DELAWARE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES
Thursday, October 12, 2017
Boardwalk Plaza, Rehoboth, DE

<u>MINUTES</u>

PRESENT: William G. Bush, IV, Secretary and Member, Kent County; Scott A. Green, Chairman; Patti A. Grimes, Vice Chair and Member, Sussex County; Robert E. Hagerty, Member-at-Large; Michael J. Hare, Member, City of Wilmington; Lolita A. Lopez, Member-At-Large; Ernest G. Talbert, Member, New Castle County.

ABSENT: None.

OTHERS PRESENT: Margaux Azzanesi, Director of Development, Terry Campus; Carol Bancroft-Morley, Assistant Dean of Instruction, George Campus; Bobbi J. Barends, Vice President and Campus Director, Owens Campus; Valencia L. Beaty, Vice President for Human Resources, President's Office; Jason Bentley, Director of Development, Owens Campus; Phillip Bills, Development Council member, Owens Campus; Dawn Bonavita, Acting Director of Human Resources, Stanton/George Campus; Mark T. Brainard, President; Nancy Broadhurst, Occupational Therapy Assistant Program Instructor and Owens Campus Alumni Association Chapter President, Owens Campus; Sara Carter, CCIT Instructional Designer, Owens Campus; Gail Charrier, Acting Dean of Student Affairs, Owens Campus; Mary Chen, Assistant Director of Business Services, Stanton/George Campus; George Cognet, Computer Information Systems Department Chair, Owens Campus; Dan Ehmann, Director of Business Services, Stanton/George Campus; Lin Faucett, Director of Administrative Services, Owens Campus; Kathy Friel, Dean of Instruction, Stanton/George Campus; Elizabeth Geller, Assistant to the Vice President for Academic Affairs, President's Office; Christine Gillan, Acting Director of Strategic Communication, President's Office; Kimberly G. Holston, Executive Assistant to the President; Scott Iseman, Assistant Director of Administrative Services, Owens Campus; Kathy A. Janvier, Vice President and Campus Director, Stanton/George Campus; Cornelia Johnson, Dean of Student Affairs, Stanton/George Campus; Lora A. Johnson, Assistant Campus Director, Stanton/George Campus; Robert Jones, Computing Support Specialist II, President's Office; Richard Kralevich, Associate Vice President for Information and Instructional Technology, President's Office; Tom Lemon, Director of Development, Stanton/George Campus; Charlotte Lister, Director of Human Resources, Terry Campus; Tommy Lu, Computer Information Systems Department Chair, Stanton/George Campus; Gerard M. McNesby, Vice President for Finance, President's Office; Kelly McVeigh, Director of the Center for Creative Instruction and Technology, President's Office; Leslie Mergner, Assistant Dean of Instruction, Owens Campus; Chris Moody, Director of Workforce Development and Community Education, Owens Campus; Christy Moriarty, Dean of Instruction, Owens Campus; Paul T. Morris, Jr., Assistant Vice President for Workforce Development and Community Education, Stanton/George Campus; Justina M. Sapna, Vice President for Academic Affairs, President's Office; Judith A. Sciple, Vice President for Institutional Effectiveness and Development, President's Office; Brian D. Shirey, General Counsel, President's Office; Jay Soto, Owens Campus Alumni Association Chapter Vice President, Owens Campus; Debra J. Troxler, Acting Director of Communication and Planning, Stanton/George Campus; June S. Turansky, Vice President and Campus Director, Terry Campus; Brian Vickers, Information Technology Specialist III, Terry Campus; Lacey Weller, Instructional Coordinator English, Owens Campus; Charles Whealton, Computer Information Systems Department Chair, Terry Campus Timothy Winstead, Director of Public Safety, President's Office; Bill Wong, Development Coordinator, Owens Campus; Jacquita Wright-Henderson, Director of Communication and Planning, Stanton/George Campus; Kristen Yencer, Acting Director of Communication and Planning, Owens Campus; Guests: Ben Kralevich, Katie Kralevich, Kristen Kralevich

<p style="text-align:center">ANNUAL BOARD RETREAT</p>

Prior to the regular meeting, the Annual Board Retreat took place. This year's agenda included discussion of a major capital campaign, a demonstration of classroom technology, an overview of the board handbook, and an update on facilities.

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

ITEM 1. REQUEST FOR APPROVAL OF MINUTES

Mr. Bush moved to approve the June 19, 2017 Board meeting minutes as written. Ms. Grimes seconded the motion. Motion unanimously carried.

