



DELAWARE STATE UNIVERSITY

**Minutes of the “Virtual” Meeting of the Board of Trustees of
Delaware State University, Thursday, June 17, 2021**

**DELAWARE STATE UNIVERSITY
DOVER, DELAWARE**

**Minutes of the “Virtual” Meeting of the Board of Trustees of
Delaware State University, Thursday, June 17, 2021**

Call to Order

The Board of Trustees of Delaware State University (“BoT”) held a virtual meeting on Thursday, June 17, 2021, via WebEx. Dr. Devona Williams, Chair of the Board of Trustees, called the meeting to order at 1:34 p.m.

Roll Call by Ms. Tamara Stoner, University Secretary

<u>ATTENDEES</u>	
BOARD MEMBERS	DELAWARE STATE UNIVERSITY
Dr. Devona Williams, Chair	Tony Allen, Ph.D., President
Mr. John Ridgeway, Vice Chair	Dr. Saundra Delauder, Provost
Mr. John J. Allen, Vice Chair	Mr. Cleon Cauley, COO
Mr. Norman Griffiths, Esq.	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. Esthelda Parker Selby	Mr. Antonio Boyle, VP of Strategic Management
Ms. Bernadette Dorsey Whatley	Ms. LaKresha Moultrie, General Counsel
Mr. Harold Stafford	Ms. Jackie Griffith, Special Asst. to the President, VP of Government & Community Relations
Ms. Lois Hobbs	Mr. Darrell McMillon, Chief Information Officer
Dr. Wilma Mishoe	Mr. Herman Wood, Associate VP Facilities Management, Planning & Construction
Dr. Debbie Harrington	
Ms. Margie Lopez Waite	
	<u>Other Attendees:</u> Mr. Curtis Winslow Mr. Alan Brangman Ms. Alecia Gadson Mr. Carlos Holmes Dr. Clytrice Watson Dr. Dawn Mosley Dr. Francine Edwards Dr. Dyremple Marsh Dr. Gwendolyn Scott Jones Ms. Jarso Saygbe Dr. Jasmine Buxton

	Ms. Kenisha Ringgold Dr. Kimberley Sudler Dr. Lynda Murray Jackson Ms. Margaret Pierre Ms. Marquita Brown Dr. Melissa Harrington Dr. Michael Casson Dr. Patrice Gilliam Johnson Dr. Robert Mason Mr. Robert Schrof Ms. Sasha Lee Dr. Steve Newton Ms. Vanessa Nesbit
--	--

CONSENT AGENDA

Dr. Devona Williams

- Approval of Minutes from March 18, 2021 Board of Trustees Meeting
- Approval of Minutes from April 9, 2021 Board of Trustees Meeting
- Approval of Minutes from April 23, 2021 Board of Trustees Meeting
[Motion to approve Consent Agenda by Mr. Tice; 2nd by Ms. Hobbs; motion carried]

PRESIDENT’S REPORT

Dr. Tony Allen

Dr. Allen reported on the following:

- *DSU 2021 Aviation Summer Camp.* On June 17, 2021, Dr. Allen visited the airpark to watch the conclusion of the camp. The campers included ~25 middle and high school students who were flying the planes. The program is sponsored by Black Aerospace Professionals, directed by DSU Alum Yoki Johnson.
- *Shared a Video Selection entitle “Shine” by Avery Sunshine* from the May 15th 130th DSU Anniversary Celebration to commemorate DSU’s most pivotal moments. Special acknowledgment and thanks to Trustee Ridgeway for his leadership and work on the anniversary.
- *President’s Executive Summary.* Dr. Allen provided a brief overview of his 18-month plan when he first began his tenure as president. The plan included 4 pillars. Material progress has been made in each pillar as follows:
 - 1) *Building Financial Health.* In Jan. 2020, we had a \$1MM reserve. At the end of June 2021, we will have a \$5MM reserve. In Jan. 2020, we had \$25MM endowment. Currently, we have a \$40MM portfolio endowment. Last FY’20, we ended the year with a \$12MM surplus. For FY’21, we estimate a \$10MM surplus. Special thanks to the congressional delegation and the federal governments infusion of cash. DSU also raised \$40MM in private support and built our research portfolio to about \$27MM. The new CFO will begin August 2021. DSU continues to execute its plan regarding P-card and travel card monitoring and timely paid invoices.
 - 2) *Setting Strategic Direction.* A couple of reorganizations have been completed. There will be look backs every six months to make decisions relative to moving people around in the organization and promoting individuals. The Strategic and Master plans will be released to the board at the July retreat.
 - 3) *Building Our University Profile.* The Inspire Scholarship is set to be passed by the House

