



# Delaware State University

Dover, Delaware 19901

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Board of Trustees Special Executive Committee Meeting Minutes  
April 9, 2014

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**DELAWARE STATE UNIVERSITY  
DOVER, DELAWARE**

**Minutes of the Special Executive Committee of the Board of Trustees  
Delaware State University  
Wednesday, April 9, 2014**

The Special Executive Committee of the Board of Trustees held a meeting on Wednesday, April 9, 2014 which was called to order at 10:08 a.m.

**MEMBERS PRESENT**

**OTHERS PRESENT**

Dr. Claibourne Smith, chair	Dr. Harry Williams, president
Mr. David Turner, vice chair	Dr. Alton Thompson, provost and vice president for Academic Affairs
Mr. José Echeverri	Ms. Carolyn Curry, chief of staff, vice president of Institutional Advancement
Mr. Wesley Perkins	Dr. Teresa Hardee, vice president for Finance
Mr. Jim Stewart (via telephone)	
Dr. Devona Williams	

Chairman Claibourne Smith welcomed everyone and thanked the participants for their attendance. He called attention to the agenda and indicated the first order of business was to approve the minutes.

**Meeting Minutes**

Chairman Smith asked if there were any corrections to the minutes previously sent to the committee. There were no corrections.

**Chairman Smith asked for and received a motion that was seconded to approve the minutes of the February 25, 2014 regular meeting of the Executive Committee of the Board of Trustees.**

**The motion passed unanimously.**

**Update on Early College High School (ECHS)**

Chairman Smith asked Provost Thompson to provide an update on the ECHS. Provost Thompson gave a high level overview of enrollment and the Primary Key Performance Indicator ((KPI #7) of the University Strategic Plan that related to the action plan to open the ECHS on schedule. He also discussed renovations to the DSU Living and Learning Commons and other ECHS- related activities. Details follow related to those topics.

**Enrollment**

The breakdown of the enrollment follows:

- A total of 205 applications are in the online portal hosted by the Data Services Center
- There have been 115 official acceptances (met the April 1 target of 106 acceptances)
- A total of 3 students declined
- There are 81 students who have not made the final commitment

### **Primary Goals**

On January 18, 2014, the ECHS Board of Directors held a retreat to develop the goals, primary KPIs, strategies and a six-month action plan to open the ECHS on schedule.

Six primary goals were developed:

1. Recruitment and marketing
2. Financial performance
3. Community and family relationships
4. Compliance and security
5. Governance; and
6. Leadership

Dr. Thompson stated that these six goals were supported by 12 well-defined sub-KPIs and associated strategies. He discussed a few of the strategies and activities supporting Goals 1-3:

### **ECHS Goal 1: Recruitment and Marketing**

#### **Strategy 3: Parent Information Sessions**

**Activity:** Held two additional parent information sessions on March 4 and 18

**Activity:** Conducted Parent Registration Events

- DSU in Kent/Sussex Counties
- Wilmington at Community Services Building
- Newark, Delaware; Newark Library
- Every Thursday April 3-May 5 at the Living Learning Commons (3 pm-8pm)

Other activities have included reaching out to the families (**Family Outreach**) who have applied but have not yet returned the Certificate of Intent to Enroll and/or accepted their seat in the DSC portal. Also, we continued the media push to attract more students. A press release for National Early College High School Week was developed and daily posting were on the ECHS@DSU Facebook page during that entire week. Those activities were in support of **Media**.

### **ECHS Goal 2: -Financial Performance**

#### **Strategy 3: Fundraising**

##### **Activities:**

- Nine grants awaiting decisions totaling \$1.2 million. Eight proposals were submitted by DSU, and one Longwood grant submitted by Innovative Schools.
- Two federal grants were submitted by DSU to NSF; waiting decisions (\$3.2 million with the ECHS included a component).

- Twelve prospects are currently being researched by both Innovative Schools and DSU.

### **ECHS Goal 3: -Community and Family Relationships**

#### **Strategy 7: Continue to network with community groups**

##### **Activities:**

- Presented to exchange students from Japan in the Office of Sponsored Programs on March 20, 2014.
- Hosted Mr. There du Pont on a tour of the ECHS site and discussed the initiative on March 24, 2014.
- Presented to students and staff at the Latin American Community Center, 403 N. Van Buren Street, Wilmington, Delaware on March 28, 2014 from 6-7 p.m.
- Presented to over 125 students and staff from Thomas Edison Jr. Academy in the Bank of America Auditorium on March 28, 2014; distributed tri-fold brochures and ECHS wrist band.
- Presented to the Capital City Rotary on March 13, 2014.

Dr. Thompson stated that renovations were underway at the DSU Living and Learning Commons. Walls have been installed to separate the lobby area of the residential portion of the first floor of the Commons from the ECHS. The fire alarm work has begun and meetings have been held to begin process of obtaining exterior signage.