ITEM 2. COMMITTEE REPORTS

Chairman Green asked for the chair from each Board committee to report out on activity since June 2017.

- Development Committee – Ms. Grimes presented an update on the Development Committee's work since the June Board meeting. The Committee's recent meeting was held on Thursday, September 14. Agenda items included:
    - Discussion of Comprehensive Campaign Planning Study
    - Review of Fundraising Scorecard
    - Update on Alumni
    - Campus Development Council Audits
    - Prospect/Donor Discussion
    - The next committee meeting will be held on Wednesday, March 14 from 3-5 p.m., via video conference locations at each campus.

- Facilities Committee – Mr. Hare outlined the Facilities Committee's purpose and responsibility of the Committee as defined at their first meeting which was held on Friday, September 8.

- Finance Committee – The agenda items were reviewed in advance, which will be discussed later in the meeting.

- Personnel Committee – The agenda items were reviewed in advance, which will be discussed later in the meeting.

- Technology Committee – Mr. Hagerty presented an update on the Technology Committee's work since the June Board meeting. The Committee's recent meeting was held on Friday, September 15. Agenda items included:

    - America's Promise grant, spearheaded by the Workforce Development Division in cooperation with Instruction, in the amount of $3.5 million with programs in information technology and advanced manufacturing
    - Information security at Delaware Tech through IIT
    - Major technology initiatives in support of business practices, students, and staff
    - On October 2, several members of the Committee participated in the Tech@Tech kickoff meeting at the Terry Campus in Dover.
    - The next committee meeting will be held on Thursday, November 16, 3-5 p.m., via video conference locations at each campus.

ITEM 3. PRESIDENT'S REPORT

President Brainard prefaced his presentation of the President's Report with the understanding that the Board is kept apprised of events and happenings at the College as they occur; therefore, this report is a digital compilation of announcements which members are already aware.

Associate Degree Programs
New Programs - In the area of Academic Affairs, Dr. Brainard highlighted two new programs; correctional officer certificate, which offers classes to boost scores during the correctional officer hiring process in Delaware; and, middle level-mathematics education, which replaces three separate minors.

Discontinued Programs - As new programs are added to meet the needs of the state's workforce, programs are also discontinued as a result of low job placement, low enrollment, or irrelevance in the market. Recently discontinued programs included the entrepreneurship: refrigeration, heating, air conditioning certificate and the three separate middle level-mathematics minors.

Program Updates - The Associate of Science degree, approved by the Board in October 2016, has just under 4,000 students currently enrolled and graduated 23 students since its launch.

Bachelor Degree Programs
As hospitals and other healthcare facilities in Delaware and the nation strive for the highest levels of quality patient care by increasing the number of bachelor's degree nurses, Delaware Tech implemented an RN to BSN program in order to serve its students and former graduates. Department Chairs of Occupational Therapy Assistant and Respiratory Care Technician have recently been informed of similar requirements possibly being mandated by those accrediting bodies.

The Accreditation Council for Occupational Therapy Education (ACOTE) has mandated that the entry-level degree for the occupational therapy assistant will move from associate to baccalaureate by July 1, 2027.

Also, recently, respiratory care associate degree programs accredited by the Commission on Accreditation for Respiratory Care (CoARC) were advised that communities of interest support the movement of the profession toward entry-level baccalaureate and graduate degrees. An internal task force will be convened, much like the process with RN to BSN, to investigate the needs, requirements, and feasibility of pursuing bachelor's programs in these fields.

RN to BSN - Delaware Tech launched its RN-to-BSN degree program in January 2017 to provide working RNs an affordable and flexible way to earn the BSN that their employers are seeking. In the June 19, 2017, President's Report, it was reported there were 132 qualified applicants for the fall 2017 cohort for only 60 seats. It was determined by the collegewide nursing instructional directors and approved by administration that capacity could be increased to up to 100 seats for this cohort.

- Of the 100 applicants who were offered seats, 84 are in-state students (84%), and 82 are Delaware Tech associate degree graduates (82%).
- Competitive admissions ranking for the third cohort has just completed. There were 60 applicants for 60 seats. 57 are in-state students (95%), and 50 are Delaware Tech associate degree graduates (83%).

The RN-to-BSN program is in candidacy status with the Accreditation Commission for Education in Nursing (ACEN), and a site visit is scheduled to take place March 13-15, 2018.

International Education
A summary of the 2017 study abroad program trips and the feedback from the participants was provided as well as the list of 2018 opportunities to study abroad. The fall schedule of global understanding series events was distributed.

