

DELAWARE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES
Thursday, October 10, 2019
The Inn at Canal Square, Lewes

MINUTES

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

ABSENT: Ernest G. Talbert, member, member-at-large.

Chairman Green called the Board meeting to order at 4:00 p.m.

ITEM 1. REQUEST FOR APPROVAL OF MINUTES

Ms. Grimes moved to approve the June 17, 2019 Board meeting minutes as written. Ms. Shevock 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 June 2019.

- Development and Public Affairs Committee – Ms. Grimes reported that the Committee’s recent meeting, originally scheduled to take place on Sept. 18, was canceled. However, work has progressed on several key initiatives, which she summarized:
 - Review of the fundraising results as of Sept. 30 – the College has raised nearly \$2.1 million. This tracks ahead of the \$1.4 million raised as of this time last year.
 - Update on the alignment of the Development Division – two remaining vacancies in the Division are in process.
 - Update on the Comprehensive Campaign – the College is submitting a request to the Welfare Foundation for a \$250,000 campaign leadership gift to provide funding toward the Culinary Kitchen Expansion at the Stanton Campus. The College hosted the foundation’s president over the summer for two meetings and a campus tour and learned that this project aligns well with their funding priorities and interests.
 - Joint Board and Development Council Luncheon – On Nov. 20, the College will host its third annual joint luncheon among the Board of Trustees, Educational Foundation, Board Development and Public Affairs Committee, and three Campus Development Councils.
 - The next Board Development and Public Affairs Committee meeting is scheduled for March 18 from 3-5 p.m. via videoconference.
- Facilities Committee – Mr. Hare summarized the discussion items from the Committee’s most recent meeting held on Sept. 18:

- Overview of major project priorities currently in various stages of design and construction, totaling just under \$60 million
 - Draft prioritization scoring system to use on capital projects
 - Sightlines proposal to update the College's capital needs study
 - Final hiring decisions for the director of campus facilities positions at Stanton and George campuses
 - The next Board Facilities Committee meeting is scheduled for March 10 from 3-5 p.m. via videoconference.
- 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 provided a summary of the Committee's most recent meeting held on June 19.
 - Overview of major projects:
 - Conducting a needs analysis for a new human resources information and contract management system
 - Installation of three video conferencing capable computer labs at George, Owens, and Terry campuses
 - Completion of the implementation of the College's new learning management system, D2L, and decommissioning of the old system, Blackboard
 - Hosting the 2019 Instructional Innovation Conference: A Day with D2L at the Dover campus, which offered 30 workshops to both full-time and adjunct instructors
 - Evaluation of multifactor authentication systems
 - Installation of technology at the Middletown Center
 - Tour of the Amazon facility:
 - Workforce Development and Community Education discussed its partnership with Amazon to teach courses at Amazon's Middletown Fulfillment Center. Since 2015, 287 Amazon employees have taken advantage of this benefit.
 - A Tech Speaker Series Breakfast will be hosted by the Board Technology Committee on Nov. 15, beginning at 7:30 a.m. in the George Campus conference center.
 - The next Board Technology Committee meeting is scheduled for Jan. 15, at 3 p.m. via videoconference.

ITEM 3. PRESIDENT'S REPORT

Dr. 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 – In the area of Academic Affairs, Dr. Brainard indicated there were no new or discontinued programs since the June 2019 Board meeting.

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 that their employers are seeking. To date, 281 students are currently enrolled in this program.

Articulation Agreements

Delaware Tech has established 271 program-to-program transfer agreements, also called articulation agreements, which connect Delaware Tech associate degree programs with baccalaureate programs to create smooth 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.

Two new articulation agreements were added during the period, and one existing agreement was updated/renewed. A list of the new and updated agreements since June 2019 and number of agreements by institution was provided.

In addition, 23 agreements were removed from the active list after an internal audit confirmed that these agreements were either expired or inactivated due to program discontinuation. All of the College's connected degrees can be found here: <https://www.dtcc.edu/academics/transfer-options/connected-degrees>.

Program Accreditations

There were no new accreditations to report as of October 2019.

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 the College's four campuses with Delaware Tech instructors, or they may take the College's classes on the high school campuses with district teachers who are mentored by Delaware Tech faculty. Some districts also take advantage of the College's distance learning opportunities. This fall, Delaware Tech is offering dual enrollment with 16 of the state's 19 school districts, plus additional charter school partners.

