

**DELAWARE TECHNICAL COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**Tuesday, April 9, 2019**  
**Stanton Campus, Newark**

**MINUTES**

**PRESENT:** Scott A. Green, chairman; Patti A. Grimes, vice chair and member, Sussex County; Michael J. Hare, member, City of Wilmington; Lolita A. Lopez, member-at-large; Nancy J. Shevock, member, Kent County. Ernest G. Talbert, member, New Castle County.

**ABSENT:** Robert E. Hagerty, member-at-large.

Chairman Green called the Board meeting to order at 4:03 p.m.

**ITEM 1. REQUEST FOR APPROVAL OF MINUTES**

Mr. Hare moved to approve the October 25, 2018 Board meeting minutes as written. Ms. Lopez seconded the motion, which unanimously carried.

Ms. Lopez moved to approve the November 14, 2018 special Board meeting minutes as written. Mr. Hare seconded the motion, which unanimously carried.

**ITEM 2. COMMITTEE REPORTS**

Chairman Green asked for the chair from each Board committee to report out on activity since October 2018.

Development and Public Affairs Committee –

Ms. Grimes reported that the Board Development and Public Affairs Committee meeting, scheduled for March 20, was rescheduled to take place on April 15; however, she shared the following updates on several key initiatives.

- Scorecard
  - In 2018, the College raised \$3.57 million toward the year's goal of \$5.65 million. This exceeds 2017 fundraising, which totaled \$3.35 million.
  - As of the end of March, fundraising totaled \$822,331, which tracks about \$250,000 higher than last year (March 2018: \$586,622).
- Development Positions
  - Since the October 2018 Board meeting, the College has hired George Robinson as the senior director of major and planned gifts.
  - A second round of interviews took place last week for the director of grants position. The first set of interviews, conducted in the fall, did not yield a viable candidate.
  - In addition, there are three more vacant positions which have been repurposed as follows and are currently posted:
    - Director of Alumni and Annual Giving
    - Director of Major and Planned Gifts
    - Data Manager for Development

- Comprehensive Campaign Update
  - Several leadership gift requests for the upcoming comprehensive campaign have been made or are in progress:
    - Philanthropy Delaware: Presented the case for support to the panel in January.
    - Longwood Foundation: \$1.1 million application submitted last month to fund renovations and short-term training programs at the Middletown Training Center. Funding will be decided by the Foundation in May.
    - Bank of America: Pledged \$250,000 over the next four years to support short-term training programs.
    - Laffey-McHugh Foundation: The Foundation was hosted at the George Campus last month, and the College will be submitting a request for their October funding cycle.
    - Welfare Foundation: A meeting is scheduled with the Foundation in June, and the College will be submitting a request for their October funding cycle.
- Alumni
  - This year marks the 50<sup>th</sup> anniversary of the Owens Campus Class of 1969 – the College’s first group of associate degree graduates.
  - There are 79 members of the class, who have been invited to attend a reception prior to the Owens Campus commencement ceremony on May 14.
  - The group will then lead the procession for graduation, wearing regalia and “Class of 1969” stoles, which they will keep as a memento.
  - A full report on other alumni activities will be provided at the Board Development Committee meeting on April 15.
- Next Meeting – The next Board Development and Public Affairs Committee meeting will be held on April 15 from 3-5 p.m. via videoconference.

Facilities Committee –

Mr. Hare provided a summary of the Committee’s most recent meeting held on Feb. 28.

- Overview of major project priorities including:
  - Arts and Science Center ventilation project, Owens Campus
  - Automotive Center of Excellence, Owens Campus
  - East Building water infiltration project, George Campus
  - East Building air handler replacement, George Campus
  - Middletown Training Center
- Next Meeting – The next Board Facilities Committee meeting date has not been selected yet.

Finance Committee –

The agenda items were reviewed in advance and discussed later in the meeting.

Personnel Committee –

The agenda items were reviewed in advance and discussed later in the meeting.

### Technology Committee –

Mr. Hagerty was absent from the meeting; however, below is an update on the Technology Committee's work since the October Board meeting. The Committee last met on November 15, 2018.

- Committee Structure
  - The newly added members include:
    - Matthew Payne, Computer Aid, Inc.
    - Richard Roux, Info Solutions, LLC
    - Greg Ballance, Diamond Technologies
  - The Committee will plan to meet every two months and will incorporate tours of technology at each of the campus and site locations throughout the year.
- Next meeting – The next Board Technology Committee meeting will be held on April 17 at the Innovation and Technology Center in New Castle at 3 p.m.

