

**DELAWARE TECHNICAL COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**Tuesday, October 24, 2016**  
**The Bellmoor Inn, Rehoboth**

**MINUTES**

**PRESENT:** William G. Bush, IV, Secretary and Member, Kent County; Scott A. Green, Chairman; Norman D. Griffiths, Member, City of Wilmington; Patti A. Grimes, Vice Chair and Member, Sussex County; Robert E. Hagerty, Member-at-Large; Lolita A. Lopez, Member-At-Large; John M. Maiorano, Vice Chair and Member, New Castle County.

**ABSENT:** None.

**OTHERS PRESENT:** Valencia L. Beaty, Vice President for Human Resources, President's Office; Mark T. Brainard, President; John M. Buckley, Dean of Instruction, Terry Campus; Gail Charrier, Collegewide Learning Communities Coordinator, Owens Campus; Joanne K. Damminger, Assistant Vice President for Student Affairs, President's Office; Maribeth B. Dockety, Director of Human Resources, Owens Campus; Kerri Faucett, Acting Developmental Studies Department Chairperson, Owens Campus; Linford P. Faucett, Director of Administrative Services, Owens Campus; John A. Fogelgren, Director of Administrative Services, Stanton/George Campus; Kathern R. Friel, Dean of Instruction, Stanton/George Campus; Michelle Garey, Mathematics Department Chairperson, Terry Campus; Christine Gillan, Director of Communication and Planning, Owens Campus; Robert W. Hearn, Jr., Director of Business Services, Owens Campus; 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, Acting Dean of Student Affairs, Stanton/George Campus; Lora A. Johnson, Acting Assistant Campus Director, Stanton/George Campus; Robert Jones, Computing Support Specialist II, President's Office; Kimberly L. Joyce, Associate Vice President for Academic Affairs, President's Office; Daniel W. Larson, Director of Institutional Research, President's Office; Gerard M. McNesby, Vice President for Finance, President's Office; Christopher M. Moody, Director of Workforce Development and Community Education, Owens Campus; Christy A. Moriarty, Assistant Dean of Instruction, Owens Campus; David R. Morris, Assistant Vice President for Development, President's Office; Paul T. Morris, Jr., Assistant Vice President for Workforce Development and Community Education, Stanton/George Campus; Elizabeth Olsen, Senior Legal Counsel, President's Office; Ray B. Parsons, Director of Administrative Services, Terry Campus; Jennifer M. Pires, Dean of Student Affairs, Terry Campus; Melissa L. Rakes, Dean of Student Affairs, Owens Campus; Justina M. Sapna, Vice President for Academic Affairs, President's Office; Dana Sawyer, Acting Director of Communication and Planning, Terry Campus; Judith A. Sciple, Vice President for Institutional Effectiveness and College Relations, President's Office; Nancy J. Shevock, Delaware Tech Educational Foundation Special Trustee; Brian D. Shirey, General Counsel, President's Office; Ileana M. Smith, Vice President and Campus Director, Owens Campus; Christina Tarabicos, Faculty Senate 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; Tammy K. Watkins, Assistant Vice President for Marketing and Public Relations, President's Office; Richard Welsh, Legal Counsel, President's Office; Barbara H. Wiggins, Medical Laboratory and Science Department Chairperson, Owens Campus; Timothy Winstead, Director of Public Safety, President's Office. Other guests: Andrew Barends; Kennedi Butch; Nelson Bunting; Dan Shortridge; Bob Strauser; and Joanne Strauser.

Chairman Green called the Board meeting to order at 4:13 p.m. The Chairman asked that anyone in attendance who wishes to address the Board under Item 11, Public Comment, please sign in on the Public Comment Sign-In Sheet.

## ITEM 1. REQUEST FOR APPROVAL OF MINUTES

Mr. Maiorano moved to approve the June 20, 2016 Board meeting minutes as written. Mr. Bush seconded the motion. Motion unanimously carried.

## ITEM 2. COMMITTEE REPORTS

During its June 2016 meeting, the Board of Trustees approved new Board Committees, including:

- Executive Committee:
  - Mr. Green, Chair
  - Ms. Grimes
  - Mr. Bush
- Development Committee:
  - Ms. Grimes, Chair
  - Ms. Lopez, Vice Chair
- Technology Committee:
  - Mr. Hagerty, Chair
  - Mr. Griffiths, Vice Chair

Chairman Green asked that the chair from each committee report out on the activity since forming the committee in June. He began with his update on the Executive Committee which met on August 29, 2016, and unanimously approved a naming agreement in the amount of \$500,000 with Del-One Federal Credit Union. Terry Campus' largest conference center room, formerly ETB 727, is now called the Del-One Conference Center. The contribution will fund scholarships for veterans, general campus needs and renovations to the conference center. The Chairman expressed appreciation to Ms. Nancy Shevock, special trustee to the College's Education Foundation and Chairman of the Del-One Federal Credit Union Board, as well as to Ms. Margaux Azzanesi, Director of Development at the Terry Campus, whose efforts helped secure this donation.