Transfer
Delaware Tech has established 259 program-to-program transfer 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 (senior institutions).

On October 5, Delaware Tech and Kaplan University entered into an articulation agreement which included five pathways:
- AAS Criminal Justice to BS Criminal Justice
- AAS Criminal Justice-Homeland Security and Emergency Management Option to BS Criminal Justice-Homeland Security
- AAS Human Services to BS Human Services-Youth/Family Services and Administration
- AAS Health Information Management to BS Health Information Management
- AAS General Business to BS Business Administration

This agreement with Kaplan University will provide flexible options for students to complete their bachelor's degrees online. In particular, Kaplan serves a non-traditional population, and is known for its commitment to active military, veterans, military spouses, and dependents.

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

Fundraising Events
Dr. Brainard highlighted recent fundraising events as follows:

Run, White & Blue - September 7, Owens Campus
- 450 race participants
- Net proceeds of $8,076 for scholarships to benefit our veteran students

4th Annual Tour de Sussex - September 23, Sussex County
- 241 registrations
- Total revenue, including sponsorships, $17,598

Alumni & Friends 5K benefiting the Captain Christopher Leach Memorial Fund - September 24, Riverfront
- 641 registered participants
- Net proceeds to date: $19,985

Taste of Sposato Wine 5K - October 1, Sussex County
- 187 finishers
- Proceeds will go into an endowed scholarship fund designated for Delaware Tech students majoring in landscape architecture.

<u>Campus Events</u>
Recent events which the College held included:
- Veteran Resource Center – June 22, Terry Campus
- Patriot Day events – September 11, Collegewide
- Kent County Economic Summit – October 2, Terry Campus
- Hispanic Heritage Celebration – October 4, George Campus

<u>Collegewide Initiatives</u>
Dr. Lora Johnson and Ms. Cornelia Johnson, co-chairs of the Collegewide Diversity and Inclusion Committee, briefed the Board on the Committee's mission and next steps to increase the level of awareness and to continue fostering the climate. There will be an expansion of the size of the Committee as well as creation of three subcommittees: promotion/events; training; and, assessment.

<u>Appointments</u>
The College has made the following appointments since the June meeting:
- Dawn Bonavita, Acting Director of Human Resources, Stanton/George
- Tom Lemon, Collegewide Athletics Coordinator

After 35 years of dedicated service to Delaware Tech, Dr. June Turansky, vice president and campus director at the Charles L. Terry Campus, has announced her retirement as of December 31, 2017. Her commitment to students began when she was a nursing instructor, and she carried that dedication with her as she served in a variety of leadership roles including department chair, dean of instruction, and ultimately vice president and campus director. When the College took the significant step to develop a Bachelor of Science in Nursing program, Dr. Turansky led the effort with Dr. Kathy Janvier. Their nursing background, knowledge, and insights were key to the success of this historic effort.

During the past few years, the College has experienced a period of unprecedented change at the campus level. The mid-year timing of this vacancy would result in a search and appointment process in the midst of the current academic year. In an effort to minimize disruption at the Terry Campus and continue our ongoing evaluation of organizational needs collegewide, President Brainard will assume the responsibilities of vice president and campus director at the Terry Campus to provide continuity during this time of transition and minimal disruption to operations in the middle of the academic year. The close proximity of the campus to the Office of the President will make these additional duties manageable in the months ahead.

<u>Important Dates</u>

October 21, 2017	Gourmet Gala, 6 p.m., Terry Campus
November 8, 2017	Alumni Reception at Camden Yards, 5:30 p.m., Baltimore, MD
February 10, 2018	Chocolate 5k, 10:00 a.m., Terry Campus
March 3, 2018	An Evening of Mardi Gras, 7:00 p.m., George Campus
April 10, 2018	Board Meeting, 4 p.m., George Campus (Educational Foundation and committee meetings begin at 1 p.m)
April 21, 2018	Starry, Starry Night, 5:30 p.m., Owens Campus
May 14, 2018	Terry Campus Graduation, Robing at 5:15 p.m., Terry Campus
May 15, 2018	Owens Campus Graduation, Robing at 5:30 p.m., Owens Campus
May 16, 2018	Stanton/George Graduation, Robing at 6:00 p.m., UD Bob Carpenter Center
May 17, 2018	Employee Recognition, 9:30 a.m., Owens Campus
June 18, 2018	Board Meeting, 4 p.m., Terry Campus (Committee meetings begin at 3 p.m.)

A listing of external meetings and events from the president's schedule from June 2017 - October 2017 was provided.

