



Delaware State University

Dover, Delaware 19901

Board of Trustees Meeting Minutes
September 22, 2016

**DELAWARE STATE UNIVERSITY
DOVER, DELAWARE**

**Minutes of the meeting of the Board of Trustees of
Delaware State University, Thursday, September 22, 2016**

Call to Order

The Board of Trustees of Delaware State University held its regular quarterly meeting on Thursday, September 22, 2016, 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 1:36 p.m. Chairman Turner welcomed the attendees.

BOARD MEMBERS

DELAWARE STATE UNIVERSITY

Mr. David G. Turner, chairman	Dr. Harry L. Williams, president Delaware State University
Mr. Barry M. Granger, vice chairman	Dr. Teresa Hardee, senior vice president and chief operating officer
Mr. John J. Allen, Jr.	Dr. Sandra DeLauder, associate provost
The Honorable Michael N. Castle	Ms. Irene Chapman-Hawkins, senior associate vice president for Human Resources
Mr. José F. Echeverri- absent	Dr. Stacy Downing, vice president for Student Affairs
Ms. Lois M. Hobbs	Ms. Vita Pickrum, vice president for Institutional Advancement
Charles S. McDowell, Esq.	David Sheppard, Esq., general counsel
Dr. Wilma Mishoe	Louis Perkins, interim assoc. vice president and Athletics director
Mr. Wesley E. Perkins	Dr. Nouredine Melikechi, vice president for Research, Innovation and Economic Development
Dr. Claibourne D. Smith	Dr. Bradley Skelcher, associate provost
Leroy A. Tice, Esq	Dr. Jan Blade, president, Faculty Senate
Mr. Mark A. Turner – absent	Mr. Carlos Holmes, director of News Services
Dr. Devona E. Williams – via phone	
Mr. Jim Stewart	
Mr. Richard Barros, Emeritus	
Mr. Roy Roper (new member)	
Dr. Debbie Harrington (new member)	

COMMITTEE ON TRUSTEES (Charles McDowell, Esq. chair)

No Report

Chairman Turner

STUDENT AFFAIRS COMMITTEE (Mr. Jose' Echeverri reporting for John Allen, chair)

Enrollment Management

- Enrollment goals and actual numbers for Fall 2016:
 - Freshmen goal: 920; we currently have 1032 freshmen registered
 - Transfer goal: 295; we currently have 360 transfer students registered
- In collaboration with TheDream.USA, Delaware State University is one of two institutions hosting undocumented students. This year 34 Dreamers are registered and enrolled for the fall 2016 semester
 - Avg. Dreamer SAT: 960
 - Avg. Dreamer GPA: 3.62
- Returning freshmen retention rate currently at 74%. Goal is 76%
- As of 9/7/2016, total student population is currently at 4548 students (UG & GR)

Admissions

- Fall 2016 Update:

The Office of Admissions has received more than 6,800 freshman applications and more than 850 transfer applications for the fall 2016 semester – an increase from this time last year.
- Upcoming Events for September and October:
 - CollegeBoard Fall Counselors Workshop – Thursday, September 28, 2016 the Office of Admissions has been afforded the opportunity to host the College Board K-12 Counselor Professional Development Workshop on campus for their “top-of-the-school-year” workshop on Wednesday, September 28, 2016 from 9:00 a.m. to 12noon. CollegeBoard is expecting over 200 counselors (elementary, middle, and high school) to participate in the workshop. We will utilize this great opportunity to showcase our beautiful facilities and provide information about the Inspire Scholarship and admissions processes.
 - Fall Open House – Saturday, October 8, 2016 - This is the largest recruitment event and is designed to assist high school seniors and transfer students with finalizing their college choice and juniors and others to narrow their college search. Some activities include:
 - *To date 569 students and guests have registered online (Open House invitations will go out early September)*

Career Services

- The Office of Career Services rolled out *Dive D.E.E.P. Into Your Career at DSU* campaign at the Faculty Institute August 25, 2016. D.E.E.P. (Develop, Explore, Experience and Produce) a campaign to get students engaged early and often in their career development. New brochures and

website changes made to reflect campaign. As a part of the campaign, each incoming freshmen was assisted to complete a resume before and during Welcome Week as a part of the campaign.

