

DELAWARE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES
Thurs., Oct. 22, 2020
Via Zoom

MINUTES

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

ABSENT: None.

Chairman Shevock called the Board meeting to order at 4:01 p.m.

ITEM 1. REQUEST FOR APPROVAL OF MINUTES

Ms. Grimes moved to approve the June 15, 2020 Board meeting minutes as written. Ms. Lopez seconded the motion, which unanimously carried.

ITEM 2. COMMITTEE REPORTS

Chairman Shevock asked for the chair from each Board committee to report out on recent activity.

- **Development and Public Affairs Committee** – Ms. Grimes reported that the Committee met on Sept. 23. She summarized progress in several key areas:
 - As of the end of September, the College had raised \$1,801,140 toward the \$3.5 million goal for 2020, as compared to \$2,083,610 at that point in time last year.
 - There was discussion about the shift in dollars among the different fundraising categories and gifts anticipated before the end of the calendar year.
 - A revised fundraising platform was discussed as a result of the current economic environment and related health crisis. This platform will focus on two priorities:
 - Transform learning spaces (capital needs)
 - Advance economic mobility (equity initiatives, short-term training programs, student success).
 - These two categories encompass Delaware Tech’s current priorities and enable the College to address recent economic and social justice interests of potential donors, as well as tell its story of:
 - Serving diverse populations;
 - Providing equity through educational offerings and wraparound student services;
 - Focusing on student success; and,
 - Delivering high-quality graduates for in-demand jobs in Delaware.

- In addition, this platform allows the College to continue to recognize all previous state funding and campaign leadership gifts, as well as make additional asks of high net-worth partners for a future comprehensive campaign when the current economic downturn and related health crisis improve.
 - A public affairs update was presented that included the new video viewbook, as well as an update on alumni outreach planned in the coming months.
 - Virtual seminars on planned giving are scheduled for Oct. 27 and Oct. 29 to provide further information to anyone interested in learning more about legacy gifts.
 - Next Board Development and Public Affairs Committee meeting
 - Scheduled for March 18, 2021
- **Facilities Committee** – Mr. Hare explained that while the pandemic has caused major disruptions to the College community, the lack of students and staff on campus has allowed for the acceleration and ultimate completion of major and minor capital projects that are both on time and under projected budgets. He outlined the progress of several major projects.
 - **Automotive Center of Excellence**
The \$5.4 million project was completed ahead of schedule, and the Center officially opened at the Owens Campus. There are 12 students using the facility during this semester, and the College will be admitting the first cohort of diesel mechanic students in January 2021. This project was funded with a combination of state, federal, county, and private sector support.
 - **Arts and Science Center Ventilation Project**
This \$6.3 million project was also completed ahead of schedule and provided a new HVAC system for the approximately 55,000-square-foot building at the Owens Campus.
 - **Middletown Center**
Concurrent with the transfer of the entire facility to the College, design began last month on the second phase of the \$800,000 Middletown Center project. Workforce training continues to take place in the occupied space in the back portion of the building with anticipated completion of the second phase (the front section) in mid-2021.
 - **East Building Project (Wilmington Campus)**
The lack of campus activity, plus a favorable bidding environment, has resulted in the project progressing very well. Roof replacements for the East Building and Child Development Center, as well as the replacement of the East Building’s air handler units, have been completed. Major demolition is currently taking place for the construction of the new student success center with an expected completion of this \$23.8 million project by November 2021.
 - Mr. Hare congratulated Mr. DeVore and the entire collegewide facilities team for their extraordinary efforts to perform work on their own that normally would have been contracted out, saving the College money on many projects.
 - Next Board Facilities Committee meeting
 - To be determined

- **Finance Committee** – The agenda items were reviewed in advance and will be discussed later in the meeting. Two discussions took place in a finance committee meeting held prior to the regular board meeting.
 - Results of Operation for FY 2020
Mr. Hare commended Dr. Brainard, the vice president and campus directors, and the College’s entire financial management team on the results of operation for the fiscal year ending June 30, 2020. As noted in the reports reviewed by the committee, all of the campuses exceeded their targets.
 - Update FY 2022 Budget Request
The committee discussed the FY 2022 General Fund operating and capital budget requests submitted to the Office of Management and Budget. The operating budget request is flat at the FY 2021 level, and the capital request is \$17.7 million, with \$16.9 million directed at deferred maintenance projects including:
 - completion of the East Building in Wilmington
 - completion of the B Wing at Stanton
 - commencement of major renovations in the Terry Building in Dover
 - other major and minor deferred maintenance and technology infrastructure projects
 - Annual Budget Presentation
The College will present its FY 2022 budget requests to the Office of Management and Budget on Nov. 9.