While the program is successful, Dr. Lisa Peel, administrative intern for Academic Affairs, completed a comprehensive review of the dual enrollment program and provided a report with recommendations for a path forward. This report was presented to ad hoc President's Council and implementation of key recommendations has begun. In order to enhance dual enrollment, the departments developed collegewide master courses in the new learning management system. Also, the College hosted 65 high school dual enrollment instructors from partner districts on its campuses during the first week of June for an inaugural training and collaboration session with their mentors in preparation for the 2019-2020 school year. Additional efforts are underway to ensure academic integrity of courses and more intensive marketing of this program.

Achieving the Dream

The College has begun its second year of work with Achieving the Dream (ATD). The 2019-2020 Student Success Committee members were appointed in August and are comprised of approximately 50 employees divided among nine subcommittees. These subcommittees were established under the guidance of the three priorities and corresponding key strategies, interventions, and activities of the ATD action plan.

The first meeting of the entire Student Success Committee took place on Sept. 13, at which time they were provided an overview of the work, their charge for the year, and time to work in their respective subcommittees. At this time, all subcommittees have turned in their timeline of work for the year and these timelines have been approved by the Core Team. Each subcommittee will work to ensure the ATD action plan deliverables for 2019-2020 are completed over the course of the year.

Stay connected to national ATD news through Twitter using the handle @AchieveTheDream. Delaware Tech's Achieving the Dream events and news are posted on www.dtcc.edu/atd.

Middletown Center Update

The Middletown Center opened on Sept. 3, 2019, and is educating both high school students and adults in programs such as construction, manufacturing, and diesel technology. A ribbon-cutting ceremony is scheduled for Oct. 21, 2019.

The Office of Work-Based Learning (OWBL) Update

As a result of a resignation in late August, the OWBL is currently searching for a new director with the hope that the position will be filled within the next two months. In the meantime, the College is recruiting 10 anchor employers who will offer at least 15 work-based learning opportunities to both high school and Delaware Tech students. The OWBL is planning the creation of the fourth industry council in the area of construction with a target date of early 2020. Lastly, an employer playbook has been created and will be published by the end of the month to assist with engaging employers with onboarding students into work-based learning activities.

Development

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

Corporate/Foundation Grants (received since June 1, 2019)

- Bayhealth Medical Center - \$49,520 to provide scholarships for students enrolled in the certified clinical medical assistant and central service technician short-term training programs at the Terry Campus.
- Irene P. Sorbara Foundation - \$72,419 to provide scholarships for Sussex County residents enrolled in the education or nursing programs.
- Navient Foundation - \$18,000 to fund renovations of the Veterans Resource Center at the George Campus.
- Del-One Federal Credit Union - \$22,000 to expand their event sponsorships to include all three campus galas and 5K events.
- Capital One - \$20,000 to subsidize the cost of a consultant to engage employers for work-based learning opportunities.
- AstraZeneca - \$10,000 to support 2020 STEM expos for high school students at each campus.

Individual Donations (received since June 1, 2019)

- Established two endowed scholarships
 - Jill and Joe Biden Scholarship Endowment - \$50,000*
 - Walt and Lois Studte Scholarship Endowment for Nursing and Accounting Students - \$25,000
- Established 12 current-use scholarships
- Received a \$40,000 gift from the Millsboro VFW Memorial Post 7422 to fund a veteran/POW/MIA memorial at the Owens Campus
- Received a \$50,000 gift to fund renovations of the Arts and Science inner courtyard at the Owens Campus

*Gift received in 2017; scholarship agreement received July 2019

Fundraising Events

- Run, White & Blue 5k – Sept. 5, 2019, Owens Campus
 - Proceeds: over \$28k
 - All proceeds go toward scholarships for veterans and first responders.
 - Over 100 volunteers
 - Over 500 participants
- Alumni 5k – Sept. 22, 2019, Stanton/George Campuses
 - Proceeds: over \$3,500
 - All proceeds will benefit scholarships for students.
 - 64 volunteers
 - 186 registrants, with 121 crossing the finish line
- Sposato 5k – Sept. 28, 2019, Sussex County
 - Proceeds: over \$13k
 - All proceeds benefit Delaware Tech's agricultural department.

Stewardship Events

Automotive Center of Excellence (ACOE) Ground-Breaking Ceremony, Owens Campus

Event photos: <https://www.dropbox.com/sh/3a1vieq1zdccook/AAAqROmdGILDkTgQT4xPuQoVa?dl=0>

- Congressional leaders, EDA officials, automobile industry employers, legislators, and community leaders attended the ground-breaking ceremony to recognize this public/private funded partnership to address the workforce demand for automotive technicians and diesel mechanics. The projected completion date for construction of the ACOE is November 2020.

