPI of 125. Given the data from the early college models nationwide, an attrition rate of 10-15% was expected. The attrition rate of the ECHS@DSU was 19%. Some of that attrition is due to being a public, open admission charter school.

- Relative to enrollment for the 2015-2016 academic year, the ECHS has enrolled 96 ninth graders and 95 tenth graders for a total of 191 students, 34 students short of the goal of 225. Strategies have been put in place to achieve our targeted enrollment. In addition to providing instruction for these incoming and returning students, the ECHS is in the process of recruiting five teachers (English, Social Studies, Science, Mathematics, and Special Education). A 5-week summer bridge program will begin on June 22.
○ As Dr. Judi Coffield is retiring, a new school leader has been hired for the 2015-2016 academic year, Dr. Evelyn Edney, former principal of Dover High School. Dr. Edney understands and appreciates secondary education because of her visionary leadership in several teaching and administrative positions in secondary schools in Delaware for the past 24 years.

○ In the next two weeks, a task force will be convened by Dr. Devona Williams to discuss the viability, sustainability and future direction of the ECHS.

- Dr. Thompson summarized the Deans’ reports by focusing on the KPIs and the EPC priorities. Briefly, he mentioned that the Division of Academic Affairs has been working closely with Admissions and Student Affairs to enhance and support our student success efforts, improve retention, graduation and job rates.

○ In terms of retention and graduation DSU is on target to meet its retention goal of 74%; however, achieving a graduation rate of 27% within four years this academic year may be a stretch goal. In terms of career placement, data is being collected to benchmark DSU’s career KPI.

○ The KPI#2 task force was formed to develop methodologies and strategies to reach DSU’s 2020 goal of 80% placement in graduate school or in jobs.

○ Dr. Thompson also noted that the University was on target to meet research and scholarship goals, the number of students in the ECHS; the number of on-line courses and programs; and the number of certificate programs. Relative to enrollment, Dr. Thompson noted 3,338 new freshmen have been admitted compared to 2,935 freshmen at this time last year; however, the number of freshmen confirmations is slightly lower than this point-in-time last year. Given the “melt-rate” of 30%, we need to confirm an additional 279 applicants to reach the 880 target, a number that is reasonable given past data trend. The academic profile of the new freshmen admissions is nearly the same as last year: SAT=901.4 and GPA=3.08.

Dr. Thompson presented the final item which was the elimination of the B.S. in Mathematics with Computer Science from the undergraduate program. He noted that the request to eliminate the program followed the Board of Trustees policy and procedures to eliminate academic programs and was approved by the department chair, dean, Faculty Senate, provost, president and general faculty.

Committee Chair D. Williams asked for and received a motion that was seconded to approve the request to eliminate the B.S. in Mathematics with Computer Science from the undergraduate degree program.

The motion passed unanimously.

Chairman Turner 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. Jim Stewart, chair).
In Committee Chair Jim Stewart’s absence, Dr. Claibourne Smith, reported for Development and Investment. The committee met June 10, 2015. There were no action items, but several informational items were presented. Dr. Smith highlighted a few.

INVESTMENT
The total endowment balance is $27,525,001 as of May 31, 2015. The endowment has grown steadily in the last four years to this current high. This is a milestone for the University. This is in line with the Strategic Plan Goal 6 Institutional Effectiveness.

Greater Than One: Campaign for Students
Dr. Smith reported that since Jan. 1, 2011, the Greater Than One: Campaign for Students has raised a total of $14,369,595 of the $20 million goal. He noted that the campaign has gotten off to a good start and he is confident that the goal will be reached. As of June 8, 5,048 donors have donated to the Greater Than One: Campaign for Students. Campaign receptions are being hosted throughout the country to engage supporters of the campaign. One notable reception was in Boston, Massachusetts on May 12, 2015 which was hosted at the law firm of Fish and Richardson by a member of the campaign steering committee. The chair of the GTO Alumni committee accompanied the president and the campaign manager on the trip. The successful event was supported by 30 attendees, representing alumni and the New England business community. A reception is being held at the home of Dr. and Mrs. Richard Barros, Esq., DSU Trustee Emeritus, and hosted by Trustees John Allen, Jose Echeverri, Wesley Perkins, and Lois Hobbs.

