



DELAWARE STATE UNIVERSITY

**Minutes of the “Virtual” Meeting of the Board of Trustees of
Delaware State University, Thursday, June 18, 2020**

**DELAWARE STATE UNIVERSITY
DOVER, DELAWARE**

**Minutes of the “Virtual” Meeting of the Board of Trustees of
Delaware State University, Thursday, June 18, 2020**

Call to Order

The Board of Trustees of Delaware State University (“BoT”) held a virtual meeting on Thursday, June 18, 2020, via WebEx. Dr. Devona Williams, Chair of the Board of Trustees, called the meeting to order at 1:30 p.m.

Roll Call by Ms. Tamara Stoner, Board Secretary

<u>ATTENDEES</u>	
BOARD MEMBERS	DELAWARE STATE UNIVERSITY
Dr. Devona Williams, Chair	Tony Allen, Ph.D., President
Mr. John Ridgeway, Vice Chair	Dr. Sandra Delauder, Interim Provost
Mr. John J. Allen, Vice Chair	Mr. Cleon Cauley, COO
Dr. Debbie Harrington	Dr. Irene Hawkins, CAO and VP of Human Resources
Mr. Leroy Tice, Esq.	Dr. Stacy Downing, VP of Student Affairs
Ms. Jocelyn Stewart	Dr. Vita Pickrum, VP of Institutional Advancement
Ms. Bernadette Dorsey Whatley	Mr. Antonio Boyle, VP of Strategic Management
Ms. Esthelda Parker Selby (<i>via telephone</i>)	Ms. LaKresha Moultrie, General Counsel
Mr. Harold Stafford	Ms. Jackie Griffith, Special Asst. to the President, Dir. of Government & Community Relations
Ms. Lois Hobbs	Dr. Scott Gines, Athletic Director
Ms. Margie Lopez Waite	Mr. Herman Wood, Associate VP Facilities Management, Planning & Construction
Dr. Wilma Mishoe (<i>via telephone</i>)	Mr. Darrell McMillon, Chief Information Officer
Mr. Norman Griffiths, Esq.	Ms. Jane Towers, Controller
Gov. Jack Markell	<u>Other Faculty/Staff:</u>
Gov. Michael Castle	Mr. Curtis Winslow Dr. Alexa Silver Dr. Lynda Murray Jackson Mr. Carlos Holmes Dr. Clytrice Watson Dr. Francine Edwards Ms. Jasmine Buxton Dr. Kimberly Sudler Ms. Marquita Thomas Brown

	Dr. Marsha Horton Dr. Michael Casson Dr. Melissa Harrington Dr. Michelle Fisher Dr. Patrice Gilliam-Johnson Mr. Robert Schrof Dr. Steve Newton
--	--

CONSENT AGENDA

Dr. Devona Williams

- Minutes of the Board of Trustees special meeting May 5, 2020
[Motion to approve the Consent Agenda by Ms. Hobbs; 2nd by Mr. Griffiths; motion carried]

CHAIR’S REPORT

Dr. Devona Williams

- *DACA*. On June 18, 2020, the U.S. Supreme Court ruled in favor of the Deferred Action for Childhood Arrivals (DACA) program.
- *AGB*. DSU has been well represented in the Association of Governing Boards (AGB) for Colleges and Universities. Dr. Williams recently participated as a panelist on a webinar hosted by AGB regarding shared governance, sustainability, and navigating through COVID-19. Mr. Ridgeway and Dr. Williams participated in an expert panel on how universities plan to reopen. Dr. Pickrum is active on AGB’s Philanthropy Council and has participated in a Webinar. Ms. Stoner is a member of AGB’s Board Professional’s Executive Leadership Team and co-chairs the Professional Development committee.

