Board of Trustees Meeting Minutes
September 17, 2015
Minutes of the meeting of the Board of Trustees of Delaware State University, Thursday, September 17, 2015

Call to Order
The Board of Trustees of Delaware State University held its regular quarterly meeting on Thursday, September 17, 2015, in the Drs. James C. Hardcastle & Cora Norwood Selby Board Room of the Claibourne D. Smith Administration Building on the Dover campus. Mr. David G. Turner, chairman of the Board of Trustees, called the meeting to order at 1:35 p.m. Chairman Turner welcomed the attendees.

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<tr>
<th>BOARD MEMBERS</th>
<th>DELAWARE STATE UNIVERSITY</th>
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<tr>
<td>Mr. David G. Turner, chairman</td>
<td>Dr. Harry L. Williams, president Delaware State University</td>
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<td>Mr. Barry M. Granger, vice chairman</td>
<td>Dr. Alton Thompson, provost and executive vice president for Academic Affairs</td>
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<td>Mr. John J. Allen, Jr. (absent)</td>
<td>Dr. Teresa Hardee, senior vice president and chief operating officer</td>
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<td>The Honorable Michael N. Castle</td>
<td>Ms. Irene Chapman-Hawkins, senior associate vice president for Human Resources</td>
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<td>Mr. José F. Echeverri</td>
<td>Dr. Stacy Downing, vice president for Student Affairs</td>
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<tr>
<td>Ms. Lois M. Hobbs (absent)</td>
<td>Ms. Vita Pickrum, interim vice president for Institutional Advancement</td>
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<td>Charles S. McDowell, Esq.</td>
<td>Thomas Preston, Esq., general counsel</td>
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<td>Dr. Wilma Mishoe</td>
<td>Dr. Bradley Skelcher, associate provost</td>
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<td>Mr. Wesley E. Perkins</td>
<td>Dr. Jan Blade, president, Faculty Senate</td>
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<td>Dr. Claibourne D. Smith</td>
<td>Mr. Carlos Holmes, director of News Services</td>
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<td>Leroy A. Tice, Esq</td>
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<td>Mr. Mark A. Turner</td>
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<td>Dr. Devona E. Williams</td>
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<td>Mr. Robert E. Buccini (absent)</td>
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<td>Mr. Jim Stewart</td>
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Chairman Turner noted that as was the case at the June Board meeting and moving forward that out of respect for the time of those others present, the Executive Session has been moved to the end of the Board meeting.

Oath of Office
Chairman Turner’s first order of business was to perform the oath of office to Governor Appointee, Dr. Wilma Mishoe, who will serve a six-year term to expire June 11, 2021. Dr Mishoe succeeds Mr. Bennie L. Smith. Chairman Turner noted that Dr. Mishoe is a legacy, having grown up on the DSU campus as the daughter of the late former DSU president, Dr. Luna I. Mishoe.

Approval of Minutes – June 11, 2015
Chairman David Turner presented the June 11, 2015 minutes of the quarterly meeting of the Board of Trustees 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 June 11, 2015 quarterly meeting of the Board of Trustees.

The motion passed unanimously.

Committee Reports
Chairman Turner called for committee reports.

COMMITTEE ON TRUSTEES (Charles McDowell, Esq., chair)
Chairman Turner requested that Mr. Charles S. McDowell, Committee on Trustees chair, present the Committee’s report. Committee Chair McDowell stated that the Committee on Trustees has the responsibility for nominating the officers for the upcoming year. He then proceeded to present the slate of officers nominated for 2015-2016.

Committee Chair McDowell presented the associated resolution below.

Delaware State University
Board of Trustees
Resolution Electing Officers for the 2015-2016 Year

WHEREAS, the Committee on Trustees has made the following nominations for the Board officers for the 2015-2016 year: David G. Turner to be reelected Chairman of the Board and Barry M. Granger to be reelected Vice Chairman of the Board;

NOW THEREFORE BE IT RESOLVED THAT, the following officers of the Board are elected for terms expiring June 30, 2016 or until their successors are elected:

Chairman       David G. Turner
Vice Chairman   Barry M. Granger

Committee Chair McDowell asked for and received a motion that was seconded to approve the resolution electing the slate of officers for the 2015-2016 year reelecting Mr. David G. Turner as Chairman and Mr. Barry M. Granger as Vice Chairman, both for terms expiring June 30, 2016.

The motion passed unanimously.
Chairman Turner presented the remaining slate of officers based on the recommendation of the President of the University to reelect Dr. Teresa Hardee as Treasurer and elect Ms. Beverly C. Jones as Secretary, both for terms expiring June 30, 2016.

Chairman Turner asked for and received a motion that was seconded to approve the reelection and election, based on the recommendation of the President of the University, to reelect Dr. Teresa Hardee as Treasurer and elect Ms. Beverly C. Jones as Secretary, both for terms expiring June 30, 2016.

The motion passed unanimously.

Chairman Turner asked for and received a motion that was seconded to accept the report from the Committee on Trustees.

The motion passed unanimously.

**EXECUTIVE COMMITTEE (Mr. David Turner, chair)**

Chairman Turner stated that the Executive Committee met on Sept. 14, 2015 and several topics were covered.