Mr. Hagerty presented an update on the Technology Committee. Two external constituents have agreed to serve on the Committee, Vince Borrelli with Diamond Technologies and Gary Morgan with JP Morgan Chase. The Committee will continue to look for new members which help balance the portfolio of experience and talent to enable the team to focus on deep discussion and assess how best to help the College. The first meeting was held on September 29, 2016, and included an overview of both academics and Information and Instructional Technology (IIT). Two items of focus were agreed upon: 1) To develop a three-year road map which identifies primary customers and vendors; 2) To determine a cost per student as compared to other institutions to benchmark. The next meeting is scheduled for December 6, 2016, with opportunities to join from any campus location via video conference. Meeting minutes will be distributed to all Board of Trustee members.

Ms. Grimes reported on the Development Committee which to date has held an organizational meeting with herself, Chairman Green, Dr. Brainard, Dr. Sciple and Mr. Bush. It is important to review past giving patterns to understand the current status. Potential members, external from the Board and the College, have been identified with two having already accepted, Gary Stockbridge with Delmarva Power and Amy Walls with Discover. A representative is being sought in the healthcare industry as well as from banking. A charter has been drafted for review once the full membership is established and a first meeting set. A 2017 scorecard with fundraising goals will be set during the first meeting which is anticipated to occur early in 2017 based on member availability.

### 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. However, Dr. Brainard shared the up-to-date enrollment figures, highlighting that the College has broken the 15,000 student mark and is up 4.8%. He credits this to a team effort represented by all of those in the room today and everyone involved at the campuses.

In the area of Academic Affairs, Dr. Brainard reviewed a list of new and expanded programs since the update in June, including three new credit programs: Logistics, Supply Chain, and Operations Management; Civil Engineering Transfer Option; and, Bachelor of Science in Nursing (RN to BSN).

The new RN to BSN program has been approved for candidacy status by the Accreditation Commission for Education in Nursing (ACEN) and is ready to begin this January. Dr. Jo Ann Baker, Instructional Director from the Terry Campus, is leading the RN to BSN program, and a program coordinator at each campus has been hired for program advisement. President Brainard thanked Dr. Baker and the program coordinators for their outstanding efforts which were even more apparent when the approval of the College's candidacy application was approved only a week and a half after submission.

- A total of 185 applications were received for 60 seats collegewide. Everyone accepted into the program is a Delaware Tech grad except for one veteran who lives out of state. The minimum cut off GPA was a 3.14 and the average GPA was a 3.48 at time of ADN graduation.
- Each semester, a cohort of 60 students will be accepted until January 2019, when the College will start admitting cohorts of 90. The program will be offered primarily online, although students can take some of the courses face-to-face if they wish to do so. It's designed as a two-year program, but students can take courses part-time and set their own pace.
- An overwhelmingly positive response has been received from Delaware Tech faculty, students and employer partners, and no one could be more pleased with how this nursing team has led the development of this RN to BSN program.

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 Operations Management and Fire Protection Engineering.

Delaware Tech has over 71 nationally-accredited programs and certifications. Accredited programs undergo rigorous evaluations to meet industry standards and receive accreditation by their subject area/program accrediting agencies.

The College has increased to 225 articulation (or transfer) agreements, up from the 216 reported in June.

In 2016, 71 students enrolled in six Study Abroad Programs that traveled to Peru, France, Italy, Vietnam, Dominican Republic and Switzerland. The College awarded 38 Presidential Scholarships for Study Abroad, totaling \$38,000 and an additional \$22,500 in campus scholarships was also awarded.

In May 2016, Delaware Tech faculty, staff members and guests traveled to Cuba for the College's Professional Development Program. The 2017 Professional Development Program will be held May 20-30. This year's trip is to Italy with a focus on Italian culture, foods and education.

In the area of Workforce Development and Community Education, President Brainard gave the following overview:

The Generation Unique Certified Nursing Assistant (CNA) Certification Program targets young workers from disadvantaged backgrounds and offers them a full-time eight-week boot camp CNA certificate in partnership with Delaware Tech. The program combines the typical 180 hours required for CNA programs with an additional 180 hours of job-readiness training, along with other skills the attendees feel they need. As of June 1st, 45 students have been enrolled. 43 have successfully completed the program, and 21 have received job placements at companies like Cadia. 17 of the 43 are waiting to take their CNA exams before receiving job placements.