Divisional Updates
- The Fiscal Year 2015(FY15) continues to demonstrate growth in and stability of private fundraising for DSU. Dr. Smith stated that as of June 8, total funds raised for FY15 is $4,158,556 with 2,120 donors as compared to $3,361,075 with 2,037 donors during the same time the previous year. This total includes a recent grant award of $1M from the Longwood Foundation to support scholarships for Delaware rising sophomore students.
- As of May 7, 2015 a total of 499 students have been awarded $724,488 in scholarships; averaging $1,495 per award. The breakdown of the awards by class is 129 freshmen, 141 sophomores, 116 juniors and 113 seniors.
- The current alumni participation rate is 9%. The FY15 goal is 10%. As of June 8, 2015, there were 1,053 alumni donors and $413,029 raised (FY15 goal: $500,000).
- The class of 1965’s 50-year anniversary Culture of Giving goal of $100,000 was surpassed. A total of $104,576 was raised and presented during the Commencement program on May 17, 2015.
- The inaugural DSU 360: “Enter to Learn; Go Forth to Serve,” was successfully executed on April 30 at the Chase Center on the Riverfront in Wilmington, Del. More than 300 guests attended the event. Featured activities included exhibits showcasing DSU’s five colleges; presentations and awards acknowledging student achievement; recognition of a community leader and education advocate; and a performance by Grammy-award winning artist Regina Belle. A major highlight of the event was the
presentation of four-year scholarships to three students who will be entering DSU in the fall, by Johnny C. Taylor, president and CEO of the Thurgood Marshall College Fund. Each student will receive $15,000 annually for a total scholarship award of $60,000. The event MCs were Board of Trustees members Dr. Devona Williams and Leroy Tice, Esq., who did an outstanding job.

- The third annual Battle of the Colleges was another successful fundraising event. The winner of this year’s Battle of the Colleges was the College of Business. The College of Business also won the faculty & staff participation rate competition. A combined total of $35,698 was raised from 267 donors to the colleges which will be used for scholarships.

- The fourth annual HBCU Philanthropy Symposium is planned for July 23-24, 2015. The Thurgood Marshall College Fund has agreed to underwrite this year’s symposium with a $10,000 grant. In addition, CASE (Council for Advancement and Support of Education) is providing a grant for $3,500 to add an additional professional development day on July 22.

- Scholarship Sunday ended with more funds raised than the prior year. Over 26 churches and religious organizations have contributed $29,077 towards Scholarship Sunday 2015. This effort raised $3,905 more than in 2014.

- At report time, 20 nontraditional student applicants have been awarded Osher Reentry Scholarships for the fall 2015/spring 2016 semester totaling $50,000. Seven awardees are returning Osher scholars. A total of $50,000 is available to be awarded to a minimum of 20 nontraditional students per year. The $1 million Bernard Osher Endowed Reentry scholarship will fund these awards each year.

- A new Delaware State University Friends of the Library initiative has been launched and was highlighted during a reception on campus in support of DSU’s Williams C. Jason Library. The Friends of the Library’s purpose is to bring awareness and resource support to the library.

- The Office of Alumni Relations, Office of Development and the Division of Student Affairs collaborated to launch the 2015 Senior Class Gift initiative. The purpose of the 2015 Senior Class Gift was to allow students to show appreciation and commemorate their educational experience by making their first philanthropic gift. Every graduating senior was asked to donate a minimum of $1.00 during commencement rehearsal. Funds collected will be used to support student scholarships.

- The Oscar Building fundraiser Periodic Table of the Elements drive has begun. Donors of $2,500 or more in support of Optics will have the opportunity to have their name or that of someone they would like to honor appear under an element on a representation of the periodic table of the elements to be permanently displayed in the lobby of the new Oscar Building.