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

- **Technology Committee** – Mr. Hagerty explained that the College administration provided a comprehensive update to the Board Technology Committee on April 15, regarding its response to the COVID-19 crisis that included significant IT and CCIT actions. The June committee meeting was cancelled.
 - The committee had planned to meet in October at the new Middletown Training Center. However, due to current social distancing restrictions, the meeting was held via Zoom on Oct. 15. Mr. Hagerty summarized the committee’s most recent meeting agenda.
 - President Brainard provided a Summer/Fall COVID-19 update which highlighted:
 - Efforts to ensure academic quality of distance education courses and professional development for faculty;
 - Technology enhancements such as the student laptop lending program and wi-fi hotspots in the parking lots;
 - On-campus student support services such as tutoring, math labs, and writing centers;
 - On-campus COVID testing for students and employees, and;
 - Focus groups with students of color.

- Dr. Paul Morris provided an update on the America's Promise grant and Workforce Development's initiatives to transition healthcare programs to a distance-learning format to meet the growing demand for healthcare workers in the state.
- Ms. McVeigh gave an overview of the College's technology response to COVID-19
 - In May, IIT installed 10 access points in campus parking lots to provide free Wi-Fi to students. By September, there were close to 16,000 user connections to these hotspots.
 - Over the summer, IIT worked with academic programs to implement two new virtual computer lab systems, Apporto and LabStats. The college is piloting the virtual labs this fall semester. The labs provide students with remote access to software applications such as Adobe Creative Suite, DELJIS, and AutoCAD. To date, more than 500 students are enrolled in distance education courses using these virtual computer lab systems. The pilot is scheduled to expand for the spring semester.
 - In the area of faculty support and development, testimonials were shared from faculty who participated in the Course Design Institute (CDI) this summer. The faculty worked with the Center for Creative Instruction and Technology (CCIT) to redesign courses for distance education. Future CDIs are scheduled for the spring and summer.
- Responding to a question from a committee member, the team provided a brief summary of events that occurred on Oct. 13.
 - Issues with a system in the College's data center caused unplanned downtime from 6:30 a.m. to 2 p.m., impacting access to email, the learning management system, and the student information system. The College used its alert system and website to provide notifications and alerts about the outage. IIT is closely monitoring this system and evaluating a replacement or upgrade.
 - There was a second incident that occurred on Oct. 20 resulting in an outage from 9 a.m. to 2 p.m. The source of this problem was directly related to work that was done on Oct. 13.
- Mr. Hagerty acknowledged the outstanding work of Ms. McVeigh and her team. He stated that the College will be much stronger and better as a result of the significant measures taken during the COVID crisis.
- Next Board Technology Committee meeting
 - To be held in January 2021, exact date to be determined

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.

ACADEMIC AFFAIRS

Associate Degree Programs

New Programs

Two programs were renamed, general studies (formerly Associate of Science) and turf and ornamental horticulture (a combination of the turf management and landscape and ornamental horticulture programs).

Program Discontinuances

Since June 2020, five programs have been discontinued: food safety certificate, landscape and ornamental horticulture, logistics, supply chain, and operations management, medical coding studies, and turf management.

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, 621 students have enrolled in the RN-to-BSN program. Currently, there are 353 students enrolled.

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.

In addition, Delaware Tech is engaged in establishing new opportunities for guaranteed admission transfer agreements with several partner institutions, as well as program-to-program articulation agreements connecting our Bachelor of Science in Nursing program with master's degree nursing programs.