- In addition to the Fall 2016 Career & Graduate School Fair to be held October 27, 2016 and the Spring 2017 Career & Graduate School Fair to be held on March 23, 2017, the career center is partnering with the College of Math, Natural Science and Technology to conduct a Science Technology, Engineering and Math internship fair on September 29, 2016.
- Career Development workshops this year will be delivered to University Seminar students in CMNST, CAHSS and CHEPP to complement the Individual Development Plans. Sessions on Career Exploration, Resume Writing and Business Acumen scheduled. Search for replacement of internship coordinator in process.

Counseling

- The Counseling Department has been awarded the final year of a five-year Title III grant for the 2016-2017 academic year. The grant will be used to fund the Paraprofessional Peer Counseling Program. Thirteen students will be hired receiving weekly training and supervision throughout the year to assist their peer groups with personal matters that may range from difficulties with interpersonal relationships to concerns with academic and mental health issues.
- Silver Debrick, prevention specialist, and two student leaders (Kyle Sheppard and Lackeeria Lewis) attended the National Sexual Assault conference in Washington, DC. This year, the Sexual Assault prevention education program will be taking a multi-pronged approach in order to educate the campus community.
- Several male student leaders will be instituting the Men's Prevention Education Program here at DSU. Additional training for male leaders will be held on September 16, 2016 here at DSU by Men Can Stop Rape; a DC based organization with expertise in this area.

Housing and Residential Education

- Senior Resident Assistant and Resident Assistant Training were completed including team builders using the "Energy Bus" theme, Fire School and Behind Closed Doors scenarios.
- Newcomer check-in on August 25th went very well with more than 1000 new freshmen and transfer students moving on campus
- Campus housing has been at capacity. We negotiated 20 rooms (40 spaces) in the local Super 8 hotel that were used to accommodate returning students before classes. All spaces were used. Room audits on campus were conducted to help determine who has checked in and who has not. Students were filtered back to campus by the end of the first week of classes.

Judicial Affairs

- The Office of Judicial Affairs trained student leaders on the policies/process of the Student Code of Conduct Handbook and formal hearing board procedures for the academic school year. They will assist with formal hearings as needed.
- Judicial Affairs will be partnering with the Office of Title IX for the upcoming Fall Semester programs.
- Four Criminal Justice majors will complete their internships with Judicial Affairs.

Public Safety

- The DSUPD, has established a new “policing model” to enhance campus safety and student success. The Student / Campus Oriented Policing and Education (SCOPE) model will place more emphasis on “student success” and the overall safety of the campus as we face national and international threats. This model will be in conjunction with the KPIs of the University (student success) and the President of the United States’ task force on “21st Century Policing.” The 21st Century Policing report, challenges each department in America to model their “policing” to build positive relations and allow their community to feel safe. As part of this new model, the Delaware State University Police Department will establish a “Life Center,” Critical Incident Survey, Course entitled “Building Student / Police Partnerships” for University Seminar, and other programs to educate and raise funding for our students. The new model will have an assessment component to measure to effectiveness.
- The DSUPD has established the “Life Center” for victim of crimes. The Life Center will be aimed at providing Student Success and Healthy Lifestyles. The Center will allow victims of crime (i.e. sexual assaults, assaults, bullying, mental challenges, etc.) a place to feel safe, for a period of time. Students will be provided access to resources such as counseling, health /medical needs, academic assistance, and personal wellness. A location has been established and renovations are taking place and outside entities are beginning to support the Center.
- The DSUPD will have a full-scale Active Shooter Exercise in October of 2016.

Registrar

- DSU conferred 909 degrees for the academic year 2015-2016. Last year, we conferred 724 degrees.
- We have identified over 800 undergraduates students who could potentially graduate this academic year. These are students have earned 85 or more credit hours.

Student Leadership

- The new Student Government Association, New Era, established the following initiatives for their regime: (1) Leadership Development; (2) Educational Success; (3) Student Life; (4) Student Senate; and (5) Financial Literacy

Student Health Services

- The student health center staff participated in ‘Upstream’ training, a statewide contraceptive initiative of Governor Markell. The health center continues to offer family planning services through funding provided by the Delaware Division of Public Health.

Title IX

- The office of Title IX was involved in New Student Orientation and created educational and training opportunities for parents and incoming students.