### **ITEM 3. PRESIDENT'S REPORT**

Dr. Brainard briefly highlighted key points of his April's President's Report. Board members are kept apprised of events and happenings at the College as they occur and also received a full report with their meeting materials.

Four important guests were invited to join this April Board meeting to share their personal story and what impact Delaware Tech had on their journey. The following students represented each of the campuses:

#### James Elliott

Dual majors: Human Services and Drug Alcohol Counseling  
George Campus, 2019 graduate

#### Eileen Selph

Major: Associate Degree Nursing  
Stanton Campus, 2019 graduate

#### Riccy Amaya

Major: Visual Communication  
Terry Campus, 2020 graduate

#### Emily Marconi

Major: Elementary Education  
Owens Campus, 2019 graduate

#### Associate Degree Programs

New and Discontinued Programs – Dr. Brainard indicated there were no new programs since the October 2018 Board meeting.

Due to changing industry needs and low enrollment, the following programs were discontinued:

- Entrepreneurship associate degree and certificate programs at the Owens Campus
- Environmental Engineering Technology associate degree program at the Owens Campus

## Bachelor Degree Programs

- RN to BSN Update

Launched in January 2017, the College's RN-to-BSN degree program provides working RNs an affordable and flexible way to earn the BSN their employers are seeking. To date, 290 students have enrolled in the RN-to-BSN program.

Competitive admissions ranking for the fall 2019 cohort, which will be the sixth cohort of students, will close on June 1. At this time, there are 87 applicants.

In December, the College commemorated the first graduating class of 23 students at a collegewide graduation ceremony. This historic ceremony, commemorating the first time in the College's over 50-year history that bachelor's degrees were awarded at the College, took place on December 10 at the Charles L. Terry Campus in Dover with Lt. Gov. Bethany Hall-Long providing the commencement address.

Another 21 graduates are projected to graduate in May of this year, and will join fellow graduates of associate degree programs by participating in campus commencement ceremonies.

## Dual Enrollment

The College's dual enrollment program allows students to take college classes while still in high school. Students may take classes on one of our four campuses with Delaware Tech instructors, or they may take our classes on the high school campuses with district teachers who are mentored by our faculty.

Dual enrollment is offered in 14 of the state's 19 school districts, plus 2 charters, serving a total of 1,252 students in fall 2018.

While the program is successful, Dr. Lisa Peel was appointed administrative intern for Academic Affairs to complete a comprehensive review of the dual enrollment program and to provide a report to include recommendations for a path forward. This report will be completed this month.

## Articulation Agreements

Delaware Tech has established 269 program-to-program transfer agreements, also called articulation agreements, which connect Delaware Tech associate degree programs with baccalaureate programs to create seamless transfer opportunities. These Connected Degree programs offer clear and economical pathways to high-quality educational attainment through partnerships with bachelor's-degree-granting colleges and universities.

Since October, several agreements have been signed:

- Delaware State University
- Salisbury University
- Wilmington University
- The College of St. Scholastica
- Benjamin Franklin University

A complete list of new and updated existing agreements will be provided at the June meeting.

## Workforce Development

- Middletown Training Center

The College is opening a 7,500-square-foot training center in Middletown with classes starting in September 2019. The Center will house two new programs--diesel mechanic technician and heavy equipment operator--both offered through Workforce Development and Community Education. The Center also will offer programming in personal development areas such as OSHA environmental training, small engine repair, and home repair for women. Through a partnership with the Appoquinimink School District, the Center will offer pathways programs in construction and manufacturing to students enrolled at the district's two high schools.

## Achieving the Dream

The College is coming up on the completion of our first year as a member of the Achieving the Dream (ATD) network. Leading this work is our Core Team, now comprised of an additional member, Cornelia Johnson, vice president and campus director of Terry Campus. In light of her longstanding leadership as co-chair of the collegewide diversity committee and recent participation at the 2019 ATD DREAM conference, Ms. Johnson will offer perspectives to help us integrate and align efforts we already have underway and build capacity to strengthen student success across the institution.