Twelve program-to-program articulation agreements have been discontinued due to expiration and/or program discontinuation at the partner institution.

All of the College's connected degrees can be found here: <https://www.dtcc.edu/academics/transfer-options/connected-degrees>.

Program Accreditations

There are no new accreditations as of October 2020. A full report was provided to the Board electronically with all recent reaccreditations highlighted.

Fall Enrollment Report

Delaware Tech has felt the impact of COVID-19 on fall 2020 enrollment, similar to the national trends of other community colleges. Overall enrollment is down 8.2 percent compared to fall 2019 with a subsequent decline of 5.4 percent of billable credit hours. Although billable credit hours are down, more students are taking 15 or more credits during fall 2020 (an increase of 7.9 percent). Delving deeper into the demographic data, students of color, first-generation, and low-income student enrollments are down significantly compared to fall 2019, decreases of 10.7 percent, 17.2 percent, and 19.3 percent respectively. These findings parallel national trends in data.

Dual Enrollment

The College's dual enrollment program, which allows students to take college classes while still in high school, continues to see an increase in enrollment. Shifting to a multiple measures approach for placement has allowed more students to access college-level courses while still in high school. This fall semester, the program is serving over 1,300 students statewide (as compared to 1,200 last year) through high-quality online instruction.

Middle States Self-Study Update

Delaware Tech's self-study for re-accreditation is well underway with significant progress made since the Board of Trustees met with Dr. Ellie Fogarty in June. Information will continue to be gathered and analyzed during the fall semester and the self-study report writing will begin in 2021.

Workforce Development and Community Education

Executive Order 43

Governor John Carney signed Executive Order 43 on Aug. 3, 2020. This order states, "the Delaware Department of Labor in consultation with the Delaware Workforce Development Board shall establish a Rapid Workforce Training and Redeployment Initiative to make available to currently unemployed or underemployed Delawareans as soon as possible, but not later than Dec. 30, 2020, certificate programs, certification programs and access to the Today's Reinvestment Around Industry Needs (TRAIN) program."

Under this initiative the Department of Labor issued a "Request for Proposals" aimed at five industries (health care, IT, hospitality, construction, and logistics/transportation). Delaware Tech applied for, and was awarded, the statewide grant for Health Care. The following are highlights of the grant:

- A total of \$2,420,057 was awarded (includes funding for two sub-contractors: Polytech and Sussex Tech)
- Delaware Tech received 1.84 million; Polytech 350k; and Sussex Tech 179k.
- The total program will provide training in 11 different short-term health care programs:
 - Certified Nursing Assistant
 - Patient Care Technician
 - Certified Medical Administrative Assistant
 - Hemodialysis Technician
 - Pharmacy Technician
 - Phlebotomy Technician
 - Dental Assistant
 - Medical Assistant
 - Medical Insurance Billing
 - Ophthalmic Assistant
 - Home Health Aid
- Over 375 students will be served
- Delaware Tech Marketing has created a graphic and branded webpage "Don't Wait. Heal."
- As of Oct. 22, 1,972 inquiries had been received (of those, 323 attended an information session, 154 took the placement test; and 33 enrolled)
- Health care classes start as early as Oct. 19, 2020 and will end on Mar. 31, 2021
- DTCC is a sub-contractor under New Castle County's Construction Grant and will be offering an HVAC cohort and a construction technician cohort at the ITC

- DTCC is a sub-contractor under the Polytech Logistics/Transportation Grant and will be offering two cohorts of commercial transportation at the Owens Campus

Health Care Center of Excellence – Terry Campus

- Becker Morgan Group, Inc. is developing the architectural plan for the renovation of Building 200 on the Terry Campus and will also manage the project.
- Funding to support this project was received through the State’s Higher Education Fund.
- Construction for the project is due to begin in early 2021 and will be completed by the end of May 2021.
- Classes in the renovated facility are projected to start in summer 2021.
- Naming rights for the building are being pursued with a major health system in the area.

Achieving the Dream

The College's Achieving the Dream (ATD) journey has brought us to a very focused third year, dividing our work into four primary areas: math and English redesign; professional development; advising redesign; and equity, diversity, and inclusion. Because of the nature of our needs and efforts this year, we will be working with two new ATD coaches who will help us as we move into the operationalizing phase.