- The Office of Title IX has partnered with all the Title IX Coordinators of the State of Delaware and legislature to celebrate a week-long event of Sexual Assault Awareness (September 28-October 5).

Wellness and Recreation Center

- The annual Color Run, took place on September 10th 2016 with over 300 registered participation. Currently DSU is the first and only HBCU to host a color run on their campus and is expecting to have students from UMES & UMD participate this year.
- This summer one of the Wellness and Recreation Graduate Assistants was invited to participate in UCLA's campus recreation internship program. Edward Hurley's selection as 1 of 10 interns in this program is notable as over 400 students applied for this program. UCLA is currently the #1 campus recreation program in the nation.

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)

Intellectual Climate and Culture

- CMNST – DSU will host the National Science Foundation on Friday, September, 23, 2016. The purpose of NSF Day is to provide basic insight and instruction on how to compete for NSF funding for science, engineering and education research. This day-long workshop will provide background on the Foundation, its mission, priorities, and budget. The day's agenda will include an overview on proposal writing, NSF's merit review process, discuss programs that fall within NSF's seven scientific and engineering directorates, as well as discuss funding opportunities that cross disciplinary boundaries. NSF representatives will be on hand to answer questions and to host discipline and program specific breakout sessions and to personally engage in discussions with attendees.
- CARS – Mr. Armando Alberto Aispuro, a graduate student in Natural Resources, won first place for his oral presentation at the 8th Biennial National Oceanic and Atmospheric Administration (NOAA) competition, held August 28-31, 2016 at the City College of New York. The title of his research presentation was "The Role of Apalachicola Barrier Island Ecosystems in Supporting Migratory Passerine Concentration Sites."
- COB – Mr. Edgar Ortiz, a junior Aviation Management major, was named as a HBCU All-Star. Mr. Ortiz was selected along with 72 HBCU students from a pool of 300 nominees. Criteria for selection include academic excellence, leadership and civic engagement.

- CEHPP – For a second year in a row, the Department of Nursing has surpassed the NCLEX pass rate requirement of 80%. Thirty-six (36) students completed the program in May 2016. With one student remaining to test, our current pass rate is 85.7% (30/35). Last year’s pass rate was 84.0%

Students Success / Career and Job Placement

- Mrs. Marquita Thomas Brown represented The School of Graduate Studies and Research at the Senior Kick-off Dinner for the Class of 2017 sponsored by DSU Career Services. The purpose of the dinner was to inform graduating seniors on upcoming career events, hearing from a panel of recent graduates and recruiters. Approximately 100 seniors were present. Seniors will also be invited to attend the Fall 2016 Open House scheduled for October 8, 2016.
- For a second year in a row, the freshmen retention rate is over 70%. As of Monday, 9/19/2016, 73.5% of the fall 2015 cohort is registered with 71.1% financially cleared.

Outreach and Engagement

- CAHSS - The Student and Exchange Visitor Program (SEVP) has approved the English Languages Institute’s petition allowing them eligibility to offer conditional enrollment services through the English Language Institute (ELI) (once it receives BOT approval).
- CARS - Dr. Kevina Vulinec, DSU professor of wildlife ecology, has been named a Fulbright Alumni Ambassador. In her role as Alumni Ambassador, Dr. Vulinec will promote the scholars program by visiting universities and colleges to discuss her experiences as a Fulbright Scholar and to share information about the program.

Chair Williams also noted the following:

- Ongoing monitoring of nursing progress and committee members have been asked to comment. They are now at 85.7, which is a significant change from previously being on warning status.
- The EPC reported a lot of progress in the KPI’s.
- Middle state accreditation report due in April and is 67% complete and include September 8th meeting and budget.

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.

THE DEVELOPMENT AND INVESTMENT COMMITTEE (Mr. Jim Stewart, chair).

Chairman David Turner reports for Mr. Jim Stewart, chair.

Investment

Total endowment balance is \$26,359,481 as of June 30, 2016.

Since January 1, 2011, the *Greater Than One: Campaign for Students* has generated a combined total of \$20,522,751, which exceeds the \$20 million goal. As of August 31, 2016, a total of 6,490 donors have donated to the *Greater Than One: Campaign for Students*.