of Representatives by the end of June 30. This will be the first time DSU will have a full tuition scholarship for all graduating Delaware seniors with a 2.75 GPA. The Inspire Scholarship began under former President, Dr. Harry Williams in 2010. The media impressions goal was 30MM a year. As of June 2021, there have been over 300MM impression.

4) *Evolving Our Culture with A Focus on Customer Service and Team Building*. DSU completed a culture assessment and will continue working with McKinsey. Trustee Whatley is working with Drs. Pickrum and Hawkins on a customer service plan.

CHAIR'S REPORT

Dr. Devona Williams

- *Acknowledgment of BoT, Administration and Employees*. Dr. Williams extended a special thanks to the BoT for their perseverance throughout the year in attending various meetings, retreats, stepping up in leadership efforts and more. She further commended administration and all employees for their hard work.
- *Committee Charters*. Dr. Williams acknowledged the chairs, liaisons, and Ms. Moultrie for their work on creating and revising all committee charters and key performance indicators (“KPI’s”).
- *Board Retreat*. The retreat will be held on July 15-16. Trustee Allen will lead a discussion on Day 1 entitled “What’s on Your Mind?”. All topic suggestions should be emailed to Dr. Williams and Trustee Allen. Retreat Day 2 will be in hybrid format (in-person and virtual).

COMMITTEE REPORTS

- **Athletics Committee (ACo) – Mr. John Allen**

Mr. Allen reported that ACo met in June. The men’s and women’s basketball coaches’ positions were filled. A press conference was held for both coaches. The athletic director search continues to move forward. The new charter and KPI’s were discussed as well as legal and personnel matters in executive session.

- Action Item #1: Approval of Athletics Committee Charter and KPI’s

[Motion to Approve as presented, by Mr. Allen; 2nd by Ms. Hobbs; Motion carried]

[Motion to approve ACo Report by Dr. Mishoe; 2nd by Mr. Stafford; Motion carried]

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

Mr. Tice reported that AC met on June 10 and discussed the audit timeline, p-cards, internal audit, COVID and ERM updates. Mr. Tice acknowledge the entire team (Mr. Cauley, Mr. Clifton Smith, Ms. Sasha Lee, Ms. Moultrie, Mr. Schrof and Ms. Stoner) for their work. Ms. Stoner was acknowledged for her work on COVID testing, vaccine events, campus-wide trainings, and the Title IX hiring process. The new Title IX Coordinator Ms. Margaret Pierre was introduced to the BoT on June 17, and Ms. Pierre provided brief remarks. Mr. Schrof is standing up an infrastructure for internal controls through launching an internal survey and anonymous web-based reporting tool. Chairwoman Williams met with Gov. Carney regarding CARES Act funding procedures. Mr. Cauley provided a brief overview regarding the designated funds process (see portal for details). The funds are monitored weekly by Ms. Lee and her team. Mr. Smith provided an overview regarding the policy and procedures in place for procurement cards. Each employee will be required to have training on the use of p-cards.

The 990 form was timely filed in May. The A133 was due in March; however, due to COVID DSU was provided a six-month extension.

