

**DELAWARE TECHNICAL COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**Monday, June 17, 2019**  
**Terry Campus, Dover**

**MINUTES**

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

**ABSENT:** Scott A. Green, chair.

Vice Chair Grimes called the meeting to order at 4 p.m.

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

Ms. Lopez moved to approve the April 9, 2019 Board meeting minutes as written. General Talbert seconded the motion, which carried unanimously.

**ITEM 2. COMMITTEE REPORTS**

Vice Chair Grimes asked for the chair from each Board committee to report out on the activity since April 2019.

Development and Public Affairs Committee –

Vice Chair Grimes presented an update on the Development and Public Affairs Committee’s work since the April Board meeting. The Committee’s recent meeting was held on April 15. Agenda items included:

- 2018 Fundraising and 2019 Targets
  - In 2018, the College raised \$3.57 million.
    - There was an increase in revocable pledges (planned gifts) from \$415,000 to \$1 million.
    - There was an increase in the “contributions” category from \$1.38 million to \$1.73 million.
  - The 2018 goal of \$5.65 million will be carried over into 2019.
    - As of the end of May, the College had raised \$1.2 million toward that goal. This tracks slightly ahead of that point in time last year, when the amount raised was \$1.1 million.
- Development Update
  - The director of grants position has been filled by Emily Thomas who started on May 15.
  - The three remaining vacancies have been posted since April and have been advertised locally, regionally, and nationally. Once there is a qualified pool of applicants, interviews will be scheduled. These positions are:
    - director of alumni and annual giving
    - director of major and planned gifts
    - data manager for development
  - Strategies to grow event attendees into prospective donors were discussed.
    - These strategies were piloted for the Owens Campus Gala and also will be piloted for the Terry Campus Gala in October.

- Update on Comprehensive Campaign
  - The Committee was presented with an update on campaign leadership gifts, as well as a draft of a campaign scorecard to help track pledges and gifts toward specific campaign funding priorities. Currently, \$11.3 million has been raised toward campaign funding priorities.
    - Feedback was provided and the Committee discussed the need to update the projects as a result of new priorities that have emerged since last year and the passage of Senate Substitute 2 for Senate Bill 50.
    - Any necessary revisions and a new Case for Support will be presented at the Committee's Sept. meeting.
- FY20 Development Plan
  - The Committee discussed and approved its FY20 goals and objectives.
- Alumni Update
  - The Committee received an update on 2018 alumni giving and plans for the 50<sup>th</sup> anniversary of the Class of 1969, which was discussed further in the president's report later in the meeting.
- Public Affairs Update
  - The Committee received an update on public affairs to include the following highlights:
    - The athletic program has a new logo and social media accounts.
    - The College has implemented monthly themes for social media to increase traffic for potential employers, as well as students.
    - Carvertise advertising will be increased from 35 to 40 cars due to its success.
    - The alumni web page has become more interactive and has shown an increase in traffic.
    - The Committee watched the new Delaware Tech commercial.
    - The next meeting will be held via videoconference on September 18 from 3-5 p.m.

#### Facilities Committee –

Mr. Hare shared that while the Board Facilities Committee has not yet met, he has been updated on the recently completed projects, as well as those upcoming and in progress.

- The next meeting will be held via video conference from 3-5 p.m. on July 10.
- At this meeting, the Committee will review the status of the current project list, implementation of the work order system, and the final results of the legislative session and the Bond Bill Committee.

#### Finance Committee –

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

#### Personnel Committee –

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

#### Technology Committee –

Mr. Hagerty presented an update on the Board Technology Committee's work since the April Board meeting. The Committee's recent meeting was held on April 17, at the Innovation and Technology Center (ITC) in New Castle County. His account of the meeting is as follows:

- IIT presented its proposed strategic roadmap and each of the four departments described planned projects for the next year.

- The Committee discussed how it could assist in the vendor selection and requirements process for a human resource and contract management system project that IIT is seeking funding for in FY20.
- The Committee will review and provide feedback on the College's information security policy and planned information security awareness campaigns.
- The Committee toured the ITC facility after its meeting, which provided members an opportunity to observe the types of technology and programs offered at the ITC, including HVAC, welding, advanced manufacturing, home repair, and the SimLog simulator, which simulates a bulldozer and hydraulic excavator.
- The next meeting will be held on June 19 at the Amazon Fulfillment Center in Middletown.