**FY 2015-16 Budget & Tuition Recommendation**
The Executive Committee discussed the FY2015-16 budget and reviewed the enrollment and the impact to the budget. Overall, the budget is flat.

**Student Success**
Chairman Turner talked about retention and graduation rates, the Individual Development Plan (IDP), first floor transformation and CBA negotiations as contributing elements to student success.

- Retention and graduation rates are dominant factors in running a university. He remarked that this is an important topic discussed at every Educational Policy Committee meeting and that an update would be provided in the EPC report.
- Each new student who starts school this year will have an Individual Development Plan.
- The Administration Building first floor Student Accounts, Financial Aid, and Cashier Services has been successfully transformed and students have a very different experience now than in the past.
- As this process continues, there is great collaboration from both sides as part of the CBA Collective Bargaining negotiations.

**Sustainability Initiative**
Chairman Turner emphasized that all higher education institutions, both public and private, four-year or two-year community colleges, face the issue of sustainability. Significant plans are being put in place at DSU to ensure sustainability. The Institute that is being developed in the OSCAR Building will play an important role in developing a revenue stream as well as SAP and other partnerships.

The Development team is making great progress with the campaign, all metrics have been exceeded. The Development Committee will provide additional information regarding the campaign.
DSU@Wilmington has an important role to play in the sustainability of the University. A lot has been invested in this facility and now it has to be filled and moved forward. When fully operational, it will help grow the graduate program and continuing education. There is still more work to been done in recruitment strategies and other areas and the Educational Policy Committee will vet those areas. The Executive Committee spent some time as well focusing in the meeting on how to fill the facility and how to make this investment one that is fully up and running.

**Early College High School (ECHS) Path Forward**

The fourth topic was the ECHS. Classes are back in session. There are a couple of areas that are still questionable i.e. finance and facilities. Some interim solutions have been put in place. The positives are that the classes are in session and good leadership is in place. In the Finance and Facilities Committee report, the interim solutions will be detailed.

**SAP Execution**

The last topic discussed in the Executive Committee was the execution of the SAP initiative. Over the summer senior executives from SAP provided training to DSU faculty, staff, and students. DSU was trained not only in SAP technology, but also in domain areas such as design thinking, which refers to specific cognitive activities that designers apply during the process of designing. It is a new way of thinking how to build capability products and that are designed correctly from the beginning. It was very exciting to see that training taking place on our campus with some senior level SAP executives. Progress has been made on the business model in terms of what it looks like and how it is measured.

The next steps are to train other schools which is part of the value that not only SAP sees in DSU, but also the Gates Foundation. DSU is being seen as a hub to help others get to where DSU has developed.

**Legal and Personnel Update**

There was an executive session of the Committee where personnel matters were discussed.

Chairman Turner indicated that no action items requiring approval were presented and asked that the report of the Executive Committee be accepted without vote.

**STUDENT AFFAIRS COMMITTEE (Mr. John Allen, chair)**

Mr. José Echeverri 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 report on activities.

- Student Affairs welcomed the Class of 2019 by providing a host of workshops, activities and events through our annual Welcome Days.
- This year Student Affairs partnered with Student Services to provide Saturday business hours. This initiative offered students and their families the opportunity to finalize business matters.
- The DSU Police Department is nearing completion of the camera installation project. The entire project is expected to be completed by Sept. 25 with the installation of 343 cameras.
• The Office of Career Services secured funds from Title III to create a DSU Career Services mobile app for students, available on Google Play and the Apple Store. The app will allow students to register for workshops and events such as student employment orientations, lunch-n-leams, career week and career fair, professional development and graduate school preparation sessions.

• The office of Title IX has partnered with United Educators (UE) to conduct DSU Title IX training sessions with the student body. The target start date for staff training is in October.

• The Wellness and Recreation Center launched a Personal Training Program on Sept. 8. This will provide the campus and Dover community the opportunity to personalize their health. Eight students have been provided the opportunity to be certified trainers; this not only assists with the program, but provides valuable job experience for the students.

• The newly elected Student Government Association (SGA) leadership, The Next Level, gave a presentation to the Committee outlining their program for the 2015-2016 year.

The newly elected student leaders for the 2015-2016 Academic year are:

• Isaiah Covington, President, SGA
• Richard Figueroa, Vice President, SGA
• Weston Hipp, Treasurer, SGA
• Anthony Walker, Corresponding Secretary, SGA
• Jasmine Jenkins, Recording Secretary, SGA
• Donametria Stallings Miss. DSU and;
• Aiah Sencsic, Mr. DSU

Chairman Turner indicated that no action items requiring approval were presented and asked that the report of the Student Affairs Committee be accepted without vote.

EDUCATIONAL POLICY COMMITTEE (Dr. Devona Williams, chair)
Committee Chair Dr. Devona Williams stated that the Educational Policy Committee met on Sept. 3, 2015 at 3 p.m. The Committee had two action items, building the infrastructure to support the ECHS, and the official name and organizational structure of the optics institute.

Following a discussion that the ideal plan would be to construct a new facility for the ECHS on campus, the ECHS Board of Directors needs to complete a 10-year pro forma, identify funding options, and evaluate increasing the enrollment to bring in additional revenue. Given this discussion, the EPC approved designating five classrooms in Memorial Hall to accommodate the 11th and 12th grade classes, while the 9th and 10th grade classes would remain in the Commons.