[Paula Talley](#) works for the Charles A. Dana Center at the University of Texas in Austin and has been instrumental in supporting us over the last several months. She has a background in developmental education reform, and specifically in the co-requisite model and math pathways.

[Bobbie Frye](#) served as the director for IR at Central Piedmont CC and as a senior consultant to their Center for Applied Research and has worked with community colleges across the country. She has experience with data and analyses of educational research topics specifically related to equity.

You can continue to stay connected to national ATD news through Twitter using the handle [@AchieveTheDream](#). And, you can stay up-to-date on the College’s Achieving the Dream events and news through the webpage www.dtcc.edu/atd.

Second Chance Pell

The College has been approved to participate in Second Chance Pell, the Department of Education Experimental Sites Initiative to administer federal Pell Grants to incarcerated learners in state correctional facilities. Academic Affairs and IIT are working closely with the Delaware Department of Correction and the state Department of Education to offer an associate degree program in Human Services to inmates in our state prisons. Courses are tentatively scheduled to begin in late spring at Baylor Correctional Institute.

INITIATIVES

COVID-19 On-site Testing

Free COVID-19 testing is available for current Delaware Tech students and staff.

The collegewide program started on Sept. 8, and a total of 369 tests have been conducted as of Oct. 16. Testing is conducted by CardioKinetics staff and is available on a walk-in basis or by appointment from 8 a.m. to 11 a.m. at each campus on an alternating basis.

Mobile Food Pantry

Continuing the College's food insecurity initiative, a summary of activity at our on-site campus food pantries and the mobile food pantry events was provided. We have served 50 of our students collegewide through the on-site campus pantries since our fall semester began on Aug. 29, and over 500 households across the state during the mobile pickup events held on our campuses in partnership with the Food Bank of Delaware. There are several more mobile pantry events scheduled to occur in November.

MARKETING

Virtual Viewbook

Earlier in the spring, the Marketing team was looking for the best way to showcase the College to prospective students. While we traditionally use a printed viewbook to provide an overview of the College, our more virtual environment led us to think outside the box. There is overwhelming data that shows that our stakeholders are using video as a way to gather information – and retain it. Studies have shown that viewers retain 95 percent of a message when they watch it in a video vs. 10 percent when reading it in text format. And 85 percent of people watch online video content on their devices. We encourage you to share it to your networks.

Dr. Brainard acknowledged Ms. Allison Hayes, public relations director, who took ownership of this project, found the local production company, negotiated a fantastic low price, and led the team statewide to produce this video. While all projects take the efforts of more than just one member of the collegewide marketing team, Ms. Hayes was recognized for her exceptional leadership on this project.

Go Vote

Since this is an election year, it was important to encourage our students to vote. A student voting campaign was launched on the College's social media channels. Our posts direct students to a student voting page on the College website that includes all the voting information students need—how to register, Delaware's voter registration deadline, how and where to vote, and information on absentee voting.

Because students are generally more likely to listen to their peers than college administrators, we recruited students to help us deliver the message through self-recorded videos encouraging their fellow students to vote.

New Delaware Tech Commercial

As you may remember, we introduced our Del Tech Makes Delaware campaign a couple of years ago, which included billboards, print ads, and commercials. We have updated all of those advertisements and have recorded a new commercial. There will be shorter versions of the commercial made for web and social media use as well.