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

President Brainard noted before his report that the Board is apprised of events and happenings at the College as they occur; therefore, his report is simply a digital compilation of that information.

#### Associate Degree Programs

New and Discontinued Programs –

The Diesel Technology, Associate of Applied Science program was approved for the Owens Campus, with the first class anticipated for admission in fall 2020.

The name of the Paralegal program changed to Legal Studies, and the name of the Food Safety Management program changed to Food Science.

Since April 2019, no programs were discontinued.

#### Bachelor's 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. For the 2018-2019 academic year, the total number of BSN graduates was 43.

#### Articulation Agreements

Delaware Tech has established 292 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.

There are several agreements in process with senior institutions. A complete list of new and updated existing agreements since October 2018 was provided.

#### International Education Update

The Office of International Education has just completed its FY19 study abroad program. Seventy-four students enrolled in six study abroad courses that traveled to Italy, Dominican Republic, Costa Rica, Ireland, England, and Switzerland. Travel dates ranged from spring break (week of March 10) to June 2.

The College awarded \$61,600 in scholarships and awards to sponsor student costs. Three campus fundraisers for global understanding and international education initiatives raised over \$33,000 for the students.

The College also executed its faculty and staff international professional development program to New Zealand from May 17-27, 2019. Eighteen faculty, staff, and guests participated in the program to Christchurch and the Mt. Cook region. The group visited four schools to meet with faculty and students to discuss high-impact practices in education and participated in a service project to assist with recovery from the region's devastating earthquake in 2011.

The College piloted domestic “study away” courses during spring break 2019 to introduce students to high-impact experiences and practices in their field. Seven students and one faculty member in the Visual Communications program attended Disney’s College & Youth Education Series to participate in workshops related to leadership, design, creativity, and customer service.

The Global Understanding Series sponsored over 30 events collegewide, collaborating with Student Affairs to host events during the year such as Global Neighborhood, Black History Month, Asian American Pacific Islander Month, and Hispanic Heritage Month.

### Achieving the Dream

During the first year of Achieving the Dream, the College community investigated and identified the top-priority action goals to guide our work for the next several years. These goals are outlined in the Achieving the Dream Action Plan, which was provided to the Board and communicated to the College community through the website, [www.dtcc.edu/atd](http://www.dtcc.edu/atd), and submitted to Achieving the Dream on June 7.

### Development

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

- Corporate/Foundation Grants
  - Barclays
    - Contributed \$150,000 to fund tuition and expenses for two cohorts (total of 30 students) of the Patient Care Hemodialysis Technician program at the George Campus
  - Longwood Foundation
    - Contributed a \$250,000 campaign leadership gift to fund renovations and equipment for the Middletown Training Center
- Individual Donations
  - Two endowed scholarships (minimum \$25,000) and 10 current-use scholarships have been established since April 1, 2019.
  - Received a \$5,000 gift to fund Kids Camp scholarships at the Owens Campus
  - Received a \$5,000 pledge from alumnae for current-use scholarships at the Terry Campus
  - Received a \$14,710 gift to fund 2019-20 current-use scholarships at the Owens Campus
  - Received a \$25,000 pledge to support student veterans and fund current-use scholarships at the Terry Campus
- Fundraising Events
  - Starry, Starry Night Gala, April 27, 2019, Owens Campus
    - Net proceeds of \$184,784 will increase scholarship opportunities for workforce training certificate programs and fund program equipment to support hands-on learning experiences for students.
- Stewardship Events
  - Advanced Manufacturing Automation Laboratory Ribbon-Cutting Ceremony – Innovation Technology Partnership Center
    - Event Photos:  
<https://www.dropbox.com/sh/w363v4b8wupomn6/AACxPnFjWTHrZSnbr33etF1Aa?dl=0>

- Manufacturing employers, legislators, and community leaders attended the ribbon-cutting ceremony to recognize Dart Foundation's \$105,000 grant to expand the advanced manufacturing automation program to Sussex County. The first cohort of 19 students completed the 310-hour program on May 30.
- Alumni
  - Class of 1969 Alumni Reception
    - Event Photos:  
<https://www.dropbox.com/sh/wcup0enopa81obo/AAC4YlfHoznXCQCr8wLVLqGta?dl=0>
    - Twenty-two members of the Class of 1969, Delaware Tech's first associate degree graduates, attended the May 14<sup>th</sup> event and led the 2019 Owens Campus graduates in the commencement procession.