<u>Bids over $100,000</u>
The bids approved by the President over $100,000 since the June 2017 Board of Trustees meeting included:

Collegewide:
Two-year contract renewal for collegewide learning core and additional service unit:
Blackboard $116,776.00/year

ITEM 4. REQUEST FOR APPROVAL OF INFORMATION TECHNOLOGY AND NETWORKING PROGRAM PROPOSAL

Dr. Rick Kralevich, Ms. Kelly McVeigh and Ms. Sara Carter presented the program proposal for an associate degree in information technology and networking as detailed below.

Proposal Background
In today's knowledge-based economy, technology is pervasive in nearly every profession. The ability to successfully interact with technology is nearly as important as being able to read. Information technology (IT) challenges students and teaches them to approach problems in new and rigorous ways. If learning is designed properly, information technology courses spur creativity, instill critical thinking skills, and teach logical reasoning. The core concepts of IT are broadly transferable, giving students the ability to apply skills to a myriad of problems, enabling them to pursue cross-disciplinary interests, and allowing them to learn about the world they live in.

At Delaware Tech, an innovative information technology & networking (ITN) curriculum will provide computational literacy and problem-solving skills that are desperately needed in the workforce. A state-of-the-art IT curriculum may also attract much needed fresh faces to the discipline. It will ensure that our students are competitive and adaptable to new technologies in the labor market – not just for jobs in IT but for other occupations as well.

In addition to the benefits of traditional credit-based education, employability in technology has always revolved around specialized certifications. These credentials tangibly demonstrate required knowledge to potential employers. Any curricular reform affecting IT would have to seriously consider these alternative educational paths. In other words, equal emphasis should be placed on credit and non-credit opportunities.

Need for Program
Since IT became a national academic discipline in the late 1960s, the level of interest in the field has grown steadily. However, since 2010, an upswing in the need for well-trained, skill-diverse IT professionals has significantly grown while the number of such job-ready professionals has remained flat. One of many reasons for this stagnation is that traditional education institutions (K-12 and higher ed) have been slow to contemporize their approach to IT instruction.

In the 2016 study *The Case for Improving U.S. Computer Science Education*, authors Adam Nagar and Robert Atkinson argue that it is time for information technology to be considered as a core instructional discipline, on par with traditional academic offerings such as math, reading, and writing. Further, Nagar and Atkinson presented that 90 percent of parents and students surveyed agree that IT needs to play a more prominent role in the curriculum.

Program Mission
The mission of the ITN program is to provide graduates with a solid foundation in relevant technology that prepares them for careers in the field of information technology. The program also provides graduates with the opportunity to acquire industry certifications and the ability to transfer into a four-year institution.

Program Graduate Competencies
- Solve technology-related problems using critical thinking and troubleshooting skills.
- Articulate the role of the technology professional in organizations to support the ethical use of information technology.
- Apply fundamental security concepts and strategies for maintaining and securing information technology.
- Read and interpret technical information and effectively communicate to a wide range of audiences using oral, print, and multimedia strategies.
- Demonstrate the importance of lifelong learning that empowers personal and professional growth.

Mr. Bush moved to approve the program proposal for adding an associate degree in information technology and networking. Ms. Lopez seconded. Motion carried unanimously. President Brainard acknowledged Dr. Kralevich, Ms. McVeigh and Ms. Carter for their excellent presentation and the tremendous efforts made by the senior leadership team as well as the computer technology chairs and faculty involved in the development process collegewide.

ITEM 5. UPDATE ON COLLEGE REORGANIZATION

As part of a comprehensive restructuring effort over the past five years, the Board of Trustees approved the centralization of the Public Safety Division in the aftermath of Virginia Tech (2013); the reorganization of the Human Resources and Legal Affairs Divisions (April 2016); and the reorganization of Finance, Academic Affairs and Institutional Effectiveness and College Relations (October 2016). President Brainard reported that these changes have enabled the College to improve the delivery of services to both students and College employees in a safer, more secure environment. At the request of the Board and in the spirit of continuous improvement, the College re-examines and assesses its operations on an ongoing basis.

ITEM 6. REQUEST FOR APPROVAL OF REVISIONS TO SALARY PLAN D

Last week, the College presented Tech@Tech, a proposed reorganization of the College's technology resources, to a stakeholders meeting of employers, industry experts and Delaware Tech faculty and staff, along with the implementation of a new information technology and networking associate degree. It became clear that the College's current model of having an associate vice president for information and instructional technology report to two different vice presidents (i.e., academic affairs and finance) is inefficient and outdated.