- Action Item #1: Approval of Audit & ERM Committee Charter and KPI's
[Motion to Approve as presented, by Mr. Tice; 2nd by Mr. Allen; Motion carried]

[Motion to approve AC Report by Dr. Mishoe; 2nd by Ms. Hobbs; Motion carried]

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

Ms. Selby congratulated Dr. Mishoe on her reappointment to the BoT by the governor. Mr. Griffiths stated that Dr. Mishoe's reappointment is a full six-year term that will run through 2027. The ability to have non-board members serve as committee members has now been included in the revised GC charter. An annual refresher training for board members has also been included in the KPI's. Mr. Griffiths acknowledged Ms. Moultrie for her invaluable legal work and guidance, and Ms. Stoner for her input on procedure.

- Action Item #1: Approval of Governance Committee Charter and KPI's
[Motion to Approve as presented, by Mr. Griffiths; 2nd by Dr. Mishoe; Motion carried]

- Action Item #2: Approval of Annual Board Elections for July 1, 2021 through June 30, 2022. The slate of officers: Dr. Devona Williams (Chair), John Ridgeway (Vice Chair), John Allen (Vice Chair), Margie Lopez Waite (Treasurer) and Tamara Stoner (Secretary) Each officer ran unopposed with no nominations from the floor.

[Motion to Approve as presented, by Ms. Hobbs; 2nd by Dr. Harrington and Ms. Hobbs; Motion carried]

[Motion to approve GC Report by Ms. Selby; 2nd by Mr. Stafford; Motion carried]

- **Innovation & Sustainability (I&S) – Mr. Stafford**

Mr. Stafford gave special thanks to Trustee Ridgeway, Drs. Pickrum and Marcia Taylor for their work on the 130th Anniversary. During the I&S meeting, the revised charter was unanimously approved. The endowment portfolio performance is above 91%. A request to renew investment advisory services has been issued. Bid openings will be held on June 21. The plan is to have the award made by August 1. Institutional Advancement has launched the DSU planned giving site for individuals who'd like to make donations. June 30 is the deadline for making donations for the fiscal year. The first airplane has been named, thanks to Mr. Ridgeway. There are 15 aircrafts left to be named. There were 51 research grants totaling over \$24M, thanks to Drs. DeLauder and Melissa Harrington. Dr. Casson provided an update on the mission and vision of the Global Institute for Equity Inclusion and Civil Rights. The current Global Institute board members are Drs. Joan Coker, Neil Hockstein and Pickrum. The Institute existing entities include the Center of Neighborhood Revitalization & Research, Center for Health Disparities, the Trauma Academy, and the Center for Global Africa. A search is being conducted for an Institute Director. The 11th HBCU Philanthropy Symposium will be held on July 20-22. The Scholarship Ball will be held on December 11 at the Chase Center on the Riverfront, featuring Baby Face. Dr. Melissa Harrington reported that DSU was awarded an additional \$2MM in federal grants two weeks ago. Dr. Allen reported that DSU has decided to name a plane after the late Dr. William Pickrum, husband of Dr. Pickrum.

- Action Item #1: Approval of Innovation & Sustainability Committee Charter and KPI's
[Motion to Approve as presented, by Dr. Mishoe; 2nd by Mr. Griffiths; Motion carried]

[Motion to approve I&S Report by Ms. Hobbs; 2nd by Ms. Whatley; Motion carried]

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

Mr. Ridgeway acknowledged Dr. Mishoe and Mr. Ned Brown for their work on the revised charter and KPI's. The scope of the charter was revised to include a student participant. The goals have been aligned to be more operationally focused.