In February, Core Team members traveled to the Achieving the Dream DREAM conference where they were able to examine emerging strategies for critical issues facing community colleges. Also, several members had the opportunity to attend a one-day Equity Institute to engage in conversations about equity challenges impeding the success of their students and brainstorm practical solutions that empower all members of the college community.

The Student Success Committee met in November and again in February. This committee includes approximately 50 employees helping to develop the student success vision and action plan that will guide the College's work. At both meetings, their work focused on analyzing data collected through Achieving the Dream's Institutional Capacity Assessment Tool, open forums for faculty, staff, and administrators, and the College's results from the Community College Survey of Student Engagement (CCSSE). The committee also facilitated campus open forums in March, introducing the loss-momentum framework that identifies the five primary phases in a student's college experience. The discussion points related to barriers, obstacles, and success strategies gathered at each forum will aid in the development of the College's action plan.

ATD coaches visited the College on March 21 and 22, participating in a Core Team retreat. The visit focused on preparation for writing the action plan. Activities included reviewing key performance indicators, synthesizing data that has been collected over the last several months, and outlining the College's top three priorities along with the key interventions and strategies that will be implemented.

The Core Team's next step is to complete the action plan, share it with College stakeholders, and submit to ATD by June 7, 2019. The action plan will be presented to the Board of Trustees at the June meeting.

To stay connected to ATD through Twitter, use the handle @AchieveTheDream. And, you can stay up-to-date on the College's Achieving the Dream events and news through the website at [www.dtcc.edu/atd](http://www.dtcc.edu/atd).

## Development

Dr. Brainard outlined recent contributions received through various corporate and individual sponsors as well as grants received.

- Corporate/Foundation Grants
  - Irene Sorbara Foundation
    - Contributed \$67,295 to fund scholarships for Nursing and Education students at the Owens Campus.
  - Bank of America
    - Pledged \$250,000 over four years as a leadership gift for the comprehensive campaign to fund short-term training programs.
- Individual Donations
  - Established one endowed scholarship (minimum \$25,000) and three current-use scholarships since Nov 1, 2018.
  - Received a \$25,000 unrestricted planned gift.
  - Received a \$658,780 estate gift to fund a scholarship endowment for undocumented immigrants who graduated from a Sussex County high school (after attending that school for at least three years), and who are enrolled full-time or part-time in English as a Second Language or a credit program at the Jack F. Owens Campus, demonstrate financial need, and have and maintain a 2.0 GPA.
  - Received a \$333,566 estate gift to establish a scholarship fund to support students enrolled in any credit program at the Jack F. Owens Campus and who experience academic difficulties.
  - Received a \$51,566 contribution to establish a scholarship endowment for Certified Nursing Assistant (CNA) students enrolled at the Terry or Owens Campuses, with a preference for residents in a Department of Labor Promise Zone.
  - Received an \$11,984 contribution through the Delaware Community Foundation (DCF) to fund scholarships for students with financial need enrolled in Workforce Development courses leading to a certificate in the trades.
- Fundraising Events
  - 15<sup>th</sup> Annual Gourmet Gala – Oct. 20, Terry Campus
    - Net proceeds \$100,738.10, which will help fill the unmet financial needs of Terry Campus students.
    - This year's Gourmet Gala will be held on Oct. 19, 2019
  - 7<sup>th</sup> Annual Chocolate 5K Run/Walk - Feb. 9, Terry Campus
    - Net proceeds of \$8,729, which will help support study-abroad scholarships and International Education for Delaware Tech students.
    - 601 total registered participants
  - An Evening of Mardi Gras - March 2, 2019, 7 p.m., George Campus
    - Net proceeds of over \$88,000, which will benefit students facing unmet financial obligations such as tuition, books, fees, supplies, transportation, and childcare.
    - 450 attendees

- Upcoming Fundraising Events
  - Starry, Starry Night Gala - April 27, 2019, 5:30 p.m., Owens Campus
    - Proceeds will increase scholarship opportunities for workforce training certificate programs that prepare students for high-demand jobs and program equipment to support hands-on learning experiences for our students.