The Franklin P. and Arthur W. Perdue Foundation recently awarded a three-year \$105,000 grant to the College to grow manufacturing training and education in Kent and Sussex counties. The grant will provide Delaware Tech's Owens and Terry campuses with expanded program offerings beyond the current Advanced Manufacturing Pathways Program that is available to high school juniors and seniors. Both campuses will use the grant to purchase the next phase of manufacturing equipment and to fund scholarships to expand the program offerings at the Woodbridge Manufacturing Lab in Bridgeville. Workforce training and education opportunities will be made available to incumbent workers in the manufacturing field, as well as displaced workers seeking retraining.

Delaware Tech, the Delaware Manufacturing Extension Partnership and the Delaware Manufacturing Association celebrated Governor Markell's proclamation of Delaware Manufacturing Week which coincides with National Manufacturing Day October 7. The weeklong celebration of manufacturing in Delaware was created to recognize the powerful and positive impact of manufacturing on Delaware's economy.

On August 2016, Governor Jack Markell signed Executive Order 61, to establish the Delaware Pathways Steering Committee and appointed Dr. Brainard as chair with representatives from the Department of Education, Department of Labor, Department of Health & Social Services, Economic Development Office, Delaware Workforce Development Board, State Board of Education, K-12 schools, business/industry, community organizations and government. This Committee will establish strategic directions for the Delaware Pathways initiative, provide recommendations for future development and growth of the program and ensure that offerings are properly aligned with current and expected employer demand within the state. The Committee's first meeting took place on October 7.

As part of this initiative, Delaware Tech was selected to serve as the intermediary to connect educators and employers and provide additional work-based learning experiences for secondary and postsecondary students. Once again, Delaware Tech is taking a leadership role in Delaware's workforce development.

President Brainard shared the support recently offered by the Delaware Business Roundtable Education Committee along with Bank of America and Capital One.

In the area of Development, Dr. Brainard highlighted recent fundraising events as follows:

- **Owens Campus Annual Run, White and Blue 5k**

The second annual Run, White and Blue 5K event was held at the Owens Campus on Patriots' Day, September 1, 2016. Net proceeds of over \$10,000 will go into the Owens Campus veterans' scholarship fund.

- **Stanton and George Annual Alumni and Friends 5k Run/Walk**  
For the ninth straight year, the Stanton and George campuses held the Alumni and Friends 5k. This year's event raised approximately \$10,000 for student scholarships.
  - The Delaware Tech 22in22 campaign concluded at the Stanton and George Alumni and Friends 5K. This collegewide initiative, which kicked off in August at a Blue Rocks baseball game and was highlighted at the Owens Campus Run, White and Blue 5K, raised over \$5,500 to help stop solider suicide.
- **Stanton and George International Education Fundraiser**  
The Stanton Campus was transformed on October 8 into an international Oktoberfest for over 150 attendees as the Stanton and George team raised over \$5,000 for study abroad scholarships.
- **Terry Campus Gourmet Gala**  
Dr. Turansky, Honorary chairs Ms. Nancy and Mr. Dan Shevock, the Terry Campus Development Council led by Mr. Bush, and the many volunteers held a successful Gourmet Gala event Saturday, October 15. Net proceeds are estimated at \$200,000.

Recent events which the College held or were involved in included:

- **Delaware Tech Hosts USA Funds Press Conference**  
On July 12, the College hosted Governor Jack Markell, Delaware Secretary of Education Dr. Steven Godowsky, President and CEO of USA Funds Mr. William Hansen, and representatives from higher education and K-12 for a press conference to announce a \$250,000 grant from USA Funds to help more Delaware high school graduates become college ready. The grant provides funding to develop and implement an English Language Arts (ELA) remediation course to increase the number of high school students who are college ready in English and, ultimately, increase the number of students taking college-level courses in high school.

Delaware Tech now has 10 career pathways, which include all 19 school districts (55 programs in 44 high schools). This year, 2,500 high school students are enrolled in the Pathways to Prosperity program; next year, the program hopes to serve 5,000 students.

- **College Hosts US Secretary of Education**  
On Tuesday, August 2, Delaware Tech had the privilege of hosting U.S. Secretary of Education Dr. John King, Governor Jack Markell, Delaware Secretary of Education Dr. Steven Godowsky, representatives from the Delaware Early Childhood Council and other agencies for a tour and roundtable discussion on Delaware's early learning initiatives.

Delaware was one of two states recognized for participation in the Race to the Top – Early Learning Challenge grant which helped to enhance the state's Stars Program, build a workforce of high-quality early learning educators and support the health and development of children in the state.

- ***Wall That Heals***  
The *Wall That Heals*, a traveling replica of the Vietnam Veterans Memorial in Washington, D.C. was on display at the Owens Campus from 4 p.m. Thursday, Sept. 1 through 4 p.m. on Sunday, September 4. It was accompanied by a mobile van which serves as an education center with numerous displays about the war and its effect on American's lives. The Mobile Education Center was open at the Terry Campus the day before the motorcade led it to Georgetown. Mr. Chris Antonik, commercial transportation department chair, left Dover on Saturday for Princetown, New York, to bring the exhibit to the First State.