COMMITTEE REPORTS

- **Audit & ERM Committee (AC) – Mr. Leroy Tice**

Mr. Tice reported that the Audit committee met on June 4, 2020 and discussed the following:

- *2019 Financial Audit and State P-Card Audit*. The finance team continues to address all issues identified by the external auditor and has timely responded to the state auditor. Concur software will be purchased to assist with managing p-cards. Mr. Cauley and Ms. Towers have developed a mitigation plan with detailed procedures. An RFP has gone out for an external auditor; however, the process was hindered due to COVID-19. As a result, DSU extended its contract with CLA for another year.
- *ERM / COVID-19*. Ms. Moultrie provided an update regarding: 1) Insurance Policies: A pre-renewal meeting was held recently with our insurance broker to prepare submission of the various renewal applications. ERM is currently working to ensure that the university qualifies for the annual United Educators Risk Management Premium Credit (RMPC) of 6%. To obtain the credit, it is required that selected employees complete Data Security training. 2) COVID-19: ERM continues to monitor and adhere to Governor Carney’s orders and Phase plans, currently working with DEMA on a drive thru testing event, assisting state police with the use of university facilities, and continues to work on crisis management planning campus wide.

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

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

- Action Item: Board Elections for July 1, 2020 through June 30, 2021:
 - Slate of Officers: Dr. Devona Williams, Board Chair; Mr. John Ridgeway, Vice Chair; Mr. John Allen, Vice Chair; Ms. Margie Lopez Waite, Treasurer; and Ms. Tamara Stoner, Board Secretary

[Motion to approve by Mr. Griffiths; 2nd by Mr. Stafford & Mrs. Whatley; Motion carried]
- Training on Conflicts of Interests Policy and Disclosures presented by Ms. Moultrie (*See Presentation in Portal*). Several board members recommended that future trainings should occur during BoT retreats.
- Proposed Bylaws Amendment regarding the honorary titles of president and trustee emeritus (*See Bylaws Article 9. Sec. 7.*). A vote on this amendment will occur at the BoT's July Retreat.

[Motion to approve GC Report by Mr. Griffiths; 2nd by Mr. Allen; Motion carried]

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

- Action Item #1: Request for Authorization to Establish BA Liberal Studies (a degree completers program for adults; 120 students expected to enroll for Fall 2020 start)
[Motion to approve by Dr. Harrington; 2nd by Mr. Tice; Motion carried]
- Action Item #2: Request to Implement Biomedical, Behavioral and Allied Health Center
[Motion to approve by Dr. Harrington; 2nd by Ms. Hobbs; Motion carried]
- *Fall Academics*. At the June meeting, the Deans discussed their Fall transition plans and hybrid curriculum delivery. President Allen will announce the university's fall reopening plan on June 30.
- *MSCHE*. The Self-Study Design was timely submitted and approved.
- *Student Affairs Sub-committee*. The university continues to provide career services. The first destination survey response was 64.5% (national average 65%). The survey is used to track the success of students after graduation. Virtual counseling and support continue to be provided to students. Students are currently in Phase 2 of 3 in the move out process. Phase 3 will be for out of state students Dr. Downing added that over 55-60% of students have moved out. Title IX will occur during the July BoT retreat.
- *Athletic Sub-committee*. Athletics is in an upward progression in academic performance. In Spring 2020, the department GPA was 3.35, 76% honor roll, 62% deans list, 20% president's list, and 46% graduates. In FY19, the academic progress rate reported 6 teams below the minimum benchmark and 1 caution. In FY20, 3 teams had perfect scores, 3 teams caution and 1 team below minimum benchmark. The current graduation rate for DSU's scholarship athlete is 81%. Mr. Allen added that Peak's Sports Management has been engaged to research potential conference opportunities for DSU. There are six MEAC colleges and universities currently looking at other potential conferences. MEAC has contracted a company to research membership recruitment.

[Motion to approve SS Report by Mr. Allen & Ms. Hobbs; 2nd by Mrs. Whatley; Motion carried]

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

Mr. Ridgeway reported that Mr. McMillon has extended the university's relationship with Ellucian and has an ongoing plan to upgrade the service and switches throughout campus. President Allen added that bandwidth for students has been upgraded. The facilities team recently made several improvements: campus landscape, carpet replacement, new pavement, improved safety and sanitation, etc. A more comprehensive campus improvements list will be shared at the BoT July retreat. Mr. Wood commended his staff for the work they've done to date.