- Action Item #1: Approval of Operations Committee Charter and KPI's

[Motion to Approve as presented, by Dr. Mishoe; 2nd by Ms. Whatley; Motion carried]

- Action Item #2: Approval of FY2022 Budget

[Motion to approve the FY 2022 Operating Revenue Budgeted of \$ 135,051,398 and the FY 2021 Operating Expense Budgeted \$ 135,051,398 as presented, by Mr. Ridgeway; 2nd by Ms. Hobbs; Motion carried]

- Action Item #3: Approval of Contracts (presented by Mr. Cauley):

- Student Affairs: CSC Service Works Contract – Laundry Equipment
- 2 Contracts: WSFS, FSB 1-year Revolving Line of Credit and WSFS, FSB 7-year Commercial Mortgage Loan
- Facilities: National Management Resources Corp.
- Information Technology: Ellucian
- Public Safety: Allied Universal Security Services (1-year contract)
- 3 Auxiliary Contracts: Delmarva Campus Housing, LLC, SodexoMagic and RICOH

[Motion to Approve All Contracts as presented, by Mr. Ridgeway; 2nd by Mr. Allen; Motion carried]

- Action Item #4: Approval of Housing & Meal Plan Option Rates for 2021-2022 (presented by Mr. Boyle):

[Motion to Approve as presented, by Dr. Mishoe; 2nd by Ms. Hobbs; Motion carried]

- Action Item #5: Approval of Tuition & Fees for Fall 2021 (presented by Mr. Boyle):

[Motion to Approve as presented, by Dr. Mishoe; 2nd by Ms. Hobbs; Motion carried]

- Action Item #6: Approval of Early Childhood Laboratory School Rates (presented by Dr. DeLauder):

[Motion to Approve as presented, by Mr. Ridgeway; 2nd by Dr. Harrington; Motion carried]

- Action Item #7: Approval of Wesley Acquisition (presented by Mr. Cauley):

[Motion to approve the Acquisition of Wesley as discussed in Executive Session, by Mr. Ridgeway; 2nd by Mr. Griffiths; Motion carried]

[Motion to approve OC Report by Ms. Hobbs; 2nd by Ms. Stewart; Motion carried]

- **Student Affairs Committee (SA) – Ms. Lois Hobbs**

Ms. Hobbs reported that SA met on June 3 and discussed COVID updates, wellness, and recreation (aquatics, community memberships and programs, outdoor courts, intramural sports, adaptive recreation, etc.). Chaplain Adams reported that there are 7 spiritual student

organizations on campus. Chaplain Adams also runs the Food Pantry. Dr. Quiana Hutchins provided an overview of student leadership organizations. Dr. Buxton provided an overview of housing and residence education. Housing occupancy at the end of Spring '21 was nearly 1,500 students. There are 258 students residing on campus this summer, not including summer camp participants. There are 51 student organizations that completed Fall registration. Student government elections were held in the Spring '21. Student government's average GPA is 3.15-3.39. The Greek organizations average GPA is 3.37. During Spring '21, student organizations successfully hosted 268 programs in-person and virtually. Student infractions have declined in March through May. Student employment applications are increasing. DSU is welcoming 4 residential summer camps to our campus.

- Action Item #1: Approval of Student Affairs Committee Charter and KPI's
[Motion to Approve as presented, by Ms. Hobbs; 2nd by Dr. Harrington; Motion carried]

[Motion to approve SA Report by Dr. Harrington; 2nd by Mr. Stafford; Motion carried]

