

DELAWARE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES
Thursday, October 25, 2018
The Bellmoor Inn, Rehoboth

MINUTES

PRESENT: 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: William G. Bush, IV, secretary and member, Kent County.

OTHERS PRESENT: Bobbi J. Barends, vice president and campus director, Owens Campus; Janis Beach, director of human resources, Terry Campus; Valencia L. Beaty, vice president for human resources, President's Office; Samantha Gault Blanchard, AmeriCorps VISTA representative, President's Office; Janelle Boyer, director of communication and planning, Owens Campus; Mark T. Brainard, president; Dawn Bonavita, director of human resources, Stanton Campus; Tom Burn, marketing manager, Owens Campus; Reginald Chandler, architectural engineering, construction management, and instruction, design and technology instructor, Terry Campus; Gail Charrier, dean of student affairs, Owens Campus; Mark DeVore, collegewide director of facilities, President's Office; Maribeth Dockety, director of human resources, Owens Campus; Dan Ehmann, director of business services, Stanton/George Campus; Christine Gillan, vice president for strategic communication and marketing, President's Office; Kimberly G. Holston, executive assistant to the president; Scott Iseman, director of campus facilities, Owens Campus; Kathy A. Janvier, vice president and campus director, Stanton Campus; Cornelia Johnson, vice president and campus director, Terry Campus; Lora A. Johnson, vice president and campus director, George Campus; Sherri Johnson, academic counselor, Owens Campus; Robert Jones, computing support specialist II, President's Office; Richard Kravevich, vice president for information and instructional technology, President's Office; Tom Lemon, director of development, Stanton/George Campus; Gerard M. McNesby, vice president for finance, 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., associate vice president for workforce development and community education, Stanton/George Campus; Lisa Peel, administrative intern for academic affairs, President's Office; Melissa Rakes, associate vice president for academic affairs, President's Office; Richard Rexrode, business instructor, Terry Campus; Justina M. Sapna, vice president for academic affairs, President's Office; Tonya Schaeffer, financial aid specialist, Owens Campus; Judith A. Sciple, vice president for institutional effectiveness and development, President's Office; Brian D. Shirey, general counsel, President's Office; Lisa Strusowski, director of workforce development and community education, Terry Campus; Mark Swarbrick, automotive and refrigeration, heating, and air conditioning department chair, Owens Campus; Debra Troxler, director of communication and planning, Stanton Campus; Brian Vickers, information technology specialist III, Owens Campus; Timothy Winstead, director of public safety, President's Office; Kristen Yencer, assistant director of workforce development and community education, President's Office; Guests: Dave Gillan, Grant Gillan.

Chairman Green called the Board meeting to order at 4:07 p.m.

ITEM 1. REQUEST FOR APPROVAL OF MINUTES

Ms. Grimes moved to approve the June 18, 2018 Board meeting minutes as written. Ms. Lopez seconded the motion, which unanimously carried.

ITEM 2. COMMITTEE REPORTS

Chairman Green asked for the chair from each Board committee to report out on activity since June 2018.

- Development Committee – Ms. Grimes reported that the Committee’s recent meeting, originally scheduled to take place on Sept. 12, was canceled. However, work has progressed on key initiatives which she summarized:
 - Review of the fundraising results as of Oct. 19 – the College has raised \$2.49 million toward this year’s goal of \$5.65 million. This tracks ahead of this time last year
 - Update on the alignment of the Development Division – the three vacancies in the Division are in process
 - Update on the Comprehensive Campaign
 - The draft Case for Support was distributed over the summer to Campus Development Council members, constituents, and key donors to solicit feedback. The suggestions were vetted and incorporated as appropriate. The final draft was provided on Sept. 5.
 - Guidelines for identifying potential campaign committee chair and members – Possible committee members were provided to the Development Committee and any additional recommendations should be emailed to Dr. Brainard.
 - Update on Campus Development Councils – In September and October, the Owens Campus and New Castle County Development Councils participated in an exercise to assist the College in growing its pipeline of donor prospects and potential campaign gifts.
 - The exercise resulted in 12 new prospects for tours, seven potential event hosts, and 14 prospects for potential campaign gifts.
 - Council members with connections to these individuals will be invited to assist with getting them to the College and participating in the tour or event.
 - This exercise also will be conducted at the next Terry Campus Development Council meeting.
 - Joint Board and Development Council Luncheon – On Wednesday, Nov. 14, Chairman Green and Dr. Brainard will host the second annual joint luncheon among the Board of Trustees, Educational Foundation, Board Development and Public Affairs Committee, and three Campus Development Councils.
 - The next Board Development and Public Affairs Committee meeting is scheduled on Monday, Apr. 15 from 3-5 p.m. via videoconference.
- Facilities Committee – Mr. Hare provided a summary of the Committee’s most recent meeting held on Sept. 24:

- Hired a great talent with extensive experience in facilities, Mr. Mark DeVore, as collegewide director of facilities
 - Overview of major project priorities including:
 - Education and Technology Building roof replacement, Terry Campus
 - Arts and Science Center ventilation project, Owens Campus
 - Automotive Center of Excellence, Owens Campus
 - East Building water infiltration project, George Campus
 - Middletown Training Center
 - Renovation and expansion of the Culinary Arts space, Stanton Campus
 - The next meeting date has not yet been selected.
- Finance Committee – The agenda items were reviewed in advance and discussed later in the meeting.
 - Personnel Committee – The agenda items were reviewed in advance and discussed later in the meeting.
 - Technology Committee – Mr. Hagerty presented an update on the Technology Committee’s work since the June Board meeting. The Committee also met Sept. 13, 2018.
 - Summary of recent events:
 - Student participation in the 2018 Code for Good Hackathon with JP Morgan
 - Digital Innovation Week (DIW) Developers Conference
 - B-Sides Delaware Information Security Conference
 - Engineering Your Tomorrow Conference
 - DigiGirlz Coding Conference
 - Overview of major projects:
 - Banner 9
 - MS Exchange/Office 365
 - Windows 10
 - IP Camera
 - Additional members are being considered for the Technology Committee. Any recommendations should be sent to Mr. Hagerty
 - The next meeting will be Nov. 15, at 3 p.m., via video conference locations at each campus

ITEM 3. PRESIDENT’S REPORT

Dr. 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 members have already received.

Associate Degree Programs

New and Discontinued Programs – In the area of Academic Affairs, Dr. Brainard indicated there were no new programs since the June 2018 Board meeting. Due to changing industry needs and low enrollment, the following were discontinued:

- Early Childhood Leadership certificate
- Laser and Optic Studies diploma
- Food Service Management associate degree

Bachelor Degree Programs

- RN to BSN Update
 - Launched in January 2017, our RN-to-BSN degree program provides working RNs an affordable and flexible way to earn the BSN employers want. To date, 270 students have enrolled in the RN-to-BSN program.
 - Competitive admissions ranking for the spring 2019 cohort, which is the fifth cohort of students, has just completed. There were 70 applicants. Sixty-five are in-state students (93 percent), and fifty-nine are Delaware Tech associate degree graduates (84 percent).
 - There are 1,038 nursing students enrolled at the College (PN, ADN/RN, RN-to-BSN).
 - After a successful site visit in March, the RN-to-BSN program received official notification of initial accreditation from the Accreditation Commission for Education in Nursing (ACEN) in July. The next site visit will take place in 2023.
 - The College will commemorate the first graduating class of 21 students at a collegewide graduation ceremony on Dec. 10.

Allied Health Update

- Occupational Therapy

As reported to the Board in October 2017, the Accreditation Council for Occupational Therapy Education (ACOTE) mandated that the entry-level degree for the occupational therapy assistant move from associate to baccalaureate by July 1, 2027. In August 2018, ACOTE rescinded the mandate to move the entry point to the baccalaureate level. Therefore, the College's focus, at this time, will be to comply with new associate degree accreditation standards released by ACOTE and required for July 2020.
- Respiratory Care

As also reported in October 2017, the Commission on Accreditation for Respiratory Care (CoARC) advised that communities of interest support the movement of the profession toward entry-level baccalaureate and graduate degrees. For this program, the College convened an internal task force to determine their position through research, a review of accreditation requirements, and industry need. The results of their work and a recommendation to explore the feasibility of offering a Bachelor of Science in Respiratory Therapy (BSRT) program at the College were presented later in the meeting.