## Events

- Graduations
 

Total Associate Degrees: 1,664	Total Baccalaureate Degrees: 43
Total Diplomas: 102	Total Certificates: 175

Terry Campus, Dover - Monday, May 13, 2019  
Commencement Speaker: Terence Murphy, FACHE, president and chief executive officer, Bayhealth

Owens Campus, Georgetown - Tuesday, May 14, 2019  
Commencement Speaker: Fay M. Blake, executive director, Pathways to Success

Stanton and George Campuses, Newark and Wilmington - Wednesday, May 15, 2019  
Commencement Speaker: Senator Nicole Poore
- Paul K. Weatherly Award
 

The College Board of Trustees presented Howell F. Wallace with the Paul K. Weatherly Award during the Terry Campus graduation. Mr. Wallace joins the following past recipients:

  - 1995 Jack F. Owens
  - 1996 William A. Carter
  - 1997 William A. Faucett
  - 2000 James B. Porter, Jr.
  - 2001 John M. Maiorano
  - 2006 Robert J. Laskowski
  - 2008 The Honorable Ruth Ann Minner
  - 2010 Howard R. Layton -- posthumously
  - 2011 James R. Soles - posthumously
  - 2014 Orlando J. George, Jr.
  - 2016 The Honorable Harris B. McDowell, III
  - 2017 General Francis D. Vavala
  - 2018 Blanche Williams Baker
- SS 2 for SB 50 Bill Signing, Stanton Campus, May 16, 2019
 

Governor Carney signed Senate Substitute 2 for Senate Bill 50 into law during the College's annual employee recognition event held on May 16. Also sharing in the celebratory moment on the stage were bill sponsors, Senator McDowell and Representative Osienski, and many of the co-sponsors and key business leaders that were recognized for their unwavering support over the many years the College worked toward a solution to its deferred maintenance crisis.

This legislation addresses Delaware Tech's looming deferred maintenance crisis by setting a minimum annual bond bill appropriation for the College. The Community College Infrastructure Fund will 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.

- Equity Summit, Terry Campus, May 23, 2019  
The College held an Equity Summit for faculty, staff, and administrators on May 23, 2019. Two hundred thirty employees attended the summit, which focused on issues of equity and closing the achievement gap for our students. The keynote speaker was Dr. Tia Brown-McNair, vice president, Office of Diversity, Equity, and Student Success for the Association of American Colleges and Universities.

#### Kudos

- Mark DeVore - recently completed his year as the president of the National Association of State Facilities Administrators at the organization's national conference.

#### Appointments

The College has made the following appointments since the April 2019 Board meeting:

- Bill Smallwood, director of campus facilities, George Campus
- Cara Stanard, articulation coordinator, Office of the President
- Emily Thomas, director of grants, Office of the President

#### Bids Over \$100,000

Bids over \$100,000 approved by the President since the April 2019 Board of Trustees meeting included:

- George Campus:  
Construction management  
EDiS \$525,600 (fee); \$811,500 (labor); \$349,291 (general costs)
- Owens Campus:  
Arts and Science Center heating, air, ventilation system  
JT Richardson \$5,689,000
- Stanton Campus:  
Indoor lobby/corridor renovations  
Construction Services Group \$432,000

A listing of external meetings and events from the president's schedule from April 2019 - June 2019 was provided.

#### 2017-2019 Leadership Development Program Graduation

President Brainard explained that the College's Leadership Development Program (LDP) has existed for two decades and while it has changed over the years, it was quite visionary at the time of its creation and most of today's President's Council members are graduates of the program.

Over the course of the rigorous 20-month program, participants attended seminars on leadership, management, curriculum, and other critical areas that emphasized career goals and necessary leadership skills and experiences. Participants are assigned mentors who are previous graduates of the program or current College administrators.

The President, vice chair and Board members, along with President's Council, honored the LDP graduates and thanked the mentors for their support. Special appreciation was given to Dr. Lynn Beaty, vice president for human resources, for her oversight and management of the program.