Upcoming Fundraising Events

- 16th annual Gourmet Gala, Oct. 19, 2019, Terry Campus
 - “An Evening in Paris”
 - Proceeds support student scholarships in all fields of study, including our workforce training programs.
 - Co-chairs - Tammy and Greg Ordway
 - Tammy is a partner and director of entrepreneurial services at local CPA firm, Faw Casson.
 - In 2016, she was honored as the Terry Campus distinguished alumni.
 - Her husband, Greg, is a member of the United States Armed forces.
- 30 Prizes in 30 Days – November 2019 (Owens, Stanton, and George Campuses)
<https://www.30prizesin30days.com>
 - Proceeds will support study abroad scholarships and International Education for Delaware Tech students.

Appointments

The College has made the following appointments since the June 2019 meeting:

- Tamesha Broughton, collegewide classification, recruitment, and training manager, Office of the President
- Molli Carter, administrative intern for Achieving the Dream, Office of the President
- Bruce Henderson, acting director of campus facilities, Stanton Campus
- Scott Iseman, director of campus facilities, Owens Campus
- Brian Keister, collegewide director of financial aid, Office of the President
- Karen Rollo, assistant dean of instruction, Stanton Campus
- Mike Ryan, collegewide director of athletics, Office of the President

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

Collegewide:

Banner Renewal
Ellucian \$161,474

Advertising Campaign
Carvertise \$106,620

Facilities Assessment and Planning Services
Sightlines \$109,220, with additional \$13,000 for travel reimbursement

Surveillance
Advantech \$250,515.50

George Campus

Mechanical Construction (Air Handler Unit Replacements)
Gaudelli Brothers \$1,352,200

Electrical Construction (Air Handler Unit Replacements)
Furness \$448,000

General Trades Construction (Air Handler Unit Replacements)
Ventresca \$219,900

Middletown Center

Simulation Equipment (Snowplow, CDL, Police Care)
Virage Simulation \$390,376

Owens Campus:

Automotive Center of Excellence
Richard Y. Johnson & Son, Inc. \$4,345,543

Automotive and Diesel Training Equipment
A Tech \$264,905

Stanton Campus

Student Success Center (Professional and Engineering Services)
BSA+A, Inc. \$423,955

Terry Campus:

Education and Technology Building exterior repairs
The Brick Doctor \$119,687.08

Non-Substantive Policy Changes

In response to a nationwide outbreak of serious pulmonary illness, the Center for Disease Control recently issued an official health advisory pertaining to the use of electronic smoking devices or tobacco substitute products, i.e., devices that simulate smoking and deliver nicotine or other substances through the inhalation by the user of vapor or aerosol. Delaware is now one of 38 states to report e-cigarette-associated pulmonary disease.

The revisions to the College's Tobacco Free policy now prohibit the use of electronic smoking devices or tobacco substitute products on Delaware Tech property.

Future Board Meeting Dates

Tuesday, April 7, 2020

George Campus

Committee Meetings at 1 p.m. and 2 p.m.

Educational Foundation Meeting at 3 p.m.

Board Meeting at 4 p.m.

Monday, June 15, 2020

Terry Campus

Committee Meetings at 3 p.m.

Board Meeting at 4 p.m.

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

ITEM 4. REQUEST FOR APPROVAL OF REVISIONS TO SALARY PLAN D DESCRIPTION

Dr. Brainard provided background regarding his request for approval to create the position of associate vice president for workforce development and community education within the College's administrative pay plan, also known as Salary Plan D.

With the growth of this division, not just with additional sites (Woodbridge, Middletown), but also with expanded responsibilities in leading and operating the Office of Work-Based Learning, the College's pathways initiatives, as well as increased customized training opportunities, this supplemental position now needs full-time capacity. Consistent with the College's other divisions, this position will provide collegewide matrix responsibilities. The associate vice president for workforce development and community education will provide this leadership and will also provide the College the ability to respond to workforce needs in Delaware and the region in a nimble and effective manner.

Ms. Grimes said a motion came moved and seconded from the Personnel Committee to approve Dr. Brainard's recommendation. Chairman Green asked if there were questions or concerns. There were none, and the motion carried unanimously.

ITEM 5. REQUEST FOR APPROVAL OF 2020-23 MISSION AND GOALS AND ASSOCIATED BYLAWS

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.

The mission renewal process, conducted this past summer, included in-depth review and discussion by a collegewide committee with representation from all divisions to ensure the College's mission accurately reflects who we are and what we do. Once drafted, the proposed mission and goals were shared with the College community for feedback.