Dr. Thompson noted that a number of other activities have occurred in support of ECHS. Meetings with the Enrollment Management Council and Vice President of Student Affairs Kemal Atkins and the Student Affairs directors have taken place. ECHS has submitted Career and Technical Education Pathways to DOE (which enables ECHS to receive Carl Perkins federal funds and State 509 money through the Consolidate Grant Application), March 25, 2014.

Dr. Smith suggested that the ECHS staff explore the Michael Ferguson Scholarship. Dr. Devona Williams said in support of the enrollment and outreach efforts, she would introduce the program to the church where she is a member.

#### **Update on Retention/Graduation Strategies**

President Williams began the discussion. He indicated that Dr. Brenda Williams, during a recent consultation on retention, suggested that DSU identify no more than 2-3 strategies for retention and graduation. It was suggested that DSU focuses on its three areas of strength: advisement, learning communities, and expanded studying abroad.

Dr. Smith stated that whatever strategies are implemented to increase retention and graduation rates, the primary goal should be to have students graduate in four years. A discussion followed whether a goal of four years was too ambitious. Dr. Smith concluded that if one does not believe something, it will not happen. With regard to retention, it was stated that transfers negatively impact DSU's retention rate because some students come to DSU with the intent to transfer. Dr. Smith said it is important that the University understand why DSU is not the first choice. He asked that retention and graduation are included as agenda items at each regularly scheduled Executive Committee meeting.

### **Aspirational Peer Review**

Dr. Thompson explained the methodology proposed to develop an aspirational peer group. The methodology sources from the Association for Institutional Research combine data, statistics and judgment in a multi-step approach. From that methodology, 135 candidate institutions initially met that criteria and were subsequently narrowed down to 12 aspirational peer institutions. The aspirational peer selection results follow:

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|---|----|
| 1. Bloomsburg University of Pennsylvania  | PA |
| 2. Longwood University                    | VA |
| 3. Ramapo College of New Jersey           | NJ |
| 4. Salisbury University                   | MD |
| 5. State University of New York at Paltz  | NY |
| 6. SUNY at Fredonia                       | NY |
| 7. SUNY College at Brockport              | NY |
| 8. SUNY at Cortland                       | NY |
| 9. The College of New Jersey              | NJ |
| 10. Truman State University               | MO |
| 11. University of Mary Washington         | VA |
| 12. University of Wisconsin-Stevens Point | WI |

A discussion ensued regarding how the list would be used. As further analysis on the data is performed, the outcome will be provided to the Committee. Dr. Smith stated that DSU has a brand that attracts “first generation” students and the University should make sure that it has a direct line of communication with the parents. This could potentially help with retention.

### **Action Items:**

#### **Approval of 2014 May Graduates**

The list of potential graduates for spring 2014 was presented to the Committee. Dr. Devona Williams indicated that the Educational Policy Committee had approved the list of graduates. The Executive Committee accepted the list as presented.

**Chairman Smith asked for and received a motion, duly seconded, that it was appropriate for the welfare of the University for the Executive Committee to act for the Board of Trustees between its regular meetings and to approve for graduation, those students who have completed all requirements and as recommended by the Faculty Senate and general faculty and also approved by the President as presented in the list of potential graduates for academic year 2013-14.**

**The motion passed unanimously.**

#### **Approval of Permission to Implement (Post-Secondary Certificates in Information Systems Security Professionals and Systems Administrator)**

Dr. D. Williams stated that the EPC Committee had also approved the Post-Secondary Certificates in Information Systems Security Professionals and Systems Administrator. She noted that the program had undergone a thorough analysis of its potential benefit to the

University. She further noted that cyber security is a growing field and DSU should be a part of this emergent area.

**Chairman Smith asked for and received a motion, duly seconded, that the Permission to Implement (Post-Secondary Certificates in Information Systems Security Professionals and Systems Administrator) be approved.**

**The motion passed unanimously.**

**Other Business**

Dr. Teresa Hardee, vice president for Finance, reported on the University's bond rating. She stated that the A+ rating had been downgraded to A. She noted that DSU still has a stable financial outlook and that a combination of strategies will need to be put in place to secure the A+ rating again.

President Williams stated that some events have occurred that will positively impact the University financially. He noted that when all the details are solidified, it will be announced to the University.

**Chairman Smith asked for and received a motion, duly seconded, to adjourn.**

**The motion passed unanimously.**

**The meeting adjourned at 11:39 a.m.**

Respectfully submitted,



Claibourne D. Smith, chairman



Eleanor Wilson, board secretary

**DELAWARE STATE UNIVERSITY  
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ADDENDUM OF MOTIONS AND ACTIONS TAKEN BY  
EXECUTIVE COMMITTEE MEETING OF BOARD OF TRUSTEES ON  
APRIL 9, 2014**

1. Approved the Executive Committee meeting minutes of February 25, 2014.
2. Approved the list of potential graduates for academic year 2013-14.
3. Approved the Permission to Implement (Post-Secondary Certificates in Information Systems Security Professionals and Systems Administrator submitted by Computer and Information Sciences).
4. Approved adjournment