Chairman Turner noted that there were no action items and the Development and Investment Committee report would be accepted.

FINANCE AND FACILITIES COMMITTEE (Dr. Claibourne Smith, chair)
Committee Chair Dr. Claibourne Smith stated that the Finance and Facilities Committee met yesterday, June 10, 2015 and had a very extensive meeting. There were 10 action items and related recommendations from the Finance and Facilities Committee that required approval:
Action Items

1. The Finance Division finalized the Committee’s charter. Administration made minor changes to the charter to align with best practices. The Finance and Facilities Committee reviewed the charter and compared it to a sample of higher education institutions and companies.

   It is the recommendation from the Finance and Facilities Committee that the Board of Trustees approves the FY 2015-16 Finance and Facilities Charter. Committee Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee.

   The motion passed unanimously.

   Committee Chair Smith noted that a lengthy list of summer projects was presented in the committee meeting. There are numerous projects underway that will have an immediate impact. The contracts being presented are over $100,000 and require Board approval.

   The first two contracts were discussed at the April 9, 2015 Finance and Facilities Committee meeting and approved via the portal polling pending any additional questions. The committee approved the two contracts on April 16 as follows:

   2. DSU has outsourced its technology services to Ellucian since 2010. The original contract was for five (5) years - with the current contract ending June 30, 2015. The new proposed contract is for three (3) years with an option of two additional years. However, DSU must notify Ellucian six months before the end of the third year in order to terminate the contract or there is an automatic extension of two years (hence notification by January 1, 2018 for termination and/or contract renewal). The contract has been reviewed by the COO, an external consulting firm (Moran Consultants) and General Counsel.

   It is the recommendation from the Finance and Facilities Committee that the Board of Trustees approves the Ellucian’s three-year contract with an option of two additional years for the period beginning July 1, 2015. Committee Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee.

   The motion passed unanimously.

   3. The Finance and Facilities Committee approved the award of contract to BRS Consulting, Inc. in the amount of $196,500 for renovations associated with the conversion of an existing commercial laundry room manned by University personnel into a coin/card operated laundry room that is available for student use. This construction is located in the Commons.

   It is the recommendation from the Finance and Facilities Committee that the Board of Trustees approves the laundry room contract in the amount of $196,500 to BRS Consulting, Inc. Committee Chair Smith asked for and received a motion
that was seconded to approve the recommendation from the Finance and Facilities Committee.

The motion passed unanimously.

On June 10, the Finance and Facilities Committee approved six more facilities-related contracts, as part of the summer projects:

4. Portions of the E&H Building existing roof/system are failing to provide the adequate thermal envelope necessary for the HVAC system to properly heat, cool, and ventilate the space- a portion of the existing roof must be replaced.

It is the recommendation from the Finance and Facilities Committee that the Board of Trustees approves the award of the contract to Wilkinson Roofing & Siding, Inc. for a contract total of $1,036,982 Committee Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee.

The motion passed unanimously.

5. The Memorial Hall Gymnasium’s existing roof requires renovation. The existing system has been failing for several years, resulting in excessive maintenance expenses that have become more frequent. The renovation solution will provide a 15-year warranty for the entire gym roof.

It is the recommendation from the Finance and Facilities Committee that the Board of Trustees approves the award of the contract to Tri-State Roofers for a contract total $266,600 Committee Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee.

The motion passed unanimously.

6. The construction of a two-story addition to the Baker Annex Building is needed, which will include: offices, student lounge, science laboratory/classroom and a research laboratory.

It is the recommendation from the Finance and Facilities Committee that the Board of Trustees approves the award of the contract to Richard Y. Johnson and Sons, Inc. for a contract total of $1,356,430 Committee Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee.

The motion passed unanimously.

7. The existing fire alarm system in the John R. Price Building needs to be replaced. It is no longer code compliant and yearly maintenance expenses and nuisance alarms have become more frequent in recent years.
It is the recommendation from the Finance and Facilities Committee that the Board of Trustees approves the award of contract to Superior Electric Service Co., for a contract total of $272,280 Committee Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee.