Committee Chair D. Williams asked for and received a motion that was seconded approve the request from the Educational Policy Committee that for FY 17, taking into account the number of courses, that ECHS students will be taking at DSU, that five classrooms in Memorial Hall be provided to accommodate the 11th and 12th grade classes.

The motion passed unanimously.
Regarding the second action item, the name and the general organizational structure of the Optics Institute was presented to the faculty on Thursday, Sept. 3, 2015 by Provost Thompson to give the faculty an opportunity to share their input about the institute and to respond to any questions. The overall response was positive. Provost Thompson and VP Melikechi will engage the faculty to help determine the specific organizational and operating structure the institute. The same discussion occurred later that day in the EPC meeting. Based on this discussion, the EPC approved the name of the institute as the “Delaware Institute of Science and Technology,” and the general organizational structure of the Delaware Institute of Science and Technology will consist of resident faculty, affiliated faculty and faculty with joint appointments.

Committee Chair D. Williams asked for and received a motion that was seconded approve the request from the Educational Policy Committee that the Optics Institute be officially named the “Delaware Institute of Science and Technology,” and the general organizational structure of the Delaware Institute of Science and Technology consists of resident faculty, affiliated faculty and faculty with joint appointments.

The motion passed unanimously.

The Committee talked a little about the nursing program which has been experiencing some difficulty since 2013. Provost Thompson and Dr. Marshá T. Horton, Dean-College of Education, Health and Public Policy, gave an updated presentation on the persisting problems associated with the probationary status of the Nursing Program. The BSN has been on probation since 2013 by the Delaware Board of Nursing. In December 2014, the program was granted continuing accreditation with warning by the Accreditation Commission for Education in Nursing (ACEN). There exists a serious pattern of poor performance on the NCLEX in that our scores are below the state minimum requirement (80%).

Provost Thompson and Dr. Horton presented a list of options for turning the Nursing Program around and discussed the pros and cons of each of the options. In response to Dr. Devona Williams’ request to present and critically discuss different scenarios in a matrix format to include quantifying the pros and cons, Dean Horton presented three options: (1) continue with the current initiatives since 84% of the nursing students passed the NCLEX examination; (2) suspend the BSN program and reactivate the RN to BSN program; and (3) suspend the BSN program for three years. Following a healthy discussion, and given the success of the action strategies and new initiatives that began in the spring, the ECP approved the first option (continue with the current initiatives).

Interim Associate Provost Saundra Delauder gave an update on the Individual Development Plan IDP), one of our major Student Success initiatives that was launched this year. Historically, IDPs have been used as a mentoring tool primarily with research training programs, graduate and postdoctoral programs and providing an opportunity for identification of professional development needs and career objectives. Briefly, the IDP consists of four components: (1) assessment of skills and strengths; (2) identification of opportunities; (3) writing the plan and mapping the general path; and (4) implementation of the plan. Beginning this fall, DSU expanded upon this framework, implementing IDPs for all incoming freshmen.
through the University College along with the College Advisement Centers as a means to meet or exceed our key performance indicators related to “student success.”

Dr. Chittibabu Govindarajulu, professor in the College of Business (in collaboration with Information Technology and Institutional Research, Planning and Analytics) wrote the program to develop the IDP portal and prepared a manual for the advising centers. Dr. Jacqueline Washington, Dr. Clytrice Watson, and Ms. Jarso Saygbé provided an overview and demonstration of the IDP at the Faculty Institute. Dr. Washington will have overall responsibility for implementing the IDP. This was one of the priorities discussed at the Board retreat, in particular who would have responsibility for the implementation.

The Committee next discussed SAP. Provost Thompson gave an update on Project Propel, powered by SAP. In May 2015, SAP, the Americas’ SAP Users’ Group (ASUG) and DSU announced the launch of an initiative, “Project Propel Empowered by SAP,” that will enable HBCUs to empower their students with knowledge of the latest SAP technologies, better preparing them with critical skills in demand in the SAP ecosystem. This initiative, Project Propel, has created a Center for Excellence for HBCUs to be trained on the latest technologies being offered by SAP at DSU. The goal of this partnership is to create an elite program within the SAP eco system and eventually train all faculties and students at the 100+ HBCUs. The Board had an opportunity to interact with the SAP professionals during a training session in July. The project plan has been developed; and the campus SAP team is in the process of selecting the first wave of HBCUs to become a member of the Center of Excellence.

Interim Associate Provost DeLauder gave an update on DSU@Wilmington. She informed the EPC that the Wilmington site will now report to Provost Thompson, and that Graduate and Adult enrollment services will be centralized via the School of Graduate Studies and Research (Dover) with daily activities managed by Ms. Valerie Dinkins. All enrollment activities will be coordinated through Ms. Erika Davis, Director for Enrollment Management and Marketing, School of Graduate Studies and Research. Appointed personnel from the Division of Budget and Finance must ensure that the School of Graduate Studies and Research is equipped with ImageNow hardware and coordinate ImageNow training for Wilmington and Dover personnel along with daily maintenance of the facility, IT and phone support, web support

During the 2015-2016 academic year, the Division of Academic Affairs will develop a project plan and will determine how to best leverage resources and synergies between Adult Programming and School of Graduate Studies and Research to generate revenue.