- **Delaware Tech Terry Campus Hosted Annual Kent County Economic Summit**

The 8th annual Kent County Economic Summit, presented by the Delaware Tech Terry Campus and the Central Delaware Business and Entrepreneurship Consortium, was held on Tuesday, September 20. The Summit brought together government officials, leaders in business and education, and community members who share the common goal of improving the economic conditions and quality of life in Kent County. Mr. Scott Kammerer, president of SoDel Concepts, delivered the keynote address and Governor Jack Markell closed out the day.

- **Distinguished Alumni Recognized**

Senator Carper was recognized at the Stanton Campus during the annual Distinguished Alumni ceremony along with Mr. Aaron Schrader and Mr. Amporn Vasquez. Owens Campus inductees were Ms. Natalie Herring and Mr. John Roach. At the Terry Campus, Mr. Paul Bernat and Ms. Tammy Ordway were the newest to be recognized as distinguished alumni.

Dr. Brainard outlined a few upcoming events:

- **Owens Campus Hosting Sussex County Today and Tomorrow Conference**

Community leaders, educators, businesspeople and elected officials will come together to discuss current and past economic issues at the 2016 Sussex County Today and Tomorrow Conference. The event will be from 7:15 a.m. to 1 p.m., on Wednesday, October 26, in the Carter Partnership Center at Owens Campus in Georgetown.

- **Delaware Tech Hosting Student Veterans Conference**

Delaware Tech is hosting a Student Veterans Conference on October 28, 2016, at its Terry Campus in Dover. The conference is designed to connect student veterans from the region with information and resources to help them thrive in the academic environment. The keynote address will be delivered by Senior Chief Special Warfare Operator, Edward C. Byers Jr., the sixth Navy SEAL in U.S. history to receive the Medal of Honor

Several recent accomplishments were noted:

- **Stanton Campus Receives 2016 Construction Excellence Award**

The Delaware Contractor's Association selected Whiting-Turner to receive the 2016 Construction Excellence Award (General Building under \$5 million) for the Stanton Campus - Courtyard Renovation. The awards were distributed at the DCA Annual Meeting and dinner on Thursday, October 20.

- **College Receives Warrior Friendly Business Award**

The Warrior Friendly Business Award is presented to a Delaware business that supports service members, veterans and their family members through workplace initiatives. The College received the award for its efforts in supporting, promoting and hiring military service members, veterans and their families.

- **Delaware Business Magazine Features Delaware Tech**

The Delaware State Chamber of Commerce featured Delaware Tech's 50<sup>th</sup> anniversary in the July/August edition of Delaware Business Magazine. A special thank you to Visual Communications graduate, Jacob Rose, for designing the cover.

- **Automotive Program Grad Featured in Oprah Magazine**

Congratulations to Patrice Banks, graduate of the Stanton Campus Automotive Program and founder of Girls Auto Clinic ([girlsautoclinic.com](http://girlsautoclinic.com)), for being featured in the July 2016 edition of *Oprah* magazine. This summer she will begin construction on Girls Auto Clinic and eventually move into her own shop.