All of the proposed changes position the College to continue to demonstrate compliance with Middle States criteria for accreditation. Below are some of the changes:

- Shortened the length of the mission and goals by 45%
- Added a tagline
- Moved student-focused sentence to the beginning of the mission statement
- Decreased the mission goals from seven to five

Ms. Lopez made a motion, and Ms. Grimes seconded the motion, to approve the 2020-23 mission and goals as proposed. The motion unanimously carried.

The approved 2020-23 mission and goals will be in effect retroactive to July 1, 2019 and through June 30, 2023.

With this request to approve the new Mission and Goals, the Board's approval was also requested to amend the Board bylaws to reflect the revision. Ms. Lopez made a motion, and Ms. Shevock seconded the motion, to approve the proposed changes to the associated bylaws. The motion unanimously carried.

ITEM 6. REQUEST FOR APPROVAL OF THE RESTRICTED INFRASTRUCTURE FUND POLICY

Ms. Lopez said a motion came moved and seconded from the Finance Committee to approve the restricted infrastructure fund policy as proposed. The Committee discussed this policy in great detail and approved it in two parts. The first is the creation of a policy that provides the College with the ability to access additional capital funding. The restricted infrastructure fund would be established by capturing the excess collected through the 15% Test calculation and converted into a reserve or sinking fund for one-time minor capital needs (MCI) projects or support for unfunded or underfunded projects. The second is that these projects would be supported in 2020 by an allocation of 25% of the overage of the 15% Test calculation, which is approximately \$1.9 million.

Chairman Green asked if there were questions or concerns. There were none, and the motion carried unanimously.

ITEM 7. REQUEST FOR APPROVAL OF FY20 OPERATING BUDGET

Ms. Lopez said the Finance Committee moved and seconded the approval of the Fiscal Year 2020 Operating Budget, totaling \$196.8 million in projected revenues and \$196.0 million in expenses. Chairman Green asked if there were questions or concerns. There were none, and the motion carried unanimously.

ITEM 8. REVIEW OF FISCAL REPORTS

The Board received copies of the following reports on the financial condition of Delaware Technical Community College through Aug. 31, 2019: general fund state appropriation, tuition (credit and non-credit), contract training, special funds, and federal funds.

Ms. Grimes said the Finance Committee discussed the results of operation for the first two months of Fiscal 2020 and approved the fiscal reports as submitted.

ITEM 9. NEW BUSINESS

Chairman Green announced his intent to resign from the College's Board of Trustees, effective upon the Governor Carney's appointment of his successor.

Mr. Green was appointed chair of the Delaware Technical Community College Board of Trustees by Governor Markell on Jan. 28, 2015, where he immediately became an advocate for innovation focused on student success and meeting the needs of Delaware's 21st century workforce.

Mr. Green's organizational initiatives included a complete revision and modernization of the College's bylaws with new committees and expanded membership that allowed the College to benefit from the expertise of public members, as well as a reorganization of the institution that centralized operational support services collegewide while enhancing student services at the campus level.

Mr. Green's leadership helped to inspire a College culture of making a difference in the lives of others and providing a safe, supportive, nurturing, and caring environment that focuses on the full spectrum of a student's needs, which resulted in the creation of a variety of student support initiatives such as the establishment of food pantries at each campus.

The people of Delaware will enjoy the benefits of Mr. Green's stewardship for generations to come, and the Board of Trustees shall remain eternally grateful for the indelible contributions and impact he made over his tenure as chair of the Delaware Technical Community College Board of Trustees.

ITEM 10. MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL & LEGAL MATTERS – CLOSED TO THE PUBLIC

Ms. Grimes moved and Ms. Lopez seconded a motion to adjourn the regular meeting and convene an executive session at 4:55 p.m. to discuss personnel and legal matters. Motion unanimously carried.

MOTION TO RECONVENE REGULAR BOARD MEETING

Ms. Grimes made and Mr. Hare seconded a motion to adjourn the executive session and reconvene the open session at 6:07 p.m. Motion unanimously carried.

ITEM 11. PERSONNEL REVIEW

The Board discussed the president's 2019 personal goals and the College's goals, and the completion thereof, along with discussion of past awards. Ms. Grimes noted that all campuses met their targets over the previous review period, and that the College has achieved "mega" strides in the realignment and centralization of operational support services collegewide (i.e., facilities, development, capital infrastructure, student success, staff support, etc.) All members expressed agreement with Ms. Grimes.

After discussions were concluded, Ms. Grimes moved to award the president an eight percent (8%) performance bonus and a twelve percent (12%) retention bonus. Ms. Lopez seconded. Motion carried unanimously.

ADJOURNMENT

Ms. Lopez moved to adjourn the regular meeting at 6:09 p.m. Mr. Hare seconded. Motion unanimously carried.

Submitted by:



Mark T. Brainard
President