Associate Provost Bradley Skelcher gave an enrollment update. As of Sept. 3, there were 4,434 students registered for the fall semester which compared to 4569 at this time last year, and more students have paid their bills. The retention rate for the fall semester 2015 at this point was 71.6%, which is 2.4% below our goal of 74%. This was a stretch goal for the University.

New freshmen applications have increased 16% relative to the same point in time last year, while new freshmen "admits" have increased by 15.5%. There were 3,611 new freshmen admitted compared to 3,128 freshmen at this time last year; however, the number freshmen confirmations is slightly lower than this point-in-time last year. Given that 900 freshmen have satisfied their financial obligations, we have exceeded our enrollment goal of 878.
The last item discussed was the summarized Dean’s reports which focused on the KPIs, the EPC priorities, strategies and additional resources needed to achieve their targets. Chair D. Williams indicated that she would not go into all the detail and the information could be found in the portal.

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). Committee Chair Jim Stewart gave the Development and Investment Committee report. The committee met Sept.17, 2015. There were no action items, but several informational items were presented. Mr. Stewart provided the following highlights.

Greater Than One: Campaign for Students Since January 1, 2011, the Greater Than One: Campaign for Students has generated a combined total of $16,547,860. As of Sept. 11, 2015, a total of 5,304 donors have donated to the Greater Than One Campaign. The remaining campaign balance is $3,452,140. The breakdown of contributors is below:

- 2,060 alumni
- 2,703 individuals
- 272 corporations/foundations
- 267 organizations

FY 16 Progress Toward Goals – To date, total revenue raised for FY16 is $2,039,138 with 485 donors.

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<thead>
<tr>
<th>FY 2015</th>
<th># Donors</th>
<th>Amount</th>
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<tr>
<td>Alumni</td>
<td>186</td>
<td>$57,378</td>
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<tr>
<td>Board of Trustees</td>
<td>4</td>
<td>$3,725</td>
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<tr>
<td>Individuals</td>
<td>243</td>
<td>$85,697</td>
</tr>
<tr>
<td>Corporations/Foundations</td>
<td>12</td>
<td>$1,390,230</td>
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<tr>
<td>Organizations</td>
<td>40</td>
<td>$498,383</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>485</strong></td>
<td><strong>$2,039,138</strong></td>
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Growth in fiscal year giving continues to rise since the start of the campaign.

- FY 15 ended on June 30 with over $4.3M raised, breaking the $4M mark for the first time in the history of the Delaware State University Foundation. This achievement reflects an 18% increase over last year and a 208% increase over five years, since the start of the campaign.

Alumni Engagement to Achieve KPIs (Alumni Participation Rate)
• As a result of ongoing strategic alumni engagement, the University achieved an alumni participation rate increase from 5% in 2011 to a record 10% today.
• Since the Greater Than One Campaign started in 2011, and alumni giving has increased by 74%.

**First Time Donors positively impact the goal for the Greater Than One: Campaign for Students.**
Since the start of the Campaign, the number of first time donors continues to grow.

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<th>FY 11 (since 1/1/11)</th>
<th>FY 12</th>
<th>FY 13</th>
<th>FY 14</th>
<th>FY 15</th>
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<tr>
<td>First Time Donors</td>
<td>188</td>
<td>552</td>
<td>812</td>
<td>914</td>
<td>989</td>
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• In FY 2016 (as of 09/08/15) 411 students have been awarded $958,612 in scholarships; averaging $2,451 per capita.
• Development of a Student Philanthropy Council - The Division of Institutional Advancement has established a Student Philanthropy Council in collaboration with the Division of Student Affairs to enhance student engagement and the long-term strength of DSU’s alumni participation and impact how well young alumni give back to the university.

**Corporation and Foundation Cultivation- Highlights**

Development staff continues to diligently work toward increasing support for this key constituent group, which represents the majority of fundraising dollars.

• MOU with an international corporation based in Africa -- The MOU sets the framework for multi-faceted collaboration in key areas, including health care, aviation and others.
• Development staff hosted 40 plant managers of manufacturing companies from Kent and Sussex counties in September to highlight the Project Propel SAP program, DSU Robotics programs, continuing education opportunities, and upcoming partnership opportunities.

  Establishment a new Office of Planned Giving-- The Office of Gift Planning will provide options for alumni and friends to leave transformative legacy gifts to DSU.

• The Office of Gift Planning will provide options for alumni and friends to leave transformative legacy gifts to DSU.

**Chairman Turner indicated that no action items requiring approval were presented and asked that the report of the Development and Investment Committee be accepted without vote.**

**FINANCE AND FACILITIES COMMITTEE (Dr. Claibourne Smith, chair)**
Committee Chair Dr. Claibourne Smith stated that the Finance and Facilities Committee met Sept. 16, 2015. The Finance and Facilities Committee approved three contracts over $100,000 which had all gone through the appropriate bidding process. The recommendations from the Finance and Facilities Committee that required approval are as follows:

**Action Items**

1. **Site & Parking Lot Lighting Replacement (Main Campus).**
   Existing fixtures will be replaced with LED lighting technology.