- **Delaware Tech Won a Telly Award**  
 Delaware Tech's "What is your Super Power" video won a Telly. The Telly Award is the most prestigious award for professionals who work in video production. The video was entered in the Non-Commercial, Employee Communication category. Employees recognized for their work on concept were Mr. Vassili Kormalos and Ms. Allison Hayes; and for production were Mr. Mike Redfield, Mr. Kevin Lane and Mr. Jerry Pearson.
- **Dr. Sciple Receives 2017 NCMPR Petrizzo Award**  
 Dr. Judi Sciple was selected as the 2017 recipient of the National Council for Marketing and Public Relations (NCMPR) D. Richard Petrizzo Award for Career Achievement. This award is given by the NCMPR Board of Directors to honor a marketing and public relations professional for an exemplary career. Dr. Sciple served on the NCMPR Board from 2004-2012 where she held the positions of treasurer, vice president and president.
- **Advanced Manufacturing Pathways Program Awarded NCWE Program Exemplary Award**  
 Delaware Tech's Advanced Manufacturing Pathways Program has been awarded the National Council for Workforce Education (NCWE) Program Exemplary Award. Delaware Tech is one of two colleges receiving this national award which recognizes excellence in a non-credit workforce development program. Award recipients are chosen based on summary of program, description of partnerships and collaboration, potential economic impact, program results and replication. This award reinforces the College's innovative initiatives to support Delaware's workforce and the quality of our programs.
- **Delaware Tech Student Wins Athletic Award**  
 Terry Campus women's cross country student-athlete, Keyondra Wayman, won the 2015-16 National Junior College Athletic Association Exemplary Academic Achievement Award. The Exemplary Academic Achievement Award is given to a student-athlete who has a career GPA of 3.60 to 3.79. During Wayman's two seasons of competition, the women's cross country team finished second in 2015 and third in 2014 in the NJCAA Region 19 Championship.
- **Culinary Arts Program Named in Top 50 in Nation**  
 The College's Culinary Arts Program was named among the 50 Best Culinary Schools in the United States by Best Choice Schools. The winners included educational institutions that were nationally accredited and offered hands-on experience, internship opportunities, student-operated restaurants, modern facilities and a solid reputation in the industry. The Delaware Tech Culinary Arts program ranked at number 35 on the list for its diverse educational experience for students who are studying to be a chef, pastry chef, baker, food service manager, kitchen manager or line cook. The program is accredited by the Accrediting Commission of the American Culinary Federation Education Foundation and had a 100% employment rate for 2015 graduates.
- **College's Marketing and Public Relations Team Receive NCMPR District Awards**  
 The College's marketing and public relations team received 13 District 1 Medallion awards from the National Council for Marketing & Public Relations (NCMPR). The College was the recipient of three gold (first place), five silver (second place) and two bronze (third place) awards. The winning entries included elements of the College's new advertising campaign, as well as several campus-based projects.
- **Tammy Watkins Receives NCMPR 2016 Communicator of the Year Award**  
 Ms. Watkins was selected as the recipient of the 2016 Communicator of the Year Award from the National Council for Marketing and Public Relations (NCMPR), District I. This award is presented to an individual who has demonstrated special leadership and ability in the area of college marketing and communication. She has been an active member of NCMPR since 1996 and has served on the District I Executive Council since 2012.

- **Patti Grimes Honored as 2016 Girl Scouts Sussex County Woman of Distinction**  
Girl Scouts of the Chesapeake Bay will recognize Ms. Patti Grimes as 2016 Woman of Distinction at noon on Wednesday, November 16, at the Rehoboth Beach Country Club.

Recent appointments within the College have been made since the June meeting.

- **Administrative Intern Appointments**  
Ms. Dawn Bonavita and Ms. June Roux have been selected as administrative interns in the Dean of Instruction's office at the Stanton and George Campuses effective July 1, 2016 through June 30, 2017. Administrative interns assume various leadership duties while working on special projects to gain new knowledge and skills in support of campus leadership development.
- **RN to BSN Program Appointments**  
Dr. Jo Ann Baker has been appointed collegewide RN to BSN instructional director. Ms. Kelly Davis (Owens Campus), Dr. Susan Lewis (Terry Campus), and Dr. Kathy Sokola (Stanton Campus) have been appointed campus RN to BSN program coordinators.
- **Director for the Center for Creative Instruction and Technology**  
Ms. Kelly McVeigh Stanley was appointed to the position of Director for the Center for Creative Instruction and Technology (CCIT) in the Office of the President.
- **Acting Director of Human Resources**  
Dr. Lora A. Johnson was appointed acting director of human resources for the Stanton and George Campuses effective July 1. Dr. Johnson formerly served as acting director of human resources in 2013-2014, during a similar transition in the campus Human Resources Department. Dr. Johnson will also continue to serve as acting assistant campus director.
- **Acting Director of Communication and Planning**  
Dr. Debra Troxler was appointed to the position of acting director of communication and planning at the Stanton and George Campuses, effective July 18, 2016.
- **Civil Rights/Title IX Coordinator**  
Christina M. Garcia was appointed as the College's Civil Rights/Title IX Coordinator. In this capacity, Ms. Garcia will have primary responsibility for coordinating the College's compliance with Title IX of the Educational Amendments for 1972 and C.F.R. Part 106. She is currently a review officer in human resources in the Office of the President.
- **Assistant Director of Administrative Services**  
Mr. Scott Iseman was appointed as assistant director of administrative services for the Owens Campus.

President Brainard provided an update of water testing results collegewide as well as the status of the entrance to the Owens Campus which has been impacted by recent commercial development projects.