The motion passed unanimously.

8. The windows on the second floor of the south wing of the John R. Price Building are to be replaced. This work will be done in conjunction with an HVAC improvement in the area which will greatly improve the thermal envelope and reduce infiltration of air.

It is the recommendation from the Finance and Facilities Committee that the Board of Trustees approves the award of the contract to BRS Consulting, Inc., for a contract total of $216,200 Committee Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee.

The motion passed unanimously.

9. Committee Chair Smith indicated that in order to improve the safety of DSU students when crossing Rt. 13 highway, DSU is working on pedestrian improvements. He noted that this is a partial solution and what is needed is an overpass over Rt.13 for student safety. Construction of pedestrian improvements along the US13/DuPont Highway campus property frontage will include: post and chain fence and landscaping to serve as deterrents to crossing the highway in places other than at traffic lights.

It is the recommendation from the Finance and Facilities Committee that the Board of Trustees approves the award of the contract to Kent Construction Company, Inc. for a contract total of $233,400 Committee Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee.

The motion passed unanimously.

As part of the Division’s budgeting process, Finance discussed “classroom” fees with various departments. Over 20+ departments requested a fee increase for specific programs. Only two fees were brought forward from the University; a Distance Education fee of $35.00 and a Sustaining Fee equal to “one credit hour” of in-state tuition ($430.00).

10. The Distance Education fee will be used to support the technological and operational infrastructure that supports distance education. All universities charge a distance education fee as part of their online program.

It is the recommendation from the Finance and Facilities Committee that the Board of Trustees approves the $35 online Distance Education fee. Committee
Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee. The motion passed unanimously.

The Sustaining Fee is intended to allow students sufficient time to complete their thesis/dissertation requirements. Currently, the DSU Sustaining fee is $20.00 which has remained the same over 20 years. The University incurs the cost of the advisor’s time and any stipend paid. This change in fees was passed by the Graduate Council and Faculty Senate.

It is the recommendation from the Finance and Facilities Committee that the Board of Trustees approves the Sustaining fee of $430 for master level and $544 for doctoral level. Committee Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee.

The motion passed unanimously.

Other Activities
Committee Chair Smith reported on other activities within the Finance Division and noted that Committee Chair D. Williams had already given the report on the ECHS and it was not necessary to discuss it further.

- Finance continues to monitor all enrollment activities:
  - Currently, the enrollment target for incoming undergraduate freshmen is targeted between 870 and 900. The FY 2015-16 preliminary budget is based on the lower number.
  - In addition, graduate enrollment is expected to be targeted at 389-407 students.

Committee Chair Smith stressed that enrollment drives revenue and for that reason the institution pays close attention to the enrollment numbers. The goal is to recruit students, have them enroll and then retain them.

- During the June 10 Finance and Facilities Committee meeting, worse-case scenarios for possible shortfalls for the State of Delaware were discussed. The current forecast for FY 2016 is a shortfall of approximately $61.9 million and the FY 2017 forecast is as high as $204.4 million. If that occurs it is highly likely that higher education will be impacted.

- Cash balance as of May 31, 2015 is $14,094,433. Cash balances last year that this period was $15,168,492 and FY 2013 was $15,777,756.

- Chair Smith said it is important to note that the University budget for the period ending April 30, 2015 continues to show a balanced budget. Total receipts as of April 30, 2015 are $107,899,436 and expenditures are $94,526,638. As of today, expenditures are $100,088,172.
Chairman Turner asked for and received a motion that was seconded to accept the report from the Finance and Facilities Committee. The motion passed unanimously.

AUDIT COMMITTEE (Mr. Barry Granger, chair)
Committee Chair Barry Granger stated that the Audit Committee met this morning and had one action item recommended for Board approval and several information items to report.