   Committee Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee to award the contract for the Site & Lighting Replacement to Superior Electric Service Co. in the amount of $324,409.

   The motion passed unanimously.

2. **2nd Floor South HVAC Renovation of the Price Building**
   The existing distribution system has been unable to maintain temperature as the system and its components are beyond its useful life expectancy.

   Committee Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee to award the contract for the 2nd Floor South HVAC Renovation of the Price Building to Joseph T. Richardson, Inc. in the amount of $454,000.

   The motion passed unanimously.

3. **Courtyard Site Improvements**
   The site improvements include new curb ramps and sidewalk modifications to meet ADA specifications and also include the required number of ADA parking spaces with proper signage.

   Committee Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee to award the contract for the Courtyard Site Improvements to Conventional Builders, Inc. in the amount of $194,160.

   The motion passed unanimously.

The committee also approved utilization of the main campus classroom space for the Early College High School (ECHS). In FY17, ECHS will need five classrooms in addition to those at the Commons. This plan will accommodate the 11th and 12th grade classes at the University.

Committee Chair Smith asked for and received a motion that was seconded to approve the recommendation from the Finance and Facilities Committee to approve the utilization of five classroom spaces on the Main campus for ECHS.
The motion passed unanimously.

Chairman Smith covered the following informational items from the committee meeting.

- The Finance and Facilities Committee received an update from the Facilities team regarding summer projects for the 2015-16 year. The committee also viewed a time-lapsed video of the OSCAR Building being constructed.

- Dr. Teresa Hardee presented the current enrollment numbers. The targets are slightly off because of the student mix. The numbers will be followed closely as the enrollment is finalized at the end of September through beginning of October. Dr. Hardee tied this information to the current year budget. Revenues will remain flat. The University is monitoring the status of the State budget and will continue to put strategies in place that focus on revenue growth and improve efficiencies.

- ECHS submitted its budget for 2015-16. Currently, the budget is based on 225, but the enrollment is 219. Once the census numbers are final, appropriate adjustments will be made as deemed necessary.


- Dr. Hardee updated the committee on the Gates initiative and the outcomes of the Division of Finance and Administration retreat.

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)
Mr. Leroy Tice provided the Audit Committee report in Committee Chair Barry Granger’s absence. Mr. Tice covered several informational items in which the Committee and the department have been engaged.

Enterprise Risk Management:
- Designing emergency response exercise for University leaders
- Completed 59 policies during FY15 against target of 50 policies for that period.
- Arranged an annual safety luncheon where outside constituents (e.g. DNREC, City of Dover, Fire Marshal, State Police, etc.) also participated.
- Get to Green program is moving forward, addressing three of the University top risks.

Upcoming Events:
- Risky Business Week will be celebrated from Nov. 2-6, 2015 in coordination with URMIA (University Risk Management and Insurance Association). Judy A. Smith will
come on campus on November 6, 2015 to speak with the University’s Risky Business Week attendees. Judy Smith is an American author, television producer, and crisis manager. She is the founder, president, and CEO of the crisis management firm, Smith & Company. Her work in crisis management is the inspiration for the ABC television series Scandal.

**BPR: 1st Floor Transformation**
- A presentation was discussed around BPR. Dr. Boone and Ms. Desiree Barnes discussed the success gained from some of the process changes on the 1st floor. The 1st floor transformation includes designing a student central model that includes admissions, financial aid, housing, registrar (records) and student accounts.

**External and Internal Audit:**
- External audit of DSU financials is almost complete and audited FY15 financials will be completed by the end of September 2015.
- In FY15, the only component unit in DSU financials will be University Foundation as Courtyard and ECHS will be part of DSU financials.
- Due to the recommendations of internal audit several initiatives are being taken by some of the departments that include:
  - Continue establishing policies and procedures
  - Strengthening and streamlining the record retention process for documentation purposes.

Chairman Turner indicated that no action items requiring approval were presented and asked that the report of the Audit Committee be accepted without vote.

**PERSONNEL AND COMPENSATION COMMITTEE (Mr. Wesley Perkins, chair)**
Committee Chair Wesley Perkins reported that the Personnel and Compensation Committee met on September 17, 2017. He provided the following highlights:

- The committee discussed the hiring freeze put in place by President Williams after addressing the $160m expected deficit of the State of Delaware’s budget. A memorandum was distributed to the campus community on Aug. 11, 2015. Currently this action will remain in effect for the remainder of the fiscal year. It was reported that to date, the committee has received and reviewed 41 exception requests. The President further discussed that only positions critical to the mission of the University would be considered for possible exception by an approved committee based upon the submission of completed request forms.
- The Office of Human Resources teamed up with the COO to present information related to the hiring freeze. A presentation was conducted on Aug. 8, 2015 that explained other alternatives for the budget realignment: furloughs or layoff of personnel, notification to the unions and all other faculty and staff communication that will need to continuously be disseminated.
- The committee was also made aware that the hiring process for the position of Vice President for Advancement has begun. The Office of Human Resources has posted this position and applications are being received. A search committee has been appointed to facilitate the selection process.
Timeline:
- Posting will conclude on Friday Sept. 18
- Review of Candidates – Sept. 22- 25 (Select top 3)
- Interviews conducted on campus – week of Oct. 5
- Recommendation submitted to President – Week of Oct. 12

- Union negotiations for Local 2888, Dispatchers and Security Officers, are in progress.