Other Updates

- Fiscal Year '16 demonstrated significant growth in private fundraising for DSU. As of June 30, 2016, total funds raised equal \$4,924,649 with 2,303 donors.

Alumni Participation:

- Historic record alumni participation rate - 11% 1,149 alumni donors as of June 30, 2016
- \$268,560 total raised for FY 2016

Delaware State University Foundation

The Delaware State University Foundation now manages over 6,490 donors, 281 gift accounts, 213 endowed accounts, and 183 scholarship accounts.

New Initiatives

Donor Outreach. Institutional Advancement has installed an interactive, 55” LED monitor on the first floor of the Smith Administration Building. The device will serve as a “Donor Wall” that may be accessed by anyone visiting the administration building. The donor wall will feature information about the University, video messages from key administrators, updates, news and coming events that can be updated in real time. In addition, donors will be able to see their names, access thank you messages from students and be apprised of upcoming and ongoing fundraising initiatives. This is a new and innovative service to DSU community that will be primarily overseen by the Office of Donor Relations.

Alumni Online Community. Implementation initiated for the DSU Online Alumni Community platform. The project kick-off is scheduled for late September, 2016. The platform will help further promote the Delaware State University mission to alumni and will provide the opportunity for alumni to gather in an online setting while sharing key information with the University.

40 under 40 over Club. Delaware State University 40 under 40 over Club was designed to answer the urgent financial need of graduating DSU students. Distinguished alumni were called upon to partner with DSU in providing scholarship funds to students demonstrating urgent need. 40 alums accepted the award to advocate for and support the University financially. Funds raised totals \$45,000.

Gallup Conference. Gallup held its inaugural Clifton’s Strength Summit in Omaha, NE on July

18-20, 2016. DSU was the only HBCU represented at this conference attended by more than 700 individuals that included colleges and universities, corporations, consultants, and small businesses. The purpose for DSU's participation was two-fold: 1). The Director of Corporations and Foundations attended to continue building the DSU relationship with Thurgood Marshall College Fund and to establish relationships with other corporations including Gallup that could potentially benefit DSU in the near future. A TMCF representative who initially introduced DSU to Gallup was a session host at the summit and a Gallup representative was a workshop facilitator at the Member Universities Professional Institute MUPI conference that DSU hosted with TMCF; and 2). The Vice President of Human Resources attended to learn how DSU administrators, faculty, staff, and students may be able to utilize the Gallup Strengths Assessment to help the university become more efficient and productive. She will be very deliberative in understanding how to effectively and strategically acclimate Delaware State University to utilizing the strengths assessment.

The Gallup Strengths finder is an online assessment that helps individuals tap into their natural talent so they can be more productive in their life and career. It is a tool that can help identify the natural strengths and talents of individuals on a team so they can work more adhesively as a unit. Several members of the Institutional Advancement Staff have taken the assessment and it is something we plan to have everyone in the unit take. It will be very helpful for us to understand how to best work with each other as we progress toward greater goals as a unit. We will continue to build upon our relationships with TMCF and Gallup so DSU will lead all HBCUs into this emerging frontier of a talent-based workplace.

Town Gown. DSU held its first Town Gown breakfast on September 8. The Town Gown is very popular in various communities with College campuses. The purpose was to officially introduce the initiatives that are taking place at DSU. Although DSU has been in existence for 125 years, many of the business owners and managers have not been on campus and are not fully aware of what the university is doing. Our goal is to establish a community partnership between DSU and the businesses located in Dover, especially in our immediate surroundings on DuPont Highway. We had a very positive response as this was our first breakfast, but it is just the beginning of a greater continuous dialogue. Businesses that were in attendance included: Office of Senator Tom Carper, Kent County Levy Courts, DE Better Business Bureau, AT&T, Chesapeake Utilities, Harvest Ridge Winery, Holiday Inn, Home 2 Suites, Hilton Garden Inn, Dover Downs Hotel and Casino, Grotto Pizza, Pie Five, Home Depot, Lowes, and Qdoba. The response was very positive and all attendees are looking forward to the initiatives that the university shared for the future. We only expect the number of partnerships to grow in the future.