Mr. Granger stated that the Audit Committee has been looking at how its charter could be upgraded. The team has reviewed best practices at other universities as well as corporations. Some of those practices have been incorporated in the revised charter. He noted that a copy of the charter was available for review in the Board material.

It is the recommendation from the Audit Committee that the Board of Trustees approves the FY 2015-16 Audit Committee Charter. Committee Chair Barry Granger asked for and received a motion that was seconded to approve the recommendation from the Audit Committee.

The motion passed unanimously.

Chairman Granger presented a concept that the Audit Committee is utilizing in the conduct of its committee business. The Committee has established a set of ground rules on which to operate and thought that it might be something that other committees might want to consider. He presented the Audit Committee Ground Rules as follows:

- The Committee Chair will facilitate all committee meetings. In the absence of the Chair, the Vice Chair will facilitate committee meetings.
- Members will practice open and honest communication while supporting equitable dispute resolution.
- Treat others with respect at all times.
- Members are expected to exercise ethical behavior and sound judgement.
- Active participation of committee members is critical. Action items will be addressed in a timely manner.
- Committee members will honor discretion and confidentiality regarding Committee discussions. Members of the committee should not speak to the press/media on behalf of the committee or the University. All media inquiries are to go through the University Public Relations staff.

Committee Chair Granger reported on the following audits.

- The University is preparing for the external auditors visit in July 2015. The auditing firm, SB and Company, which was utilized last year, will again conduct the audit. SB and Company is a certified public accounting and business advisory firm registered with the Public Company Accounting Oversight Board. The engagement partner, Mr. Graylin Smith, provided a very good overview of how the upcoming audit would be conducted. The audit is expected to be completed by Sept. 30, 2015 for the fiscal year 2015.
The Audit Committee was updated on four audits, none with major findings. The findings represented in these audits were the need to enhance internal controls in some areas.

As part of the Administration’s internal audit review process, it conducts reviews/audits to identify opportunities for improving operations and governance. The Administration also identifies strategies to reduce costs and strengthen controls intended to safeguard assets.

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

The motion passed unanimously.

The Committee on Trustees did not have a report for the meeting.

PERSONNEL AND COMPENSATION COMMITTEE (Mr. Wesley Perkins, chair)
Committee Chair Wesley Perkins reported that on May 12, 2015 the Personnel and Compensation Committee Work Group met to discuss its role and responsibilities in developing and implementing standardized compensation practices and the necessary tools to maintain a fair and effective process in developing executive compensation. The committee has agreed to meet on a quarterly basis or as needed.
Committee Chair Perkins noted that as a new committee, issues are still being sorted out and the expectation is that activity will increase. He also reported that the Office of Human Resources has made progress towards implementing the new transformational organizational structure that includes:

- An updated status on current and proposed position changes/additions
- An updated status on the proposed executive leadership structure (President, Executive Vice President and Chief Operating Officer with respective direct reports)
- An updated status on the proposed targeted state structure edited by the executive leadership

Chairman Turner thanked Mr. Perkins for taking on the leadership for this newly formed committee as well as those working with him.

Chairman Turner noted that there were no action items and the Personnel and Compensation Committee report would be accepted.

Chairman Turner stated that work on the remaining Committee charters should be finalized in September.

THE PRESIDENT’S REPORT (Dr. Harry Williams, president)
President Williams stated that in his presentation he would look at the future and also look at success. Student success is continuing to be a focal point of the University along with sustainability. He noted that this has been communicated to both the staff and faculty.
Presentation Overview
The President pointed out that in his presentation he would show real examples of student success and sustainability efforts. He noted of the six goals of the Strategic Plan: Pride 2020, Student Success and Sustainability are goals #2 and #5 respectively. President Williams stated that he would highlight the following topics in support of those goals.