Chairman Turner indicated that no action items requiring approval were presented and asked that the report of the Personnel and Compensation Committee be accepted without vote.

THE PRESIDENT’S REPORT (Dr. Harry Williams, president)
President Williams stated that part of his presentation would be focused on students and a reflection on DSU’s history as denoted by his presentation title “Building on the Legacy and Foundation”. President Williams used the first few minutes of his presentation to highlight three significant individuals in the history of the University. The first was William C. Jason who served as president for 28 years and was also a preacher within the Methodist Church. His first major campaign was to build a chapel. Students were required to start each day attending chapel service. President Williams noted that the University is grateful for the spiritual legacy of President Jason.

Dr. Jerome Holland, referred to as the “ambassador,” came to Delaware State College at a time when it had lost its accreditation. President Williams read a letter penned by Dr. Holland in April 1953 after meeting with the Governor Boggs who had approached Dr. Holland regarding becoming president. Under Dr. Holland’s strong leadership DSC was reaccredited. He served as president for seven years. In his honor, a stature will be erected on campus. Plans are underway to have the groundbreaking during the Homecoming weekend. Many of the alumni who were students during Dr. Holland’s tenure are engaged in this effort and have already begun fundraising.

President Williams stated that Dr. Luna I. Mishoe, who served as president for 27 years, is the third individual whom he would highlight. Dr. Mishoe was seen as a visionary and builder and many of the buildings that remain today were because of his leadership. He pointed out that Dr. Mishoe’s daughter, Dr. Wilma Mishoe, was just sworn in as the newest member of the DSU Board of Trustees.

President Williams stated that it is important to reflect and to look back in order to go forward as well as to celebrate those individuals who have helped bring the University to this point in time.

Transformation – Presentation Outline
The President talked about the University’s transformation. He noted that transformation may be a little uncomfortable to some, but that is how one knows that change is occurring. When movement takes places it may bring challenges and discomfort and the University is committed to transformation and it will get through this period.
He listed those areas that would be covered in his PowerPoint presentation in support of the transformation process as follows:

- Making Student Success (Goal 2) a priority
- Faculty, staff and alumni
- Fundraising
- International outreach and,
- Recent and upcoming events

**Student Success**

- President Williams showed a sampling of students, some of whom had graduated and had started their careers at such companies as JP Morgan Chase, Walt Disney World and MGM Resorts International. Others attending graduate school such as Columbia University or working in the local school systems as educators.
- The Next Level, Student Government Association leadership team, under the leadership of Dr. Stacy Downing, vice president for Student Affairs, is doing an outstanding job and presented at the Student Affairs Committee.
- During the HBCU Conference at the White House conducted Sept. 20-22, Ms. Leah Williams, DSU alumnae, will be recognized as 2015-16 Historically Black Colleges and Universities All Star Ambassador. Leah graduated with a 4.0 GPA and is currently pursuing a master’s degree in business administration at DSU.
- President Williams highlighted “move in” day with a series of photos of families accompanying their respective DSU students to campus on their first day. He discussed the festive environment that awaited the students including a welcome at the campus entrance including cheerleaders, music playing and students holding welcome signs. He shared pictures that showed several generations of family members, some expressing encouragement and requests such as “take care of my big sister.”
- Eldrè Gladney is a student at the ECHS who played the violin accompanying Mr. Carlos Holmes at the Annual Prayer Breakfast. Eldrè plays nine other instruments and is a member of the Sankofa String Orchestra. He is an example of the quality of student at the ECHS.
- The planting of shrubbery along North DuPont Highway has begun. It is 100% funded by the State. The plantings and post and chain fencing is designed to direct students to the crosswalks. The completion date is anticipated in late October. This is one step in the process of ultimately constructing an overpass.
- President Williams thanked Athletic Director Louis “Skip” Perkins and his team for their work in acquiring the new scoreboard which will be will showcased at Saturday’s game. He also thanked Dr. Teresa Hardee, senior vice president and COO, and her team for their around the clock efforts in getting it up and running. The scoreboard is paid for because over a half million dollars was secured from companies for advertising. The new scoreboard has a number of features that will generate a lot of excitement for the students. A number of fun activities are planned for the first game.

**Faculty**

President Williams shared a historic photo including Dr. Mable Morrison who is still on the faculty. He proceeded to highlight a few faculty achievements as follows:
Dr. Michael A. Casson, Jr., associate professor of economics has authored a book that teaches elementary students about managing money and investing.

Dr. Marwan Rasamny, chairperson and associate professor, Department of Computer & Information Sciences gave a presentation on the topic of student success and how it has evolved in the Department of Computer and Information Sciences. Dr. Rasamny introduced Ms. Janelle Boyd, a student in the department. Ms. Janelle Boyd is a junior information technology major and a recipient of the 2015 Generation Google Scholarship, a prestigious and competitive scholarship. She was invited to participate in a Scholars’ Retreat this summer at the Google campus in Mountain View, California. Ms. Boyd worked as an intern this summer with the Wilmington-based Corporation Services Company as part of the company’s software development team. She recently submitted an application to become an Apple HBCU Scholar.