Parent Advisory Council. In an effort to build a new constituency group, the Office of Development will engage parents of DSU students in forming a Parent Advisory Council (PAC). The objective of the PAC is to explore how parents can become a more valuable partner in fundraising initiatives to their peers; share the University's strategic direction toward student success; and to influence planned interaction with parents for fundraising efforts. It is expected that the PAC will allow for collaboration thereby strengthening the relationship between the University and parents, while fostering peer-to-peer outreach. Surveys will be forwarded to parents, from which a pool of interested candidates for the PAC will be drawn. The first outreach, a parent interest survey, has been completed and is expected to be disseminated before the end of the next quarter.

Text-to-Give during Homecoming. Plans are underway for a text-to-give initiative to occur during Homecoming. Student leaders will appeal to audience members to say happy birthday to DSU by “texting-to-give” \$10 each via a special code designated as scholarships for DSU students.

Tom Joyner Foundation Initiative. DSU has been selected as the October 2016 School of the Month by the Tom Joyner Foundation (TJF). During the month of October and throughout 2016, the Tom Joyner Foundation will rally alumni, individuals, and businesses for support of scholarships at DSU. Among many benefits of the partnership will include celebrity endorsements, as well as underwriting of DSU’s text-to-give and pledge-to-give software using mobile telephones. Structured communication with the Tom Joyner Foundation continues with bi-weekly conference calls beginning in March 2016. Donors of \$2,500 or more for scholarships will be announced on the radio via the Tom Joyner Morning Show during the months of October and December. Thomas Joyner, Jr., president of the TJF, will attend Homecoming and the pre-game reception.

HBCU Philanthropy Symposium. The Kresge Foundation has awarded a \$150,000 grant to support DSU in building capacity for the HBCU Philanthropy Symposium over the next three years. The plan is to make the Symposium a self-sustained annual event with multiple corporate and foundation sponsors. A competitive grant from the renowned Kresge Foundation is expected to open the door to other lucrative foundations.

The \$150,000 grant from Kresge is significant because it will help DSU further our reach with the symposium to other institutions. We have consistently increased our participation over the past six years of the symposium to 11 institutions including: Delaware State, Bowie State, Cheyney, Lincoln (PA), Morgan State, University of Maryland Eastern Shore, Norfolk State, Savannah State, Mississippi Valley State, Fort Valley State, and Tuskegee. The MUPI conference has provided a national audience for the HBCU Philanthropy Symposium. Our plan is to strategically leverage MUPI and the added resources from Kresge to increase participation at the symposium. The investment from Kresge will also position DSU to generate new partners and sponsors from companies who have a specific interest in outreach to Institutional Advancement professionals.

Annual Giving Outreach

Overseeing segmented Annual Giving fall mailing to prospective donors to solicit gifts in commemoration of the 125th Anniversary, primarily in support of scholarships. Outreach to prospective donors and LYBUNTs (gave last year, but unfortunately not this year) includes blasts and one-on-one outreach. Development officers have been assigned 150 prospects each; phone calls and face-to-face visits will be the methods of outreach.

Fall Phonathon

Plans are underway for a Fall Phonathon scheduled for Monday, September 19, 2016
– Thursday, October 7, 2016 in the evening from 5:00 p.m. to 8:00 p.m. Under supervision of the Department of Annual Giving and Grants, eight student callers will call alumni, focusing on previous donors with a goal of \$25,000. Students will be incentivized based upon achieving the highest dollar amount in pledges, highest number of pledges, and etcetera.

Grant Activity

Proposal development continues. The Division of Institutional Advancement received invitations to apply for grants and from DuPont and the CIEE (Council on International Educational Exchange); proposals to the two organizations were submitted this quarter totaling \$523,063. These significant opportunities are part of approximately 34 projected submittals to corporations and foundations by the end of the fiscal year totaling over \$5M. An additional 107 prospects are currently being researched to determine funding interests as viability for supporting DSU initiatives in the coming fiscal year.

Division of Institutional Advancement Managed Grant Programs.

Longwood Foundation – Project Aspire. DSU received renewed funding of \$1,000,000 in 2015 and robust activity is currently underway for the second year of the project. The three-year project includes strategic support for three cohorts of 100 full-time sophomores, all eligible Delawareans. The goal is for a total of 300 students to be supported by the grant, increased from 89 with the previous grant. Project Aspire support includes: annual scholarships (average \$3,500) to each student based upon achievement of a minimum 2.5 grade point average and financial need. Managed by Institutional Advancement, each cohort is supported by 10 mentors - upperclassmen with a minimum 3.0 GPA - who will address non - academic issues confronting the students.