- Student Success
- DSU Faculty
- Commencement and Related Events
- Updates and Upcoming Events and,
- Fundraising

Student Success
- President Williams introduced three high school seniors to the Board who will be attending DSU in the fall. Each student received a four-year Thurgood Marshall Scholarship valued at $60,000. Zariyah Dortich of Smyrna H.S. will major in bio-engineering; Fatima Edwards of Polytech H.S., will major in biology with a minor in chemistry; and Alysha Hall of Sussex Central H.S. will major in biology.
- DSU alumna and Williams P. Frank Scholarship recipient, Synquette Wilks has twin sisters who are DSU freshmen.
- The Chronicle of Higher Education published a story about DSU’s international student population. Over 29 countries are represented at DSU. This reflects DSU’s commitment to having a global presence. DSU will graduate its first cohort in the joint DSU-Ningbo University of Technology Accounting Program. Seventy students will be graduating in the summer 2015.
- DSU alumna Anita Jarman, class of 2009 graduate in Mass Communication, presented the Ji Li Project Institute that grew out of her experience as a student who attended the 2008 Olympics in Beijing, China. Ms. Jarman discussed how that experience inspired her to create this program that allows students to couple research with a global experience. This year three DSU students traveled to China where they combined their research with their international experience there to create portfolios for their Senior Capstones. One of the students, Porshia Brewer, talked about her experience, in particular climbing the “Great Wall” and how it inspired her to want to reach for greater heights in her endeavors. As part of the project, she interviewed entrepreneurs who had come to China and she now has contacts in China that she never would have known existed had she not been a part of this project. Her research was on women’s rights—the marginalized life of women. The experience was a beneficial one for the three participants.

DSU Faculty
- DSU Chemistry scientist, co-investigators Cheng-Yu Lai, associate professor of Chemistry, Dr. Daniela R. Radu, assistant professor of Chemistry, and Dr. Cherese Winstead, chair of the Department of Chemistry and the principal investigator of the grant were awarded a three-year $1 million research grant from the National Science Foundation. The funding will expand the research capacity of its doctoral program into the materials chemistry arena.
- President Williams introduced the three 2015 Faculty Excellence Award Winners. Each recipient was given the opportunity to address the Board. Dr. Frank Gazda,
Department of Music, received the Excellence Award in Teaching. He advocated music as a profession. Dr. Hacene Boukari, Department of Physics and Engineering received the Excellence Award in Research/Creative Activities. He stressed that research brings visibility, students and dollars to a University. DSU OSCAR Science team was awarded $330,000 research grant from the National Nuclear Security Administration (NNSA) of which Dr. Boukari is the principal investigator. The project will familiarize students engaged in OSCAR programs with the NNSA mission. Dr. Melissa Harrington, Department of Biology Sciences, received the Excellence Award in University/Community Service. She stated that she had written grants for over 60 programs and $25 million for DSU and her colleagues recognized her for those efforts.

Commencement and Related Events

- This year for the first time, a Gentlemen’s Brunch was held hosted by President Williams. The young men were given a book titled, How to Be a Gentlemen, which covered areas of social etiquette that will be useful as they enter their careers and find themselves in business social settings. The Ladies Tea continued to be a successful event hosted by the First Lady Dr. Robin Williams.
- The President stated that the University was honored to have former President of Ghana, John A. Kufuor as its Commencement speaker. Trustee Devona Williams spent three days with His Excellency President Kufuor and his delegation hosting the group on a number of activities such as the Monster Mile, Loockerman Hall and Dickenson Plantation tours. DSU hosted town hall meeting with over 250 Ghanaians in attendance from around the East Coast. Over 500 graduates participated in Commencement.
- The Class of 1965 presented a record alumni group gift of $104,000.

Updates and Upcoming Events

- The OSCAR Building is on schedule to open in June and the Grand Opening and Gala is on September 25, 2015.
- President Williams thanked the Board for participating in the celebration of the renaming of the Administration Building to the Claibourne D. Smith Administration Building.
- President Williams shared a list of upcoming events, which included the President’s Banquet for Retirees that would be held later that same evening. He pointed out that the 19 retirees to be honored that evening represent 414 years of service.