The graduates of the Tenth Leadership Development Program Class are:

Dustin P. Abshire  
Margaux F. Azzanesi  
Dr. Heidi J. Baist  
Dr. Y. Deneice Berry  
Laura J. Bianco  
Thomas W. Burn, III  
Dr. Johnie A. Burton  
Dr. Reginald J. Chandler  
Victoria K. Chang  
Dr. Kristen H. Doughty  
Dr. Heidi P. Gurdo  
David J. Hall  
Kristin J. Krasts  
Dr. David G. LaFazia  
Dr. Sherri L. Johnson  
Mary E. Paris  
Ray B. Parsons  
Richard H. Rexrode  
Tonya L. Schaeffer  
Noelle M. Sugalski

#### **ITEM 4. 2018 COLLEGEWIDE GRADUATE EMPLOYMENT SURVEY REPORT**

Annually, the Graduate Employment Survey is administered to associate degree and diploma graduates, as well as selected certificate recipients from each campus location. This report helps the College determine that we are meeting the needs of industry and connecting our students with jobs and/or higher education. Highlights from the 2018 report included:

- 93% collegewide response rate, which is an increase from last year
- 93% overall employment rate of those seeking to be employed, which matches the five-year average
- 82% employment in the field rate, which is the same as the Class of 2017
- 32% of respondents have enrolled at senior institutions, with the majority at Wilmington University

#### **ITEM 5. MISSION GOAL ASSESSMENT REPORT**

Dr. Sciple and Ms. Sapna led the Board in a discussion about the process, data, benchmarks, and improvement actions implemented for each of the seven mission goal areas identified in the comprehensive summary report of mission goal assessment from 2016 through 2018, which was provided in advance of the meeting.

#### **ITEM 6. REQUEST FOR APPROVAL OF RESPIRATORY THERAPY BACCALAUREATE DEGREE PROGRAM DEVELOPMENT**

Pursuant to the Board's directive at the October 2018 Board of Trustees meeting, the College has completed a measured and comprehensive study to determine the feasibility of offering a Bachelor of Science in Respiratory Therapy (BSRT) degree. A variety of stakeholders were consulted in this process, including healthcare employers, advisory committees, and current and prospective students.

As a result of the collaboration with stakeholders and the findings of the workgroup who completed the study, Dr. Brainard requested the approval for Delaware Tech to begin the process of developing the BSRT program and he provided the following details in support of the request:

As described to the Board in October and included in the provided feasibility study, the opportunity for Delaware Tech to pursue a BSRT stems from changes in the healthcare industry and changes in accreditation. The College currently offers an associate degree program with an exemplary graduate employment rate; however, as indicated via survey, current students and graduates want the option to pursue a bachelor's degree. At this time, there is no other higher education institution in the state offering a bachelor's degree in respiratory therapy.

Per the Commission on Accreditation for Respiratory Care (CoARC), "We continue to recognize the prominent role played by associate degree respiratory care programs in addressing workforce needs. We also reaffirm our position that there is the need for increasing numbers of respiratory therapists with baccalaureate and graduate education to serve as educators, researchers, managers, clinical specialists, and in other roles throughout the healthcare delivery system" (3/26/2019). Delaware Tech strives to strengthen employment opportunities for our graduates and fulfill our mission to provide a high-quality workforce for our state by identifying needs and providing reasonable solutions, such as this degree advancement program.

Ms. Lopez moved and Mr. Hagerty seconded a motion to approve the request to develop the Bachelor of Science in Respiratory Therapy (BSRT) degree. Vice Chair Grimes asked if there were any questions. There were none, and the motion unanimously carried. Ms. Lopez congratulated the College as it takes these necessary steps to stay on top of changing workforce needs and broaden opportunities for Delaware Tech students.

The next step is for the workgroup that completed the feasibility study to reconvene and develop the full program proposal, with the goal of presenting it to the Board in fall 2019.

## **ITEM 7. REQUEST FOR APPROVAL TO CONVEY AN EASEMENT**

Dr. Brainard presented a request for approval to execute the proposed deed to convey a 1,995 +/- square-foot permanent easement and a 18,215 square-foot temporary construction easement to Kent County for the purpose of rerouting the county's transmission force main around the intersection of Route 13 in connection with a larger project to rehabilitate 2.8 miles of old concrete sewer mains located in the median of Route 13 in north Dover.

The College worked with the county's engineers to locate the permanent easement as closely as possible to the existing gateway signage to not interfere with any future development of the Route 13/West Denney's Road corner. Delaware Tech will receive compensation for both the permanent easement, as well as the temporary one for use of the larger area for three months. The county will pay an additional amount for each month of use beyond the initial three-month period.