DEVELOPMENT

Corporate/Foundation Grants (received since June 1, 2020)

- JPMorgan Chase
 - o \$50,000 July 2020 – to purchase laptops for a Student Laptop Lending Program
- Delmarva Power
 - o \$45,000 August 2020 – to establish a Delmarva Power Community Scholars Program for students in Energy, Engineering Technologies, Business, or Information Technology Networking associate degree programs
- Submitted eight corporate grant applications since June 1, seven of which are new prospects
 - o One declined, one requested a resubmission in January, others remain outstanding

Individual Donations (received since June 1, 2020)

- Established two endowed scholarships
- Established three current-use scholarships
- Received a \$72,400 bequest from a College retiree

Fundraising Events

- Run, White & Blue Virtual 5k – Sept. 2020, Owens Campus
 - Proceeds: \$5,899 (preliminary)
 - All proceeds go toward scholarships for veterans and first responders.
 - Over 90 participants
- Hometown Heroes 5K – Oct. 16-25, 2020, Stanton/George Campuses
 - Proceeds: \$7,671.37 (as of Oct. 19; expenses not deducted)
 - All proceeds will benefit the College’s Emergency Fund for Students.
 - 104 participants (as of Oct. 12)
- Gourmet Gala, Oct. 17, Terry Campus (cancelled)
 - Over \$52,000 had been raised as of Oct. 22
 - All proceeds will go toward offering educational opportunities and activities, scholarships, and additional financial assistance to students

EVENTS

Kent County Economic Summit, Terry Campus, Sept. 15

- Held virtually, with over 400 participants
- Navigating Now: Pivoting for Success
 - Gov. Carney addressed Delaware’s vision for economic recovery
 - Steven Pedigo delivered the keynote address

APPOINTMENTS

Jennifer Baker, assistant dean of instruction, Stanton Campus

Kelly Davis, administrative intern for professional development, Office of the President

Dan Ehmann, acting vice president and campus director, Stanton Campus

Christina Hudson, assistant vice president for business services and director of business services, Terry Campus

Karen Rollo, dean of instruction, George Campus

Jose Weidner-Ahorrio, administrative intern for strategic communication for students and enrollment, Office of the President

PRESIDENTIAL ACTION

Bids over \$100,000 approved by the President since the June 2020 Board of Trustees meeting included:

George Campus

Relocation costs for staff and bookstore to move into temporary locations, East Building Renovation
Ventresca Brothers, Inc. \$140,300

Concrete work, East Building Renovation

Cavan Construction \$325,800

Glass and Glazing work, East Building Renovation
Malvern Glass \$295,000

Masonry work, East Building Renovation
Joseph Rizzo & Sons Construction Company \$850,000

Roof and waterproofing work, East Building Renovation
P&C Roofing, Inc. \$496,800

Architectural and Structural Demolitions, East Building Renovation
Mid-Atlantic Dismantlement Corp. \$627,310

Electrical/Fire Alarm Demolitions, East Building Renovation
Peter D. Furness Electric, Co., Inc. \$134,900

Mechanical/Plumbing/Sprinkler Demolition, East Building Renovation
Ralph Degli Obizzi & Sons, Inc. \$127,000

Architectural/Engineering Consulting Services amendment, East Building Renovation
Tetra Tech \$245,661

Non-Substantive Policy Changes

There was one non-substantive change approved by the president since June 2020. Revisions were made effective Aug. 14, 2020, to the College's policies and procedures regarding sexual misconduct and discrimination, in accordance with Article IX, Section 2 of the College bylaws, which authorize the president to approve changes to board policies required by the enactment of new statutes or regulations. The revisions approved were required by federal Title IX regulations that went into effect Aug. 14, 2020.

A listing of external meetings and events from the president's schedule from June – October 2020 was provided.

ITEM 4. REQUEST FOR APPROVAL OF PROPOSED REVISION TO THE SALARY PLAN D POSITION CLASSIFICATION AND LEVEL SCHEDULE

The College is developing programs, initiatives, and resources to enhance the services and support we provide to students of color as part of our efforts under Achieving the Dream. However, after at least five years of implementing a variety of strategies and initiatives, we continue to struggle with the effective recruitment and retention of a diverse workforce at Delaware Tech.

In a continuing effort to address those challenges, Dr. Brainard recommended to the board that our vice president for human resources, Dr. Valencia "Lynn" Beaty, devote a larger portion of her time to leading outreach and other initiatives designed to enhance diversity, equity, and inclusion among Delaware Tech employees.

This position will not only serve as the College's single point of contact for employee-based equity issues, but will also serve as the College's chief officer in bringing best practices, accessing outside resources, and advocating with internal and external stakeholders on racial and social justice for the College.