Verizon – Verizon Innovative Learning Program. The Verizon Innovative Learning Program has a strong focus on STEM, entrepreneurship, design thinking and mentoring. The program is designed to demonstrate how mobile technology can be a catalyst for increasing minority male empowerment, engagement and achievement in STEM. As an incentive for students to participate in the program, each student will be given a tablet upon completion of the program. The tablet will be pre-installed with several useful applications including Autodesk3D, Microsoft Office and GeoGebra. Other components of the program are mentoring, job shadowing, and professional development, as well as summer camps and after school programming.

Participants will come to the DSU campus for three-week summer camps for each cohort, summer of years one and two. The camps will be exciting, fast-paced, and STEM-focused. Participants will meet and interact with DSU faculty members, staff and students. The first summer camp occurred in July; plans are underway for fall activities with the first cohort of middle schoolers.

Barclays - DSU Training and Technology Center powered by Barclays. A grant of \$200,000 from Barclays Bank provided Delaware State University the means to renovate the 7th floor of the DSU Living and Learning Commons into a state-of-the-art Mobile App Laboratory. This mobile app lab will be named The DSU Training and Technology Center powered by Barclays. The DSU Training and Technology Center is outfitted with Apple computers and televisions provide students the optimum environment for success.

The first nine people to complete the academy were celebrated on August 12 during a program at the

DSU Living and Learning Commons in which they were able to receive their certificates and show off the apps they each were able to develop. During the six-week Mobile App Boot Camp, the participants – some of whom are recent DSU graduates and current students – became certified in Android mobile architecture and Java programming language, highly sought-after skill sets in the regional job market.

Events:

Convocation. Thursday, September 15, 2016. Keynote speaker, Dr. Jamal Jeffers, Vice President of Development at 100 Black Men of America.

President's Prayer Breakfast. Friday, September 16, 2016. The 6th annual inspiring start to the new academic year, featuring the DSU Concert Choir. Keynote speaker is Pastor Norman Hutchins, Frontline Ministries with guest soloist Tammy Trout, and The Pentecostals of Dover.

Homecoming Activities. October 9-16, 2016. DSU will take on Florida A&M at 2pm in Alumni Stadium. Additional events held this weekend include the annual Homecoming parade, the E&H Building Naming Dedication, the Welcome Tent during the game, and the 125th Celebration event at Dover Downs Hotel and Casino.

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 (Roy Roper, chair)

There were numerous contracts up for approval by the Finance and Facilities Committee; which are located in the board portal:

- Air Charter Services for the 2016 Football Season for \$684,400
- Landscaping Services for \$264,736
- Underwriting Services for \$158,000

Chair Roy Roper asked for and received a motion that was seconded to approve the awarding of the air charter services to Pass Charters; the landscaping contract to Moon Landscaping Services and the underwriting services to Wells Fargo. The motions passed unanimously.

The Committee also discussed the refunding of the 2007 Bond. The University is expected to save over \$5m with this transaction.

Chair Roy Roper asked for and received a motion that was seconded to approve the bond refunding. The motion passed unanimously.

Finance: The University is monitoring the status of the operating budget. The total budget is \$118.5m. The committee is planning a workshop in October to finalize the budget. We are inviting all Board members to attend this workshop to gain a comprehensive understanding of the budget.

Facilities: The University has been working on various projects over the summer. The University spent approximately \$10m in repairs and renovation over the summer.

Data Analytics

- The University continues to create Data Transformation Briefs: This quarter we discussed variations in passage rates amount faculty. The outcome is to:
 - Increased academic support for courses with high percentage of Ws, Fs and Ds
 - Create and reinforce four-year completion plans
 - Provides intervention around retention targets
 - Create an incentive package for on-time completion

Marketing: In partnership with DSU @Wilmington Committee and Paragon, DSU has launched phase one of the marketing campaign for Wilmington that includes; a new microsite, please visit at wilmington.desu.edu; new billboards in the Wilmington on 1-95 and Kirkwood Highway; Transit Advertisement on SEPTA; Ad with Delaware Business Now; Completion of new graduate orientation booklet; new direct marketing program brochures; ads to include DSU Online and new marketing for HBCU digest.