- Action Item #1: Approval of EAB Global, Inc. Adult Learning Recruitment (\$705,000)
[Motion to approve by Mr. Ridgeway; 2nd by Ms. Hobbs; Motion carried]
- Action Item #2: Approval of Dome Replacement – University Village Building 3 (\$480,000)
[Motion to approve by Mr. Ridgeway; 2nd by Ms. Hobbs; Motion carried]
- Action Item #3: Approval of Flooring Replacement – University Courtyard (\$582,000 for buildings 1,6 & 7)
[Motion to approve by Mr. Ridgeway; 2nd by Mr. Allen; Motion carried]
- Action Item #4: Approval of CONCUR, an expense management software to address P-card and travel card issues (\$290,000)
[Motion to approve by Mr. Ridgeway; 2nd by Mr. Allen; Motion carried]
- *Finance Update.* Ms. Towers reported that every Friday a meeting is held with President Allen, Dr. DeLauder, Mr. Cauley, Ms. Towers and Mr. Boyle to discuss financials.
 - Current actuals in revenue: March \$4.5M, April \$7M,
 - Current actuals in expenses: March \$3.8M, April 9.9M (month's end \$3.1 billion)
 - Current June 30 Forecast: \$11.2MDr. Williams requested a one-page financial report that includes cash, income and expense to be presented at future board meetings.

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

- **Innovation & Sustainability Committee (I&S) – Dr. Williams**

- Dr. Williams reported that the current endowment fund is stable with a balance of \$25.5M+. The campaign has raised \$15.3M+. Alumni giving has increased, and the number of donors increased to 226. Under the Foundation, there are 645 gift accounts and 104 are endowed accounts. The Foundation's checking account balance is about \$4.6M as of June 18, 2020. About 648 students have received scholarships from private scholarship funds, totaling \$3.6M for the academic year. The 10th HBCU Philanthropy Symposium will be held virtually July 22-23. Strada Educational Network will be the premier sponsor. Other sponsors include Discover Card, TMCF, UNCF, and CASE. Last year 40 HBCU's attended. The Foundation has move forward with establishing the Delaware State University, LLC. Dr. Pickrum was elected as vice chair of CASE. Dr. Pickrum will become the national chair in 2022. The Foundation Board will have its next meeting virtually on

July 25 at 1 p.m. The Foundation Board plans to establish an advisory council.

- *Transition Committee.* Mrs. Whatley reported that the committee is focused on 4 pillars: culture, communications, stakeholder engagement and development. The Culture committee is doing well and has great leadership. The Communications committee has a goal of 30MM impressions and has already reached 51%. The Stakeholder Engagement committee, led by Mr. Stafford, are developing a comprehensive stakeholder engagement plan. They will create a database of stakeholders. The Development committee had a goal to raise \$1M. That goal has been met and exceeded. Over 900 students were assisted as a result of the Student Emergency Relief Fund. Special thanks to LaShawne Pryor for his work on the Development committee.
- Action Item #1: Approval of the Request for Authorization to Establish the Delaware State University, LLC along with the recommended governance and management structure (includes 5 pillars: contracting, commercialization, start-up incubators, angel investment, and real estate management)
[Motion to approve by Dr. Williams; 2nd by Mr. Allen; Motion carried]

[Motion to approve I&S Report by Mr. Allen; 2nd by Dr. Harrington; Motion carried]

- **Executive Committee (EC) – Dr. Williams**

Dr. Williams discussed the duty of the board to conduct an annual presidential evaluation. President Allen will be evaluated in three 6-month segments (June 30, 2020, December 31, 2020 and June 30, 2021). Dr. Hawkins prepared the evaluation form that aligns with the president’s goals. Each trustee will receive the evaluation to complete. The evaluation results will be reviewed with President Allen on June 29 in a meeting with the BoT’s executive leadership team (board chair and vice chairs).