The project will require a partial closure of the Route 13/West Denney's Road intersection. The county hopes to complete the project before November 2019 to avoid winter weather and holiday shopping. Communication of specific closures and impacts to the campus will be posted on the portal for employees and students.

Mr. Hare moved, and General Talbert seconded, a motion to approve the request to convey the proposed easement. Vice Chair Grimes asked if there were any questions. There were none, and the motion unanimously carried.

## **ITEM 8. DEVELOPMENT OF 2020-2024 VISION STATEMENT**

Dr. Sciple explained that Delaware Tech's planning structure includes review of the College's mission, vision, and strategic directions every four years. This periodic assessment and renewal, required by the Middle States Commission on Higher Education, includes involvement, approval, and support from the Board of Trustees.

Renewal of the College's mission will take place over the summer, with an updated mission statement and goals scheduled to go to the Board of Trustees for approval in October 2019. Immediately after that meeting, the College will begin the process for renewing its vision. This new vision will serve as a guiding force for what Delaware Tech aspires to be and establish commitment and expectations for moving the College forward.

An online survey will help gather input from members of the Board and President's Council to guide the areas of focus for the vision renewal process. Results of the survey will be shared at the Board of Trustees Retreat in October and feedback from that discussion will serve as the starting point for work with internal and external constituents to develop a new vision for Delaware Tech.

The new 2020-2024 vision statement will be presented to the Board at the June 2020 meeting for discussion and approval. The detailed timeline for the mission and vision renewal process is:

June – Sept. 2019	Launch process to renew the College mission
July – Aug. 2019	Survey the Board and President's Council about areas of focus for vision renewal
Sept. 2019	Present updated mission statement and goals to President's Council for approval
Oct. 2019	Present updated mission statement and goals to Board for approval; Discuss vision survey results and finalize areas of focus for vision renewal
Nov. 2019 – April 2020	Launch vision renewal process with internal and external constituents
May 2020	Present 2020-2024 vision statement to President's Council for approval
June 2020	Present 2020-2024 vision statement to Board for approval

## **ITEM 9. DISCUSSION OF 2019 BOARD RETREAT TOPIC**

Vice Chair Grimes asked that Board members share their feedback with Dr. Brainard on the suggested retreat topics to identify what is most desirable based on expressed interest or current needs.

## **ITEM 10. REPORT TO TRUSTEES ON SCHOLARSHIPS**

Historically, this item has been on the Educational Foundation meeting in April and focused only on the trustees' scholarship; however, a comprehensive report on all of the scholarships, including the Student Excellence Equals Degree (SEED) scholarship, was presented to the regular Board and included the number of students impacted by these funds.

## **ITEM 11. REQUEST FOR APPROVAL OF REVISIONS TO THE PERSONNEL POLICY MANUAL**

At its April meeting, the Board Personnel Committee requested additional background on the proposed request for approval of revision to the personnel policy manual, Section 6.02 Overtime Policy. After further discussion amongst the Committee, General Talbert said a modified revision to the personnel policy manual, Section 6.02, Overtime Policy, was approved by the Board Personnel Committee. Vice Chair Grimes asked if there were any questions. There were none, and the motion unanimously carried.

This revision will allow all employees up to 360 days to use accrued compensatory time before it is forfeited.

## **ITEM 12. REQUEST FOR APPROVAL OF VICE PRESIDENT AND GEORGE CAMPUS DIRECTOR**

Based upon the recommendation of the Screening Committee and Dr. Brainard's interview of the final candidate for vice president and campus director of the George Campus, he presented Dr. Lora A. Johnson to the Board for consideration.

The recruitment and screening process consisted of a nationwide search that included advertisements in Higher Ed Jobs, Inside Higher Ed, and Indeed.com, as well as other electronic publications. As a result, the College received applications from a diverse pool of 49 applicants, 48 of which were external applicants. All applicants met the College's desired minimum qualifications of a doctoral degree in a relevant field and six years of progressive management experience, preferably in higher education or government; or a master's degree in a relevant field and eight years of progressive management experience, preferably in higher education or government.

The Screening Committee was comprised of representatives from Academic Affairs, Strategic Communication and Marketing, Legal Affairs, Human Resources, and campus administration. Additionally, representatives from the George Campus Staff and Faculty Senates were on the Committee. Thirty-two qualified applications were thoroughly vetted, resulting in the selection of four applicants (three external, one internal) for an interview. Subsequently, two applicants were invited back to participate in the campus open forums.