Dr. Rasamny has worked at the University for 15 years. Following is his presentation on student success:

The Department of Computer and Information Sciences has been addressing student success for over a decade. Every change or decision taken must address the question of how the change or decision improves and alters the culture of the student. The Department’s objective is to inflict cultural change in our majors, to help them adjust their behavior, attitude, and perception of the world, to validate and invalidate information that they receive. It began with a simple idea of creating a student lounge that would provide a location where students socialize with peers of similar interests and help each other in academics. This was not enough to create the effective change that would promote student success. The faculty spent two years designing a curriculum that integrated many of the recommendations of an external review committee as well as student recommendations. The result was a curriculum that front loaded major courses allowing freshmen and sophomores to spend much of their academic day in the Department with peers. Fun, yet challenging, group projects were included in the curriculum design that would nurture the camaraderie among students. To further build on this effort, the faculty involved students in research training and encouraged and supported students in their quests for scholarships and internships by reviewing applications and writing recommendations. The faculty spent time on establishing a trust relationship with their advisees. Students have direct involvement in decisions that affect them directly. For example, candidates being considered for hire as faculty are required to give a teaching/workshop session. Students are invited to participate in these sessions and provide feedback via a survey. This feedback is weighed heavily in the decision of the Personnel Committee of the Department. The Department encourages and supports student-driven initiatives. For example, this year students are planning hackathons and workshops centered on improving professional development. The Department has started an Alumni discussion panel that invites back alumni to discuss their experiences pre and post DSU; they are asked to advise students on efforts that would help in the transition from college to industry. Additionally, the
faculty is very involved in mentoring graduate students and ensuring that student success extends to the graduate program as well. Being a budding program, the Masters of Science in Computer Science has already graduated one student that is currently in a PhD program at the University of Delaware and promises to graduate two more students this year.

Ms. Boyd stated that she has grown as a person. She said the departmental faculty is very supportive. She received assistance from her research mentor with her essay. She has not only been helped academically, but also in establishing relationships. She noted that she and two other students are constantly together and are referred to as the three musketeers.

Alumni
- Dr. Lisa Dunning, assistant vice president for Alumni Relations, has been working to further engage the alumni. A DSU Alumni Weekend was held in Atlanta, Georgia with over 80 alumni participants. This was an example of outreach and engagement which resulted in the relaunching of the chapter.

Fundraising
- As of Sept. 11, $16,547,860 has been raised toward the goal of $20 million. President Williams thanked Mr. Jim Stewart, trustee and chairman of the Development and Investment Committee, for his leadership in staying with the goal of $20 million. It appears that the goal will be met earlier than projected. President Williams thanked the Board for their vision and insight and Ms. Vita Pickrum, interim vice president for Institutional Advancement, and her team for their work toward achieving this goal.

International Outreach
President Williams indicated that Dr Bradley Skelcher, associate provost, was just returning from a trip to China where he represented the administration at the grand opening of a newly created program at Ningbo University of Technology in which 100 students are enrolled. Other international partnerships are:
- Memorandum of Understanding (MOU) between Ministry of Higher Education and Scientific Research, Abidjan, Cote d’Ivoire, Ecole Normale Superieure – Teacher Training College and Delaware State University, USA (College of Arts, Humanities and Social Sciences)
- MOU between the College of Agriculture and Science Education in Jamaica and Delaware State University, USA (College of Agriculture and Related Sciences). There are currently four students in this program.
- DSU had its first graduation ceremony in June 2015 at Ningbo University of Technology in China where students received a bachelor’s degree in accounting from Delaware State University and Ningbo University of Technology. This is the first graduating cohort of the joint DSU-NBUT Accounting Program that started four years ago.

Recent and Upcoming Events
• Congressional Gold Medal recipient, U.S. Marine Corps Lieutenant Colonel (Ret) Joseph H. Carpenter was the Convocation speaker on September 10.

• At the Annual Prayer Breakfast on Sept. 11, recognition was given to those involved in the 2015 Scholarship Sunday campaign, which raised over $30,000 through donations from churches in the surrounding areas for DSU student scholarships. Rev. Rita Paige Mishoe, pastor of Star Hill A.M.E. Church was the recipient of the first-ever President’s Faith Partner award for her leadership in this effort. She is the daughter of Dr. Luna I Mishoe, former DSU president. Dr. Wilma Mishoe represented the Board at this very special event. U.S. Senator Chris Coons closed the event with a very powerful invocation.

• President Williams attended the 125th anniversary celebration of the 1890 Land Grant Universities existence in Washington, D.C. in June. The University presidents had the opportunity to testify before the Committee on Agriculture.

• Through the development of a strong relationship with the Thurgood Marshall College Fund organization, Ms. Vita Pickrum, was able to obtain partial funding for DSU to sponsor the HBCU Philanthropy Symposium. DSU is the leader in this effort and the program is now fully funded. It has become a national event.

• The Employee Recognition Ceremony is being held Sept. 17 at 6pm. It is an opportunity to recognize employees’ years of service at this institution and to say thank you as well as recognition of employee excellence.