Phase Two of the campaign will begin in October.

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)

Enterprise Risk Management (ERM)

- Completed GOT PAPER? Initiative, removing 36 tons of used paper and cardboard from campus
- Began design of NAVEX software for risk issues, contract, and policy management
- Reduced risk rating for the Information Security Get to Green program by 48%, resulting in a modification to YELLOW
- Hosted the second ERM Annual Safety Luncheon on July 14, 2016. Mr. Gary Langsdale from Pennsylvania State University shared best demonstrated practices implemented to manage minors on campus risk
- Provided training to over 150 employees/students
- Partnered with Finance Department to enforce policy regarding Travel and Purchase Card policy

Auditing

External Audit:

- Annual audit and preparation of our Comprehensive Annual Financial Report (CAFR) for fiscal year 2016 is underway and slated to meet the State of Delaware's September 30th submission deadline. A-133/single audit for fiscal year 2016 is also in progress, which includes the Perkins Loan Program Close Out Audit. It is expected to be completed within the same timeframe as the comprehensive audit, six months prior to the Federal deadline.

Information Technology (IT)

- Working with Enterprise Risk Management to complete Get to Green program deliverables:
 - Reset student password requirements after July 11
 - Develop committee to defining role requirements / standards
 - Create Disaster Recovery Plan
 - Inactive account cleanup

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)

No report provided

THE PRESIDENT’S REPORT (Dr. Harry Williams, president)

- Dr. Williams presentation included a PowerPoint presentation highlighting the following:
 - 450 students returned from summer break
 - Congratulations to Dr. Harrington and R. Vita Pickrum for the 125th Anniversary campaign
 - Partners are acknowledging the 125th celebration
 - KPI’s are doing really well and states that “it’s a great tool to keep us focused”
 - Our focus/goal is a 4-year graduation rate and 1st year retention
 - Goal was 76% retention rate and we set a record of 74%
 - DSU @Wilmington site is a great opportunity
 - DIST
 - Strategic enrollment – expanded international
 - Five undergraduate on-line degree programs
 - Career development – getting jobs that are connected to their degrees
 - Commends Chief Downs. DSU Police host a town hall discussion with members of the clergy and elected officials on September 27, 2016
 - Introduces the DREAMers. Victor Santos presents 4 DREAMer students Eddie Blanco, Olivia Bekale, Estephany Martinez and Victor Hernandez
 - DSU is the 4th best public HBCU and the goal was met to raise 20 million dollars
 - Thanked the BoT, Irene Hawkins and David Sheppard for their efforts in reaching an agreement for the union contract
 - Pushing for a 4th year of *Inspire!*

President Williams also recapped every one of the importance of telling our stories and reminded the BoT of upcoming events such as the Town Gown and the Prayer Breakfast.

Upcoming Events Included:

Prayer Breakfast	September 16
Town Gown Breakfast	September 8
Homecoming Week	October 10-15
Homecoming Game	October 15
125 th Celebration	October 15

PUBLIC COMMENT

There were no public comments made during the meeting on September 22, 2016.

OTHER BUSINESS/ANNOUNCEMENTS

A new board and committees meeting schedule for 2016-17 was discussed and approved (see below)

**FY 2016-17 Board & Committees Meeting Schedule
Board Room, 4th Floor
Claibourne Smith Administration Building**

September 15, 2016	09:00 am - 10:30 am	Executive Committee
<u>September 21, 2016</u>		<u>Committee Meetings</u>
Committee	10:00 am – 11:45 am	EPC & Student Affairs
	01:00 pm – 02:30 pm	Audit Committee
	03:00 pm – 04:45 pm	Finance & Facilities
<u>September 22, 2016</u>	10:00 am – 11:30 am	Development Committee
	12:00 pm – 01:30 pm	<u>Board Luncheon</u>
	01:30 pm – 04:30 pm	<u>Full Board Meeting</u>
November 9, 2016	11:00 am - 12:30 pm	Executive Committee
December 2, 2016	05:00 pm – 8:30 pm	Winter Retreat Dinner
December 3, 2016	08:30 am – 4:30 pm	Winter Retreat
January 12, 2017	09:00 am - 10:30 am	Executive Committee
<u>January 18, 2017</u>		<u>Committee Meetings</u>
	08:30 am – 10:00 am	Operations Committee
	10:00 am – 11:45 am	Academic & Student Success Committee
	01:00 pm – 02:30 pm	Audit & ERM Committee
	03:00 pm – 04:45 pm	Innovation & Sustainability Committee
	05:00 pm – 06:30 pm	Board Dinner