Bids over \$100,000 approved by the President since the June 2016 Board of Trustees meeting included:

**Terry Campus:**

Generator Replacement; Bauguess Electrical Services \$357,900

## IMPORTANT DATES

<b>Saturday, February 11, 2017</b>	Terry Campus Chocolate Lover's 5k, 8:00 AM
<b>Saturday, March 4, 2017</b>	Stanton/George Mardi Gras, 7:00 PM
<b>Tuesday, April 11, 2017</b>	<b>Board Meeting</b> , Stanton Campus, 4:00 PM Educational Foundation Meeting, 3:00 PM Committee Meetings, 1:00 PM
<b>Saturday, April 29, 2017</b>	Owens Starry, Starry Night, 5:30 PM
<b>Monday, May 15, 2017</b>	<u>Terry Campus</u> Graduation, 6 PM Terry Campus Grounds
<b>Tuesday, May 16, 2017</b>	<u>Owens Campus</u> Graduation, 6:30 PM Carter Partnership Center
<b>Wednesday, May 17, 2017</b>	<u>Stanton/George Campus</u> Graduation, 7 PM UD Bob Carpenter Center
<b>Thursday, May 18, 2017</b>	Employee Recognition, Chase Center on the Riverfront, 9:45 AM
<b>Monday, June 19, 2017</b>	<b>Board Meeting</b> , Terry Campus, 4:00 PM Committee Meetings, 3:00 PM

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

## **ITEM 4. REQUEST FOR APPROVAL OF VICE PRESIDENT AND CAMPUS DIRECTOR, JACK F. OWENS CAMPUS**

The screening process for the position of vice president and campus director for the Owens Campus has concluded. Based upon the recommendation of the Screening Committee and Dr. Brainard's interview of the candidate, he presented Dr. Bobbi J. Barends to the Board for consideration.

The recruitment and screening process consisted of a nationwide search that included advertisements in *The Chronicle of Higher Education* as well as other national and local publications. As result, the College received applications from a diverse pool of 53 applicants from as far away as Laramie, Wyoming, 14 of whom met our desired minimum qualifications of a doctoral degree in a relevant field and six years of progressive management experience in higher education.

Each applicant was vetted by a screening committee comprised of administrators from the Owens Campus, Office of the President and the Terry Campus; as well as representatives from the Owens Campus Faculty Council and Staff Senate. The screening committee interviewed six of the qualified applicants (two internal and four external), and three (one internal and two external) were invited back to participate in campus open forums.

Open forums were held to give all interested faculty, staff and students an opportunity to hear the finalists' vision for the Owens Campus and to engage in a question and answer session on a wide variety of topics of their choosing. Attendees were given the opportunity to provide feedback which was given great weight by the committee in making its final recommendation to Dr. Brainard.

Mr. Bush reported that the matter comes moved and seconded by the Board Personnel Committee to approve Dr. Bobbi J. Barends as the vice president and campus director at the Owens Campus. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

President Brainard stated that Dr. Barends has his full confidence and support, and he believes she will not only continue the College's tradition of excellence, but will enhance it. He thanked Dr. Beaty for her leadership and the committee for all the time dedicated to this process.

Dr. Barends thanked the Board of Trustees, the steering committee and all of the Owens Campus for their involvement throughout this process. She is especially grateful to Dr. Ileana Smith for her mentoring and Dr. Turansky and Ms. Stephanie Smith for everything they have done to support her over the past decade. Dr. Barends stated she is committed to the College and its mission. She looks forward to this opportunity to continue to serve the students.

## **ITEM 5. REQUEST FOR APPROVAL OF OFFICE OF THE PRESIDENT REORGANIZATION**

As part of a comprehensive restructuring effort to best serve the current and future needs of the College, the Board of Trustees approved the reorganization of the Human Resources and Legal Affairs division in April of this year to separate and align the human resources support function collegewide. The Board stated at that time that other divisions of the College, particularly in the Office of the President, should be assessed to identify additional positions that could be reorganized/reprogrammed to centralize operational support functions collegewide and enable campus administration to focus on the delivery of academic programming and student services at the campus level.

In view of the foregoing, Dr. Brainard proposed the following reorganization of Finance; Academic Affairs; and Institutional Effectiveness and College Relations within the Office of the President:

### Finance

In light of the critical deferred maintenance needs of College facilities and renewed emphasis on capital funding, Dr. Brainard proposed the creation of a director of facilities position, or similar title, within the Office of the President. This position will report to the vice president for finance and will be directly responsible for the management, assessment and oversight of the College's capital infrastructure and coordination of all public works projects and procurement at every campus throughout the College. Among other things, this individual will coordinate an audit of all college facilities and prioritize needs for deferred maintenance and capital improvements on a collegewide basis. The campus directors of administrative services will report to the director of facilities.

### Academic Affairs

In addition to the above change, Dr. Brainard recommended that the director of military and veterans services, which currently reports directly to the president, report to the vice president for academic affairs to better integrate the work being done to support our veterans and their families with existing student support and academic program functions.

### Institutional Effectiveness and College Relations

In order to create a communication structure that is comprehensive and fully integrated throughout the College, Dr. Brainard recommended that the collegewide communication, marketing and college relations functions be removed from the vice president for institutional effectiveness and college relations and transferred to a director of strategic communication, or similar title, a new position to be created within the Office of the President.