• The OSCAR Building Gala is a time for celebration and is also a fundraising event. The gala is being held Friday, Sept. 25, 2015 at 5 p.m. Gov. Jack Markell and other elected officials are expected. President Williams stated that this facility is a game changer for the state of Delaware. He thanked the Board for approving the name-The Delaware Institute for Science and Technology. He noted that this facility is one of the major pillars for this year and the University is fully supportive of carrying out this initiative to a successful end.

• The President’s Scholarship Ball is Saturday, Dec. 12, 2015. Ms. Jennifer Holiday will be the featured artist and Mr. Aaron D. Spears, actor, and DSU alumni, will be the Master of Ceremonies.

• Delaware State University will be celebrating 125 years on May 15, 2016, the day of Commencement. He noted that the list of events would be available to the Board in the portal.

President Williams concluded his presentation with these remarks. He thanked the Board for its support and for allowing him to get up every single day excited about what is being done at DSU. He indicated that he saw it as an honor and privilege and is blessed to be here.

Chairman Turner thanked the President for his report.

PUBLIC COMMENT

Chairman Turner indicated that there were two individuals signed up for public comment. He instructed the individuals that each person would be allowed two (2) minutes for comment. The first to comment was Mr. Lamar T. Gunn.
Mr. Gunn stated that he wanted to share a few fundraising suggestions. He commented on his past experience with DSU as the Planned Giving director of the University and conversations during his tenure regarding the fundraising target. Lastly, Mr. Gunn stated that he was excited that the University has plans to honor Dr. Jerome Holland.

Chairman Turner expressed to Mr. Gunn that the Board has heard his perspective and thanked him for his comments.

The second person to comment was Ms. Mary Carpenter who works for the Delaware Division of Historical and Cultural Affairs... Ms. Carpenter would like to engage our students to work with her and learn about preserving our history. The students would learn about preserving artifacts and photographs. She would particularly be interested in engaging student in the History department. Ms. Carpenter is considering introducing a Public History program at DSU. She would like to also involve more students in the Art department. She stated that her office is located in Dover and she would like to continue discussion on how to become more involved in this institution.

Chairman Turner thanked Ms. Carpenter and stated that there is a great deal of good work going on here in which she could possible become involved and that the University will look at possibilities.

OTHER BUSINESS/ANNOUNCEMENTS
Chairman Turner noted the upcoming events listed on the agenda, the Jan. 21, 2016 Board meeting and the Board Retreat scheduled Nov. 6-7, 2015.

EXECUTIVE SESSION
Chairman Turner stated that there were items of a legal nature pursuant to FOIA 29 Del C. Section 10004(b) that required the Board to convene in Executive Session.

Chairman Turner asked for and received a motion that was seconded to convene in Executive Session to discuss confidential personnel and legal matters.

The motion passed unanimously.

Chairman Turner convened the Executive Session at 3:36 p.m.

Chairman Turner asked for and received a motion that was seconded to reconvene the general session of the Board of Trustees meeting.

The motion passed unanimously.

The meeting reconvened at 4:20 p.m.

ADJOURNMENT
Chairman Turner asked for and received a motion that was seconded to adjourn.
The meeting adjourned at 4:30 p.m.

Respectfully submitted,

David G. Turner, chairman

Eleanor Wilson, board secretary
1. Approved the minutes of the June 11, 2015, quarterly meeting of the Board of Trustees.

2. Approved the resolution electing the slate of officers for the 2015-2016 year reelecting Mr. David G. Turner as Chairman and Mr. Barry M Granger as Vice Chairman, both for terms expiring June 30, 2016.

3. Approved the reelection and election, based on the recommendation of the President of the University, to reelect Dr Teresa Hardee as Treasurer and elect Ms. Beverly C. Jones as Secretary both for terms expiring June 30, 2016.

4. Accepted the report from the Committee on Trustees.

5. Accepted the report from the Executive Committee.

6. Accepted the report from the Student Affairs Committee.

7. Approved the request from the Educational Policy Committee that for FY17, taking into account the number of courses that ECHS will be taking at DSU, that five classrooms in Memorial Hall be provided to accommodate the 11th and 12th grade students.

8. Approved the request from the Educational Policy Committee that the Optics Institute be officially named the “Delaware Institute of Science and Technology,” and the general organizational structure of the Delaware Institute of Technology consists of resident faculty, affiliated faculty and faculty with joint appointments.

9. Accepted the report from the Educational Policy Committee.

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

11. Approved the recommendation from the Finance and Facilities Committee to award the contract for the Site & Lighting Replacement to Superior Electric Service Co.in the amount of $324,409.

12. Approved the recommendation from the Finance and Facilities Committee to award the contract for the 2nd Floor South HVAC Renovation of the Price Building to Joseph I. Richardson, Inc. in the amount of $454,000.

13. Approved the recommendation from the Finance and Facilities Committee to award the contract for the Courtyard Site Improvements to Conventional Builders, Inc. in the amount of $194,160.

14. Approved the recommendation from the Finance and Facilities Committee to approve the utilization of five classroom spaces on the Main campus for ECHS.
15. Accepted the report from the Finance and Facilities Committee.

16. Accepted the report from the Audit Committee.

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

18. Accepted the report from the President.

19. The Board went into Executive Session to discuss personnel and legal matters.

20. Approved adjournment.

Note: Dr. Wilma Mishoe was sworn in as member of Board of Trustees.