<u>January 19, 2017</u>	08:30 am – 09:30 am 09:30 am – 12:30 pm 12:30 pm – 01:30 pm	<u>Board Breakfast</u> <u>Full Board Meeting</u> Optional Board Luncheon
March 9, 2017	09:00 am - 10:30 am	Executive Committee
<u>March 15, 2017</u>	08:30 am – 10:00 am 10:00 am – 11:45 am 01:00 pm – 02:30 pm 03:00 pm – 04:45 pm 05:00 pm – 06:30 pm	<u>Committee Meetings</u> Operations Committee Academic & Student Success Committee Audit & ERM Committee Innovation & Sustainability Committee Board Dinner
<u>March 16, 2017</u>	08:30 am – 09:30 am 09:30 am – 12:30 pm 12:30 pm – 01:30 pm	<u>Board Breakfast</u> <u>Full Board Meeting</u> Optional Board Luncheon
June 8, 2017	09:00 am - 10:30 am	Executive Committee
<u>June 14, 2017</u>	08:30 am – 10:00 am 10:00 am – 11:45 am 01:00 pm – 02:30 pm 03:00 pm – 04:45 pm 05:00 pm – 06:30 pm	<u>Committee Meetings</u> Operations Committee Academic & Student Success Committee Audit & ERM Committee Innovation & Sustainability Committee Board Dinner
June 15, 2017	08:30 am – 09:30 am 09:30 am – 12:30 pm 12:30 pm – 01:30 pm	<u>Board Breakfast</u> <u>Full Board Meeting</u> Optional Board Luncheon
July 27, 2017	08:30 am – 02:30 pm	Summer Retreat

Other comments and/or actions

- Dr. Debbie Harrington is sworn in as a new BoT chair member
- Chair David Turner thanked Dr. Williams for his efforts
- Parking passes were provided for each BoT member
- Travel should not be at DSU's expense
- Expense reimbursement forms as well as hotel request forms

- Read the documents that are included in your packet
- AGB Conference being held on Sunday, April 2-4, 2017. New trustee orientation being held the day before
- BoT retreat is being held on December 2nd
- Thanked Dr. Hardee for her work.
- Reviewed and approved committee meeting.
- Continued progress with KPI's
- BoT will go from 7 to 5 committees. As a principle, each trustee will be on one of the committees.

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 3:03 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.

ADJOURNMENT

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

The meeting adjourned at 4:03 p.m.

Respectfully submitted,

David G. Turner, chairman

**DELAWARE STATE UNIVERSITY
DOVER, DELAWARE
ADDENDUM OF MOTIONS AND ACTIONS TAKEN BY THE
BOARD OF TRUSTEES ON THE MEETING September 22, 2016**

1. Approved the minutes of the June 16, 2016, quarterly meeting of the Board of Trustees.
2. Approved the report from The Trustee Committee.
3. Dr. Debbie Harrington was sworn in by Chairman David Turner
4. Accepted the report from the Executive Committee.
5. Accepted the report from the Student Affairs Committee.
6. Accepted the report from the Educational Policy Committee.
7. Accepted the report from the Development and Investment Committee.
8. Approved the awarding of the Air Charter contract.
9. Approved the awarding of the RFP for the landscaping project to Moon Landscaping.
10. Approved the awarding of the underwriting services to Wells Fargo.
11. Accepted the report from the Finance and Facilities Committee.
12. Accepted the report from the Audit Committee.
13. Accepted the report from the Personnel and Compensation Committee.
14. New board and committees meeting schedule for FY 2016-17 was approved
15. Accepted the report from the President.
16. The Board went into Executive Session to discuss personnel and legal matters.
17. Approved adjournment.