Open forums were held to give all interested faculty, staff, and students an opportunity to hear the finalists' vision for the George Campus and to engage in a question and answer session on a wide variety of topics of the Committee's choosing. Attendees were given the opportunity to provide feedback, which factored heavily in the Committee's final recommendation to Dr. Brainard. Based upon the application materials, interview responses, references, each applicant's prior work experience, and feedback from the campus open forums, the Committee unanimously recommended Dr. Johnson as the sole finalist.

General Talbert reported that the Board Personnel Committee approved Dr. Johnson's appointment as the vice president and campus director at the George Campus. Vice Chair Grimes asked if there were questions or concerns. There were none, and the motion carried unanimously.

Dr. Brainard said Dr. Johnson has his full confidence and support, and he believes she will not only continue the College's tradition of excellence, but will greatly enhance it. Her willingness to take on any additional responsibilities whenever requested speaks to her sense of leadership, as well as her ability to adjust according to the College's needs.

Dr. Johnson thanked her family, the Board of Trustees, Dr. Brainard, and the entire George Campus team for their support. She said it has been an extreme honor to have served in this role in an acting capacity for the past year. She is looking forward to the many great things she will be a part of at the College and on the George Campus.

## **ITEM 13. REVIEW OF FISCAL 2020 CAPITAL PLAN**

With the recent passage of Senate Substitute 2 for Senate Bill 50, capital plans are being developed through fiscal 2024, assuming the receipt of at least \$10 million annually to address the College's growing level of deferred maintenance.

The Board received a listing of 19 deferred maintenance projects that are in various stages of completion with funding from prior years (2014-2018), current year (2019), and projected (2020) to support over \$33.8 million in projects across two fiscal years. Additionally, two projects totaling \$6.3 million were made possible through the support of the Higher Education Economic Development Fund, bringing the total two-year program to over \$40 million.

Ms. Lopez moved and General Talbert seconded a motion to approve the Fiscal 2020 capital plan of just over \$10 million in funding for the: (1) partial completion of the Student Success Center in the East Building in Wilmington; (2) renovations of the B Wing and completion of the Student Success Center at Stanton; (3) design of the major renovations and Student Success Center in the Terry Building in Dover; (4) partial replacement of the campus chiller system in Georgetown; and (5) paving, sidewalk, and minor capital improvements throughout the College. The motion was unanimously approved.

#### **ITEM 14. REQUEST FOR APPROVAL OF TUITION POLICY**

Ms. Lopez reported that the Board Finance Committee voted to approve the recommended tuition policy, increasing tuition by 2 percent, resulting in a \$45 per semester increase for a full-time, in-state student. Vice Chair Grimes asked if there were questions or concerns. There were none, and the motion carried unanimously.

The revised tuition rates for 2019-20 will be as follows:

##### Part Time

In-state students: \$ 152.50 per credit

Out-of-state students: \$ 381.25 per credit

##### Full Time

In-state students: \$ 2,287.50 per semester, 15 credits

Out-of-state students: \$ 5,718.75 per semester, 15 credits

#### **ITEM 15. REVIEW OF FISCAL REPORTS**

The Board received copies of the following reports on the financial condition of Delaware Technical Community College through May 31, 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 noted the College is in a sound financial position with revenues up and expenditures down.

#### **ITEM 16. REQUEST FOR APPROVAL OF 2019-2020 BOARD MEETING SCHEDULE**

Vice Chair Grimes requested that Board members provide any known conflicts to Ms. Holston regarding the proposed meeting schedule.

#### **ITEM 17. NEW BUSINESS**

There was no new business to discuss.

#### **ITEM 18. MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL & LEGAL MATTERS – Closed to the Public**

General Talbert moved and Mr. Hare seconded a motion to adjourn the regular meeting and convene an executive session at 5:33 p.m. to discuss personnel and legal matters. The motion carried unanimously.

**MOTION TO RECONVENE REGULAR BOARD MEETING**

Ms. Shevock moved and Mr. Hagerty seconded a motion to adjourn the executive session and reconvene the open session at 5:51 p.m. The motion carried unanimously.

**ADJOURNMENT**

Mr. Hare moved to adjourn the regular meeting at 5:52 p.m. Mr. Hagerty seconded. The motion carried unanimously.

Submitted by:

A handwritten signature in blue ink that reads "Mark T. Brainard". The signature is written in a cursive style with a large, stylized initial "M".

Mark T. Brainard  
President