### Appointments

The College has made the following appointments since the October 2018 Board meeting:

- Carol Bancroft Morley, assistant dean of instruction, Stanton Campus
- Dawn Bonavita, dean of instruction, Stanton Campus
- Jeanne DiAmico, director of business services, Owens Campus
- Kim Gregor, assistant dean of instruction, George Campus
- Anthony Hall, director of human resources, George Campus
- Courtney Hutt, director of human resources, Stanton Campus
- Kelly McVeigh, vice president for information and instructional technology, Office of the President
- George Robinson, senior director of major and planned gifts, Office of the President
- June Roux, dean of instruction, George Campus

### Kudos

The U.S. Department of Education conducted a financial aid program review. Dr. Rakes, as well as the financial aid officers, directors of business services, deans of student affairs, and the Office of the President fiscal, IIT, and research and analytics staff were thanked for their work.

This review had only three findings, none of which had a financial penalty, and speaks volumes about the great work happening with financial aid across the institution.

### Future Board Meeting Dates

Monday, June 17, 2019

Terry Campus

Committee Meetings at 3 p.m., Board Meeting at 4 p.m.

### Other Important Dates

Graduations –

- Terry Campus  
Monday, May 13, 2019; 6 p.m.  
Location: Terry Campus Grounds  
Speaker: Terence M. Murphy, FACHE, President and Chief Executive Officer of Bayhealth, Inc.
- Owens Campus  
Tuesday, May 14, 2019; 6 p.m.  
Location: Owens Campus Grounds  
Speaker: Fay M. Blake, Executive Director of Pathways to Success

Additional Information: Members of the first class of Delaware Tech graduates, the class of 1969, will lead the procession into graduation to celebrate the 50th anniversary of their commencement. They will be hosted at a reception from 4-5:30 p.m. in the Pondside Lounge of the Carter Partnership Center on campus prior to the ceremony.

- Stanton and George Campuses  
Wednesday, May 15, 2019; 7 p.m.  
Location: University of Delaware, Bob Carpenter Sports Center  
Speaker: Senator Nicole Poore

A listing of external meetings and events from the president's schedule from October 2018 – April 2019 was provided.

#### Bids over \$100,000

Bids over \$100,000 approved by the President since the October 2018 Board of Trustees meeting included:

##### Collegewide:

Voice telecommunication systems annual maintenance agreement (\$115,034.24) and upgrade of College's telecommunication systems (\$175,944.39)  
ARG Communication \$290,978.63

##### George Campus:

Air Handling Unit and Roof replacement – East Building  
Tetra Tech \$189,800.00

##### Middletown Training Center:

Construction and renovation of current space  
Guardian Environmental Services \$1,133,000.00

##### Owens Campus:

Grounds Maintenance  
Priority Services, LLC. \$141,447.00  
Automotive Center of Excellence  
Architectural/engineering services  
Becker Morgan \$198,700.00

Advanced Manufacturing and Automation at Innovation and Technology Partnership Center (ITPC) in Bridgeville

Amatrol Learning Systems  
Amtek Company, Inc. \$105,652.00

#### **ITEM 4. ELECTION OF OFFICERS**

Mr. Green moved and Mr. Hare seconded the motion to approve the slate of officers as proposed. Chairman Green asked if there were any questions. With there being none, the motion unanimously carried.

- Vice Chair, Patti A. Grimes
- Secretary, Robert E. Hagerty
- Treasurer, Lolita A. Lopez

#### **ITEM 5. REQUEST FOR APPROVAL OF REVISIONS TO THE PERSONNEL POLICY MANUAL**

General Talbert said the request for approval of revision to the personnel policy manual, Section E. Entry Level Salaries, comes moved and seconded by the Personnel Committee. Chairman Green asked if there were any questions. With there being none, the motion unanimously carried.

The Personnel Committee requested additional background on the proposed request for approval of revision to the personnel policy manual, Section 6.02 Overtime Policy. This item will be deferred until further discussion by the Board Personnel Committee during its June 17 meeting.

The College continues to place a high priority on the compensation of its employees. Delaware Tech is advocating for additional review of its compensation as compared to other state agencies and school districts as the institution must remain competitive to recruit and retain qualified employees. There will be further discussion on this topic during the annual Board Retreat in October.

#### **ITEM 6. REQUEST FOR APPROVAL OF REVISIONS TO THE RESIDENCY POLICY**

General Talbert said the request for approval of revisions to the residency policy comes moved and seconded by the Personnel Committee. The revision allows all veterans to pay in-state tuition rates, in the spirit of Delaware Tech being a military-friendly school. Chairman Green asked if there were any questions. With there being none, the motion unanimously carried.