In order for Delaware Tech to meet the demands of the rapidly changing information technology field, while staying on the cutting edge of service delivery, Dr. Brainard recommended reprogramming the position of associate vice president for information and instructional technology, Salary Plan D, Level IV, to vice president for information and instructional technology, Salary Plan D, Level V. This change will become effective upon approval of the Board.

Last year, the Board created the position of director of strategic communication with the long-term goal of unifying and aligning all communications, public information, community relations, and marketing within a central administrative management function in the Office of the President. Since that time, the College has initiated a collegewide project management system, identified staff expertise to lead collegewide projects, conducted an audit of staff resources, and identified discrepancies in campus-based staff assignments that can be efficiently managed under central oversight. Aligning these functions is particularly critical as the institution explores ways to enhance development activities, including the consideration of a major fundraising campaign that will depend on more effective College-based branding and "messaging" around Delaware Tech's value throughout the state. Effective January 1, 2018, all campus-based marketing and public relations staff will be aligned under the current director of strategic communication.

Inasmuch as the duties, responsibilities, and area of control of the director of strategic communication, Salary Plan D, Level III, have significantly expanded since last year, Dr. Brainard requested approval to reclassify this position to vice president of strategic communication and marketing, Salary Plan D, Level V.

Lastly, the College has explored the feasibility of conducting a comprehensive fundraising campaign over the next four years. This campaign aims to transform learning environments, invest in student success, and expand pathways to career advancement. As this initial phase of study is completed, it has become apparent that any growth or enhancement to the College's development activities must occur under a unified, College-based brand and structure, instead of the current campus-based, events-driven approach. In order to accomplish this goal, the collegewide development efforts, including the direct management of the campus development divisions, must be led by the vice president for institutional effectiveness and development. Like the alignment of strategic communication and marketing, this realignment will also effective January 1, 2018.

Mr. Bush reported that the matter comes moved and seconded by the Board Personnel Committee to approve the recommended revision to Salary Plan D. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

Dr. Brainard expressed his appreciation to the Board for their ongoing support of the College's realignment efforts. These additional steps to centralize operational support functions collegewide better serve the College's mission while enabling campus administration to focus on the delivery of academic programming and student support services at that level.

The Board and President's Council recognized Dr. Kralevich for his ongoing dedication to the College. He joined the College in 2009 as director of the center for creative instruction and technology and served as assistant vice president for instructional design and technology prior to his current role.
Rick has a Doctor of Education in Curriculum and Technology in Higher Education from the University of Delaware, a Master of Science in Instructional Technology and Design from Bloomsburg University, a Bachelor of Arts in History from Pennsylvania State University, and a Certificate in Project Management from the University of Delaware.

ITEM 7. UPDATE ON FY19 OPERATING AND CAPITAL BUDGET REQUESTS TO OFFICE OF MANAGEMENT AND BUDGET

The College's Target Briefing with the Office of Management and Budget Director, Mike Jackson, was held on September 27, 2017. This briefing helps guide the College in its preparation of its request during Delaware Tech's Budget Hearing, which is scheduled on November 21, 2017. Deferred maintenance and meeting critical needs will continue to be the focus of the institution's budget.

ITEM 8. REQUEST FOR APPROVAL OF HEALTHCARE PROGRAM FEE

Ms. Grimes reported that the matter comes moved and seconded by the Board Finance Committee to approve the recommended $25 per semester, non-refundable, healthcare program fee, effective January 1, 2018.

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

ITEM 9. REVIEW OF FISCAL REPORTS

Ms. Grimes reported that the College has exceeded its targeted carryover and is tracking in revenue and expenditures according to plan. She commended all of the College personnel for doing more with less and the attention to detail displayed throughout the process.

ITEM 10. NEW BUSINESS

There were no items to discuss as new business.

ITEM 11. 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 5:25 p.m. to discuss personnel and legal matters. Motion unanimously carried.

MOTION TO RECONVENE REGULAR BOARD MEETING

Mr. Bush made and Ms. Grimes seconded a motion to adjourn the executive session and reconvene the open session at 7:01 p.m. Motion unanimously carried.

ITEM 12. PERSONNEL REVIEW

Mr. Hare moved to authorize the board chair to negotiate and execute a new contract with the president within the terms discussed during the executive sessions. General Talbert seconded. Motion carried unanimously.

ADJOURNMENT

Ms. Grimes moved to adjourn the regular meeting 7:02 p.m. Mr. Bush seconded. Motion unanimously carried.

Submitted by:

Mark T. Brainard
President