Dr. Brainard proposed the title of “vice president for human resources and equity, diversity and inclusion” to reflect these new responsibilities.

In addition, he requested that the title of “assistant vice president for human resources” be added back to the Salary Plan D Position Classification and Level Schedule under Level III in the event it becomes necessary to provide Dr. Beaty assistance with the day-to-day operations of the College’s Human Resources Division. In that event, an existing position will be reprogrammed so that there is no net increase in positions.

Mr. Talbert stated that the recommendations presented by Dr. Brainard were moved and seconded by the Personnel Committee. Chairman Shevock asked if there were questions or concerns. There were none, and the motion to approve the proposed revision to the Salary Plan D position classification and level schedule carried unanimously.

The board members offered their full support and confidence to Dr. Beaty. They acknowledged both her immense talent and passion for this much needed cultural change. Dr. Beaty expressed her sincere appreciation to Dr. Brainard for his leadership and commitment to this important work. She said that through his relentless efforts over the years, the initiative risen to this level with an intensified focus to move the needle.

ITEM 5. REQUEST TO TEMPORARILY SUSPEND CARRYOVER LIMITS FOR ANNUAL LEAVE EARNED IN 2020

Restrictions on travel due to COVID-19 forced the cancellation of summer vacations, and many staff were unable to take leave due to the increased workload required to provide and maintain online instruction and other virtual services for students.

Employees earn 13.25 hours of annual leave per calendar month. Under the College’s personnel policies, a maximum of 315 hours of annual leave may be carried over from one calendar year to another. Any annual leave in excess of 315 hours is forfeited unless an exception is granted by the president (or a vice president and campus director for campus employees) on a case-by-case basis. If an exception is granted, then an employee may carry over a maximum of 352.5 hours of annual leave, with any excess forfeited.

To avoid the loss of annual leave earned by employees under the extraordinary circumstances of this year, Dr. Brainard recommended to the Board that the annual leave carry over limitations imposed by Section 7.01.2 of the Personnel Policy Manual be suspended until Jan. 1, 2022, with the caveat that the annual leave carryover limit continues to apply for purposes of calculating termination pay upon an employee’s separation from employment. This will give employees an opportunity to use all leave earned in 2020 during 2021, without creating an undue financial hardship on the College. Any leave not used in 2021 will be subject to the 315-hour carryover limit for 2022.

Mr. Talbert stated that the proposed recommendation was moved and seconded by the Personnel Committee. Chairman Shevock asked if there were questions or concerns. There were none, and the motion to approve the suspension of annual leave carryover limit carried unanimously.

ITEM 6. REQUEST FOR APPROVAL OF 2020-2024 VISION STATEMENT

In fiscal year 2020, Delaware Tech began the process of renewing its vision statement. Information was gathered from members of the Board of Trustees, President's Council, and Collegewide Matrix Committees to determine the College's aspirations over the next four years.

While the renewal of the College vision is an important part of our strategic planning process, the ongoing public health crisis created an uncertain environment that requires our focus to be on supporting today's students and necessitates continual pivots regarding institutional aspirations. As a result, we reviewed the current vision statement and determined that it still has significant relevance with just a few edits to address the priority areas that emerged from the discussions noted above. These edits, approved by President's Council, are reflected in the below version of our current vision statement:

VISION STATEMENT (2016-20)

Delaware Technical Community College will be:

- An institution dedicated to providing innovative, flexible instructional practices, high-impact engagement strategies, and holistic services to ensure equity and support student success.
- An institution that fuels the economic success of the state and well-being of Delawareans through programs that respond to increasingly rigorous and evolving industry requirements and workforce needs.
- An educational leader in creating and facilitating innovative pathways that advance career and transfer opportunities for students.
- An institution that cultivates and leverages industry, government, donor, and individual partnerships to advance the College's immediate and long-term priorities.
- An institution committed to an inclusive and diverse workforce supported and retained through equitable policies, professional development opportunities, and competitive benefits packages and compensation structures.
- An institution that effectively harnesses traditional and new media to elevate its reputation for program excellence, value, job-ready graduates, and putting students first.
- An institution driven by a culture of inquiry and innovative, accessible data analysis to inform decision-making.
- An institution in which the organizational, governance, fiscal, and technological structures support flexibility and responsiveness to adapt to changing educational and economic environments.
- An institution in which the organizational, governance, fiscal, and technological structures support flexibility and responsiveness to adapt to changing educational and economic environments.