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

- Action Item #1: Approval of the Student Success Committee Charter and KPI's
[Motion to Approve as presented, by Dr. Harrington; 2nd by Ms. Hobbs; Motion carried]
- Action Item #2: Approval of Professor/Associate Professor Emeritus Policy
[Motion to Approve as presented, by Dr. Harrington; 2nd by Ms. Hobbs; Motion carried]
- Action Item #3: Approval of Wesley College/Delaware State University Teach Out Policy
[Motion to Approve as presented, by Dr. Mishoe; 2nd by Ms. Whatley; Motion carried]
- Action Item #4: Approval to Request to Implement Music Therapy Program (through Wesley Acquisition)
[Motion to Approve the Request to Implement Music Therapy Program as presented, by Dr. Harrington; 2nd by Dr. Mishoe; Motion carried]
- Action Item #5: Approval to Request to Implement the Domestic Violence Certificate
[Motion to Approve the Request to Implement the Domestic Violence Certificate as presented, by Dr. Harrington; 2nd by Mr. Stafford; Motion carried]
- Action Item #6: Approval to Request to Plan Associate of Social Work Program
[Motion to Approve the Request to Plan the Associate of Social Work Program as presented, by Dr. Harrington; 2nd by Dr. Mishoe; Motion carried]
- Action Item #7: Approval of 2021-2022 Recommendations for Promotion and Tenure [Executive Session]
[Motion to approve the 2021-2022 Recommendations for Promotion and Tenure as discussed in Executive Session, by Dr. Harrington; 2nd by Ms. Hobbs; Motion carried]

Dr. Harrington reported that graduate student enrollment is up 31.8%, online is up 71.6%, and Ningbo enrollment is up 152.4%. The Fall to Spring retention rate is at 90.1%. The 2021 enrollment goal is 6,000. The Middle States commission meeting is scheduled on June 24.

[Motion to approve SS Report by Dr. Harrington; 2nd by Dr. Mishoe; Motion carried]

• **Executive Committee (EC) – Dr. Devona Williams**

Dr. Williams reported that EC met on June 10. At that meeting Dr. Allen presented highlights of his new reorganization plan. Dr. Hawkins provided an update on strategic hires. Searches are underway to fill the positions of Deans for the College of Agriculture and College of Behavioral Health Sciences, Chief of Police, Athletic Director, and Band Director. Human Resources has hired Ms. Dawn Bailey as AVP of HR. She is a former Wesley employee and will begin her employment at DSU on July 1. CFO, Anas Ben Addi will start employment at DSU on August 2. The men’s and women’s basketball coaches have almost completed their onboarding process. Ms. Margaret Pierre, Title IX Coordinator, began on June 14. An Executive Director of Student Accounts has been onboarded. The Director of Veteran Affairs is coming over from Wesley. Two assistant controllers have been hired, Ms. Sasha Lee and Clifton Smith. Multiple virtual new hire orientations are being held to assist with onboarding new employees.

- Action Item #1: Approval of the Executive Leadership Committee Charter and KPI’s
[Motion to Approve as presented, by Dr. Williams; 2nd by Ms. Hobbs; Motion carried]

- Action Item #2: Approval of the President’s Annual Evaluation Form
[Motion to Approve as presented, by Dr. Williams; 2nd by Mr. Stafford; Motion carried]

[Motion to approve EC Report by Dr. Williams; 2nd by Mr. Stafford; Motion carried]

NO PUBLIC COMMENTS

ANNOUNCEMENTS

- Foundation Board Meeting, June 24
- Board of Trustees Retreat, July 15-16, 2021
- Board Committee Meetings, September 2 and 9, 2021
- Board of Trustees Meeting, September 16, 2021 at 1:30 p.m.
- Homecoming, October 23, 2021
- Board of Trustees Retreat, December 2-3, 2021
- Scholarship Ball, December 11, 2021

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

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

[Motion to enter Executive Session, by Dr. Harrington, 2nd by Ms. Whatley; Motion carried]

[Motion to exit Executive Session, by Mr. Tice, 2nd by Mr. Stafford; Motion carried]

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

[Motion to approve the Acquisition of Wesley as discussed in Executive Session, by Mr. Ridgeway; 2nd by Mr. Griffiths; Motion carried]

[Motion to approve the 2021-2022 Recommendations for Promotion and Tenure as discussed in Executive Session, by Dr. Harrington; 2nd by Ms. Hobbs; Motion carried]

[Motion to adjourn by Mr. Griffiths; 2nd by Ms. Hobbs; Motion carried]

ADJOURNMENT 5:04 p.m.