#### **ITEM 7. CAPITAL NEEDS UPDATE**

Dr. Brainard explained that Senate Substitute 2 for Senate Bill 50 (SS 2 for SB 50) passed the Delaware Senate with a 19-1-1 vote and was on the Delaware House Administration Committee agenda for April 10. This legislation addresses Delaware Tech's looming deferred maintenance crisis, but eliminates the property tax component that was part of the original legislation introduced in January.

Instead, SS 2 for SB 50 sets a minimum annual bond bill appropriation dedicated to address Delaware Tech's deferred maintenance issues on all four campuses. The Community College Infrastructure Fund would receive a minimum of \$10 million annually over the next five years, at which time the College will report on its progress. The bill also expresses an intent to fully fund the College's annual capital improvement request for critical needs and deferred maintenance if additional funds are available.

An update will be posted on the portal when there is additional information to share on this issue. Dr. Brainard thanked everyone for their continued support of this important legislation.

Members of the Board complimented Dr. Brainard and his legislative team for this progress after so many years of negotiating. Dr. Brainard noted the success truly belongs to everyone and said we will remain vigilant in the outreach efforts as there is still a good deal of work ahead.

## **ITEM 8. REVIEW OF GOVERNOR’S RECOMMENDED FY20 OPERATING BUDGET AND BOND BILLS**

Ms. Lopez said the Board Finance Committee reviewed the Governor’s Recommended FY20 Operating budget and bond bills. Among the items included in the FY20 Governor’s recommended budget were:

- A \$1,000 annual increase for Plan B employees and a 2 percent salary increase for those in Salary Plans A and D;
- Expand the College’s BSN Program with two (2) new instructor positions;
- Enhance instructional support for the expansion of the College’s automotive program (1 position);
- Strengthen K-12 partnerships and enrollment management (2 positions);
- Continue funding for 25 Health Fund positions to support the College’s nursing program;
- Provide partial support to address compensation levels versus the school districts;
- Increase funding (\$620.7 million) to support the 14<sup>th</sup> year of the SEED Scholarship Program;
- Authorize \$7.0 million in capital support for critical capital needs; and
- Provide access to additional capital funding as part of the Governor’s effort to support workforce development across the state. (Received \$3.3 million in Fiscal 2019)

## **ITEM 9. DISCUSSION OF DRAFT FY20 FINANCIAL PLAN**

Ms. Lopez said the Board Finance Committee reviewed the FY20 Financial Plan and a projected need between \$1.0 and \$2.0 million that would:

- Support increased personnel costs associated with FY 2020 salary policy for tuition-funded positions in instruction, student services, technology, public safety, and facilities management;
- Provide financial aid to needy students;
- Review the competitiveness of all compensation levels versus the school districts;
- Expand the RN to BSN Program;
- Maintain and expand support services to target student populations such as veterans, homeless students, and those experiencing food insecurity; and
- Fund increased cost of operations for contractual services, insurance, communication, staff development, grounds repair, capital improvements, etc.

## **ITEM 10. REVIEW OF FISCAL REPORTS**

The Board received copies of the following reports on the financial condition of Delaware Technical Community College, as of February 28, 2019: general fund state appropriation, tuition (credit and non-credit), contract training, special funds, and federal funds.

Ms. Lopez said the Board Finance Committee reviewed these reports in detail, and recommended approval as presented.

#### **ITEM 11. NEW BUSINESS**

There were no items to discuss as new business.

#### **ITEM 12. MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LEGAL MATTERS – CLOSED TO THE PUBLIC**

Ms. Shevock moved and Ms. Grimes seconded a motion to adjourn the regular meeting and convene an executive session at 5:12 p.m. to discuss personnel and legal matters. Motion unanimously carried.

#### **MOTION TO RECONVENE REGULAR BOARD MEETING**

Ms. Lopez made and Mr. Hare seconded a motion to adjourn the executive session and reconvene the open session at 5:38 p.m. Motion unanimously carried.

Ms. Shevock made a motion to approve the President's recommendation to present the Paul K. Weatherly Award Recognizing Excellence to Howell F. Wallace. Mr. Hare seconded the motion. Motion unanimously carried. The award will be presented at the upcoming Terry Campus commencement ceremony on May 13, 2019.

#### **ADJOURNMENT**

Ms. Grimes moved to adjourn the regular meeting at 5:41 p.m. Ms. Shevock seconded. Motion unanimously carried.

Submitted by:



Mark T. Brainard

President