- Action Item #1: Approval of the Board of Trustees Resolution to formally acknowledge all employees for their service and dedication during the COVID-19 pandemic
[Motion to approve by Dr. Williams; 2nd by Mr. Griffiths; Motion carried]

[Motion to approve EC Report by Dr. Williams; 2nd by Ms. Hobbs; Motion carried]

PRESIDENT’S REPORT

Dr. Allen reported the following (*See Report in portal*):

- *Racial Unrest.* Dr. Allen shared a video entitle “Sons” by Dr. Francine Edwards. Dr. Harrington and her church family held a march in Middletown. Jelani Bryant, DSU sophomore political science major and member of the Chair’s Student Circle, was one of the speakers. Special thanks given to Dr. Casson for moderating the recent university forum.
- *2020 Presidential Goals.* building financial health, setting strategic direction, enhancing university profile and evolving culture
- *Student Emergency Relief Fund.* Alumni donors increased by 25%.
- *Academic Profile.* Freshman retention rate is currently 73%, which is above the regional average for all four-year universities.

- *Virtual Commencement.* Special thanks to Drs. Hawkins and Edwards and the entire team for their work on this effort.
- *Federal Funds.* DSU received about \$17M in supplementary funds. In mid-July or early August, another supplemental stimulus package is expected. President Allen will continue to advocate for federal funding opportunities.
- *Research.* DSU has continued its research programs amid COVID-19 which has resulted in about \$7M in research funding. Dr. Melissa Harrington added that since Memorial Day, DSU has received \$2.8M in grants awards.
- *State Funds.* DSU expects to receive \$38.4M in operational funds from the state in July. The Bond Bill Committee met on June 18, 2020, and DSU expects to receive \$10M.
- *Budget Planning.* A balanced budget was presented for FY20 despite an oversight of the P3. Currently, aggressive scenario planning is being done for Fall 2020.
- *Financial Health.* A strategic determination was made to build the \$1M reserve to \$2M. A balanced budget proposal will be presented for FY20-21 which will include drafts for FY22 and FY23.
- *Strategic Direction.* The senior leadership team has been reorganized.
- *MSCHE Self-Study Design.* Dr. Colon commended our efforts.
- *Strategic Planning Committee.* The committee will be led by Dr. Downing and Ms. Lopez-Waite. Across divisions groups have been created to get the work completed.
- *Enhancing University Profile.* The university forums have been used to reach 1000+ individuals weekly.
- *Partnerships.* A member of JPMorgan’s Advancing Black Pathways team participates in every new student orientation.
- *Culture.* The Apple Initiative significantly advanced the university. DSU transitioned 1400 in person classes to virtual in over a period of five days.
- *Customer Communications.* This area is still a focus of continued improvement.
- *DACA Decision.* More Dreamers choose DSU than any other university. These students were excluded out of the CARES Act funds. The SERF funds were used to provide each DACA student with \$500. A “Thank you” video created by students was shared with the BoT.
- *Juneteenth Celebration.* Drs. William and Allen decided to make Juneteenth a perpetual holiday for DSU.

NO PUBLIC COMMENTS

ANNOUNCEMENTS

- Board of Trustees Retreat, July 16-17, 2020

[Motion to enter Executive Session by Mr. Allen; 2nd by Dr. Harrington; Motion carried]

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

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

*[Motion to exit Executive Session by Gov. Markell; 2nd by Mr. Griffiths;
Motion carried]*

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

Dr. Allen requested approval from the board to give him authority to negotiate a non-binding definitive agreement based on the terms outlined in the presentation
[Motion to approve Dr. Allen's Request by Gov. Markell; 2nd by Mr. Griffiths; Motion carried]

[Motion to Adjourn by Gov. Markell; 2nd by Ms. Hobbs; Motion carried]

ADJOURNMENT 5:00 p.m.