Mr. Hare moved to approve the 2020-2024 vision statement as proposed. Ms. Grimes seconded the motion, which unanimously carried.

ITEM 7. REQUEST FOR APPROVAL OF NEW PROGRAM DEVELOPMENT

As was reported to the Board of Trustees during the June 15, 2020, meeting, the state's school superintendents requested that Delaware Tech consider developing and offering a bachelor's degree in education to address the critical need to fill existing and future teacher vacancies.

Following the June board meeting, Dr. Brainard appointed a working group to conduct a measured and comprehensive study to explore the feasibility of offering a baccalaureate degree in education at Delaware Tech. This group reviewed existing data and engaged various stakeholders during this process. The results of the study confirm the gaps in the labor market supply and support the hypothesis that there is a strong interest among stakeholders for Delaware Tech to offer a baccalaureate degree.

As a result of the working group's findings and with support from President's Council, Dr. Brainard recommended that the College develop a full program proposal for a baccalaureate degree in elementary education. The program proposal consists of several components that will further assist us in determining the feasibility of offering the program. These components are: program mission and description; program graduate and course competencies; program structure, instructional design, and delivery modes; stakeholder input; budgetary needs; and program implementation schedule. The Board will receive the proposal once it is completed with a recommendation from Dr. Brainard at a future board meeting.

Ms. Grimes moved to approve the College's request to develop a full program proposal for a baccalaureate degree in elementary education. Mr. Talbert seconded the motion which unanimously carried.

Members of the working group, Dr. Lisa Peel (chair), Mr. Bob Kime, Mr. Tim Mello, Ms. Beth Ritchie, Ms. Kelly Davis, and Mr. Alan Phillips, were recognized by the Board for the calculated approach, thorough presentation of the research, and due diligence put forth in this recommendation. The College is positioned to open the door for many who would not think being a teacher is a possibility for them.

ITEM 8. REQUEST FOR APPROVAL OF FY21 OPERATING BUDGET

Mr. Hare said the Finance Committee moved and seconded the approval of the Fiscal 2021 Operating Budget, totaling \$207.2 million in projected revenues and \$205.7 million in expenses. Chairman Shevock asked if there were questions or concerns. There were none, and the motion carried unanimously.

ITEM 9. REVIEW OF FISCAL REPORTS

The Board received copies of the following reports on the financial condition of Delaware Technical Community College through Sept. 30, 2020: general fund state appropriation, tuition (credit and non-credit), contract training, special funds, and federal funds.

Mr. Hare said the Finance Committee discussed the results of operation and recommended approval of the fiscal reports as submitted. He also gave special acknowledgement to Ms. Rhodes for her support to him and the committee, and for her leadership of the College's financial team.

ITEM 10. NEW BUSINESS

There was no new business to discuss.

ITEM 11. MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL & LEGAL MATTERS – CLOSED TO THE PUBLIC

Ms. Lopez moved and Ms. Grimes seconded a motion to adjourn the regular meeting and convene an executive session at 5:16 p.m. to discuss personnel and legal matters. Motion unanimously carried.

MOTION TO RECONVENE REGULAR BOARD MEETING

Mr. Hare moved and Ms. Lopez seconded a motion to reconvene the open session at 6:15 p.m. The motion carried unanimously.

ITEM 12. PERSONNEL REVIEW

Ms. Grimes moved that Dr. Brainard receive a performance bonus of 8% and a retention bonus of 12%, with Dr. Brainard having the discretion as to when he would like to receive the payout. General Talbert seconded. The motion carried unanimously.

ADJOURNMENT

Ms. Lopez moved to adjourn the regular meeting at 6:17 p.m. Ms. Glenn seconded. Motion unanimously carried.

Submitted by:



Mark T. Brainard
President