Since these responsibilities are currently coordinated by the assistant vice president for marketing and public relations in the Office of the President, Dr. Brainard proposed reprogramming that position to create the new director of strategic communication. The vice president for institutional effectiveness and college relations will be retitled as the vice president for institutional effectiveness and development, or similar title, and will retain responsibility for planning and assessment, accreditation and development.

The new director of strategic communication position will report directly to the president and will provide collegewide coordination and oversight of the marketing, media, social media and communication accountabilities of the assistant vice president for marketing and public relations through the matrix structure, but will be given the added responsibilities for community relations and government relations at the state, county and local levels, thereby fully integrating communication with our external stakeholders. The assistant vice president is a Level III administrative position, and Dr. Brainard recommended the same level and pay plan for the director of strategic communication to eliminate a fiscal impact.

These changes are recommended to become effective January 1, 2017, to facilitate an orderly transition.

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

## **ITEM 6. REQUEST FOR APPROVAL OF ASSOCIATE OF SCIENCE DEGREE PROGRAM PROPOSAL**

Ms. Sapna presented the program proposal for an associate of science degree as detailed below.

### Degree Description

The proposed program is a 60-credit degree designed to prepare students to either transfer internally to the College's existing nursing and allied health programs after competitive admission requirements are met, or to transfer to a four-year institution upon completion. The curriculum provides students with a strong foundation in biology, chemistry and mathematics supplemented by electives in English, humanities and social sciences.

### Background

The College currently offers the Associate in Applied Science (AAS) degree, which prepares students to enter a career immediately after graduation. The AAS degree contains mostly major courses with only 15 credits in general education. The College also offers the Associate of Arts in Teaching (AAT) degree that prepares students for transfer to a baccalaureate education program. The College has never offered the more Associate of Arts (AA) and the Associate of Science (AS), transfer degrees that provide students with an academic foundation equivalent to the first two years of a baccalaureate program.

### Need for the Degree

The College has over 200 transfer agreements called "connected degrees" that articulate Delaware Tech AAS degree programs with baccalaureate programs and create smooth transfer opportunities. There is a gap, however, for students who are interested in a general transfer degree. Sometimes students enroll in AAS degree programs that do not match their long-term educational goals because they are required to declare a program major in order to receive financial aid. These students often complete courses that they know will transfer and then leave the College prior to completing a degree, which lowers the College's graduation rate.

In addition to filling the need for a general transfer option, the AS degree would also serve Delaware Tech students who do not meet the competitive admission requirements of the College's nursing and allied health AAS programs. The Associate of Science major would help students obtain a credential and broaden their educational options.

Ms. Lopez moved to approve the program proposal for adding an associate of science degree. Mr. Griffiths seconded. Motion carried unanimously.

## **ITEM 7. REQUEST FOR APPROVAL OF AMENDMENT TO PERSONNEL POLICY MANUAL**

Dr. Brainard requested approval to amend the Salary Plan A Description in the College's Personnel Policy Manual to authorize the payment of a \$2,000 supplement to an academic counselor who has been assigned to coordinate the delivery of Delaware Tech's student success courses on his/her respective campus.

Student success courses are a best practice for retention and graduation. Each one-credit course is 16 hours of instruction and is delivered by a combination of classroom and online learning. The First-Year Seminar, called SSC 100, is required for all incoming award-seeking students (associate, diploma and certificate) in their first semester effective fall 2016.

In view of the foregoing, Dr. Brainard requested that the Salary Plan A Description be amended in Section G.

Mr. Bush reported that the matter comes moved and seconded by the Board Personnel Committee to approve the recommended stipend for the student affairs instructional coordinator. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

Pursuant to current College policy, Delaware Tech authorizes the payment of a stipend equal to 10% of an employee's base pay when they are assigned collegewide responsibility for an operational area or function above and beyond their existing duties to recognize and address the inequities created by the assignment of an additional workload.

A similar inequity exists for campus administrators who are responsible for operations at more than one campus within the College. In order to resolve this inequity and recognize the additional work that these individuals perform on a daily basis, Dr. Brainard requested approval to provide campus administrators whose job description includes responsibility for the management and oversight of operations at more than one campus with a stipend equal to 5% of their base salary.