Friend-raising and fundraising
President Williams discussed the importance of friend-raising and how it benefits the University. He noted that since he has become president he has been building relationships for DSU. Since January 2015 he has had over 450 meetings as part of friend-raising all over the United States. Most recently, he attended an event in Boston where he introduced the University to persons in that region of the country that were not aware of the University. These encounters will spread the good message regarding DSU. To highlight a few other events/Development activities:

- President Williams has been asked to become a member of or lead a number of organizations. To list a few:
  - MEAC NCAA Division I Board of Directors Presidential Advisory Group and NCAA representative
President of the Council of Presidents of MEAC Schools (elected). The NCAA Division I Strategic Summit will be held in August 4-5, 205 in Indianapolis, IN.

- Chair of peer review team that will visit UMES, as part of Middle States Commission on Higher Education
- Millennium Leadership Initiative (MLI). Serves a mentor. As part of the program the mentee will have an opportunity to shadow the President.

- As of May 20, 2015, Greater than One had raised $14,369,595 toward the $20 million goal. The President indicated he believed the goal would be reached. He again thanked the Class of 1965 for leading in alumni giving. He indicated that those funds will be used to help students graduate.

- Scholarship Sunday is a statewide, faith-based fundraising initiative for scholarships at DSU. Last year, $25,000 was raised that helped 699 students stay in school. With the support of local churches, in 2015, $29,078 was raised.

- The College of Business won the Battle of the Colleges competition raising $17,260.

President Williams stated that he was excited about the opportunities ahead and looked forward to reporting back to the Board in the next few months.

Chairman Turner thanked the President for his report.

PUBLIC COMMENT

Chairman Turner indicated that no one signed up for public comment.

OTHER BUSINESS/ANNOUNCEMENTS

Chairman Turner noted the upcoming events listed on the agenda and asked that the Board note those. He stated that there were no items for Executive session.

ADJOURNMENT

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

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

David G. Turner, chairman

Eleanor Wilson, board secretary
1. Approved the minutes of the March 19, 2015, quarterly meeting of the Board of Trustees and the April 28, 2015 meeting of the Executive Committee.

2. Accepted the report from the Executive Committee.

3. Accepted the report from the Student Affairs Committee.

4. Approved the request for three concentrations (Didactic Program in Dietetics, Nutrition Science and Food Science) in the Food and Nutritional Sciences.

5. Approved the three concentrations (CPA, Hospitality and Tourism, and Business Analytics) in the MBA Program.

6. Approved the request to eliminate the B.S. in Mathematics with Computer Science from the undergraduate program.

7. Accepted the report from the Educational Policy Committee.

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

9. Approved the recommendation of Finance and Facilities Committee to approve the Charter of the Finance and Facilities.

10. Approved Ellucian’s 3-year contract with an option of two additional years for the period beginning July 1, 2015 for technology services.

11. Approved the laundry room contract in the amount of $196,500 to BRS Consulting, Inc.

12. Approved the EH roofing contract to Wilkinson Roofing & Siding, Inc. for a contract total of $1,036,982.

13. Approved the Memorial Hall Gymnasium roofing contract to Tri-State Roofers for a contract total of $266,600.


15. Approved the John R. Price Building fire alarm system contract to Superior Electric Service Co. for a contract total of $272,280.
16. Approved the John R. Price Building window replacement contract to BRS Consulting, Inc. for a contract total of $216,200.00.

17. Approved construction of pedestrian improvements along the US13/DuPont Highway contract to Kent Construction Company, Inc. for a contract total of $233,400.

18. Approved the $35 online Distance Education fee for the technological and operational infrastructure that supports distance education.

19. Approved the $430 Sustaining fee for master level and $544 for doctoral level to allow student sufficient time to complete their thesis/dissertation requirements.

20. Accepted the report from the Finance and Facilities Committee.

21. Approved the recommendation of the Audit Committee to approve the Charter of the Audit Committee.

22. Accepted the report from the Audit Committee.

23. Accepted the report from the Personnel and Compensation Committee.

24. Accepted the report from the President.

25. Approved adjournment.