Therefore, a new section is proposed to be added to the Salary Plan D Description, and that the existing sections be re-designated as needed:

Mr. Bush reported that the matter comes moved and seconded by the Board Personnel Committee to approve the multi-campus supplement. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

## ITEM 8. COLLEGE'S 50<sup>th</sup> ANNIVERSARY ACTIVITIES UPDATE

On September 16, the 50th Anniversary Task Force met to review accomplishments, note progress on its on-going initiatives and identify remaining tasks to carry the momentum of the celebration through the end of the calendar year. A summary follows:

### Accomplishments

- Anniversary Plan
- Video Blogs/Intranet Page - 7,463 visitors; and 4,268 video views (9 videos total)
- 50th Anniversary Webpage - 11,650 visitors
- Campus Artifact Exhibits
- Community Service projects (ongoing) - 1,137 visitors to webpage
  - Completed 38 service projects to date
- Alumni Success Stories (ongoing) - 5,296 visitors to webpage
  - 41 success stories completed and on the website
- 50th Anniversary Development/Fundraising Plan (ongoing)
  - Of the 10 annual appeals included in the Plan; three have been completed, two are active and remaining five are taking place by year end
    - Completed appeals have raised \$153,944.29; \$100,530.27 of which was designated to the 50th Anniversary Fund to benefit the greatest needs of students.
    - Active/remaining appeals include: Retiree Campaign; Advisory Committee Appeal; President's Circle Campaign; Crowdfunding; Parents Fund Campaign; Student Campaign; End of Year Campaign
- Commemorative Video - 1,478 views
- Kickoff Events - Approximately 2,000 attendees at eight kickoffs
- Anniversary Logo/40+ Promotional Items
- Inaugural Week Events - 3,376 invited; Approximately 1,600 unduplicated attendees at all events (many attending multiple events)
- Inauguration web page; 2,919 visitors; 659 video views
- Installation Ceremony - Approximately 1,000 attendees
- Throwback Thursday Events - Attendance forthcoming from campuses

Ongoing Projects include service projects, alumni success stories and annual appeals.

Remaining Tasks include the end-of-year celebration, 50th anniversary commemorative magazine, commemorative campus marker and comprehensive major gifts campaign.

Dr. Sciple and Mr. McNesby thanked Board liaisons, Ms. Grimes and Mr. Maiorano, for all of their efforts throughout this year-long celebration. Ms. Grimes and Mr. Maiorano expressed their appreciation to Dr. Sciple and Mr. McNesby for such a comprehensive plan and terrific execution of all of the many events this past year. It is especially impactful and remarkable the number of service projects completed by an organization whose mission is to serve the community.

Dr. Sciple and Mr. McNesby are pleased to share that the 50th Anniversary Plan along with supporting documents (logo, banners, websites, video, media coverage, social media campaign, inaugural week events) was submitted for an award in the Marketing Campaign category of the National Council for Marketing and Public Relations (NCMPR), District 1 Paragon Awards.

The College received notification earlier this month that it has been selected for an award. These awards are judged and selected by industry experts from advertising agencies and public relations firms. The College will be notified November 7 if the level is Gold, Silver or Bronze.

#### **ITEM 9. REVIEW OF FISCAL REPORTS**

The Board received copies of the following reports on the financial condition of Delaware Technical Community College for FY17 through June 30, 2016: General Fund State Appropriation, Tuition (credit & non-credit), Contract Training, Special Funds, Federal Funds and Bond Bill Funding.

Mr. Maiorano said the Finance Committee reviewed these reports in detail and noted the financial spending is in line with fulfilling the College's mission.

President Brainard expressed appreciation to Mr. McNesby and his staff, campus directors, directors of business services and their staff for such outstanding efforts in managing the budget.

#### **ITEM 10. NEW BUSINESS**

There were no items to discuss as new business.

#### **ITEM 11. PUBLIC COMMENT**

Chairman Green invited any guest which would like to make public comment to state their name in order to address the Board of Trustees.

Mr. Dan Shortridge offered his support of the long-standing Academic Challenge (AC) Program and stated his opposition for the elimination of University of Delaware (UD) faculty-taught courses in the program in the future.

Mr. Nelson Bunting shared his experience in the AC Program as well and asked the Board to consider keeping the UD instructors.

#### **ITEM 12. MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL & LEGAL MATTERS – Closed to the Public**

Mr. Griffiths moved and Ms. Grimes seconded a motion to adjourn the regular meeting and convene an executive session at 5:24 p.m. to discuss personnel and legal matters. Motion unanimously carried.

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

Mr. Griffiths moved and Mr. Maiorano seconded a motion to adjourn the executive session and reconvene the open session at 6:32 p.m. Motion unanimously carried.

#### **ITEM 13. PERSONNEL REVIEW**

Mr. Maiorano moved that President Brainard be awarded 8% of his current annual base rate, representing the maximum amount allowable under the terms of his employment contract, as a performance bonus in recognition of Dr. Brainard's outstanding achievements and leadership of the College during the review period. Mr. Griffiths seconded the motion. Chairman Green asked for discussion on the motion. There being none, the question was called. Motion unanimously carried.

ADJOURNMENT

Ms. Lopez moved to adjourn the regular meeting at 6:34 p.m. Mr. Bush seconded. Motion unanimously carried.

Submitted by:

A handwritten signature in blue ink that reads "Mark T. Brainard". The signature is written in a cursive style with a large, looped initial 'M'.

Mark T. Brainard  
President