Articulation Agreements

Delaware Tech has established 267 program-to-program transfer agreements, also called articulation agreements, which connect Delaware Tech associate degree programs with baccalaureate programs to create seamless transfer opportunities. These Connected Degree programs offer clear and economical pathways to high-quality educational attainment through partnerships with bachelor's-degree-granting colleges and universities. Three new agreements have been signed since June:

- A.A.S. Chemical Process Operator to B.S. Organizational Dynamics at Wilmington University
- A.A.S. Chemical Process Operator to B.S. Organizational Management at Wilmington University
- A.A.S. Chemical Process Operator to B.S. Liberal Studies at Wilmington University

In addition, an agreement was signed with the Delaware Army National Guard to award credit for prior learning for successful completion of the Information Technology Military Occupation Specialist Training. The credits will be applied to Delaware Tech's Information Technology and Networking with Networking concentration degree program.

Achieving the Dream

Dr. Brainard summarized the background information on Achieving the Dream that was shared during the June Board meeting. The College was accepted into the Achieving the Dream (ATD) network in May 2018.

By conducting strategic data analysis and providing customized coaching, Achieving the Dream will support the College over the next three years to systematically improve student achievement and increase graduation rates, particularly for underrepresented populations.

Achieving the Dream schools are assigned a leadership coach and data coach. The College's coaches had visited the institution twice by the fall Board meeting, during which time they convened with the collegewide steering committee, or core team, the data team, and other key stakeholders including the president and vice president campus directors.

The College recently completed Achieving the Dream's self-assessment survey which is designed to help College's identify strengths and weaknesses in creating a student-centered institution. Over 750 employees responded with even distribution across all campuses. The data team will analyze this data with results to be posted early next year.

The first meeting of the Student Success Committee met on Sept. 20 to begin drafting the Student Success Vision. This group of approximately 50 employees will help develop the student success vision and action plan that will guide the College's work for the following two years.

To stay connected to ATD through Twitter, use the handle @AchieveTheDream. The College's Achieving the Dream events and news are shared through the website at www.dtcc.edu/atd.

International Education Update

The Board received details on the upcoming fall semester 2018 Global Understanding Series and the spring

semester 2019 Study Abroad Program offerings. Information also was provided about the 2019 International Professional Development Program: “New Zealand: Exploring Effective Strategies in Education” which will be held from May 17-27, 2019.

There is an upcoming International Education fundraiser, 30 prizes in 30 days, that is offered in both Sussex and New Castle County. Anyone can purchase a ticket for \$30 for one county (or \$60 for both counties) to have an opportunity to win any of the 30 prizes drawn daily in the 30 Days of November. Proceeds will support study abroad scholarships and International Education for Delaware Tech students.

Workforce Development

From a programmatic perspective, the focus of the Middletown Training Center will be a Construction Center of Excellence with two flagship programs - Diesel Mechanic Program and a Heavy Equipment Operator Program.

- Project goes out for bids beginning Nov. 5
- Contract Awarded on Dec. 13
- Construction begins on Jan. 7, 2019
- Projected completion date of June 25, 2019

Hope Lab Survey Results

In fall 2017, Delaware Tech participated in the Wisconsin HOPE Lab Survey to assess food and housing insecurity of our students. Five percent (5.4 percent or 640/12,500) of credit students responded to the survey. Of those who responded, about 59 percent experienced homelessness, housing insecurity, and/or food insecurity in the past year. Delaware Tech students' insecurity levels mirror those of other two-year institutions across the country.

The survey collected a variety of details about the students' insecurities. In the 30 days prior to taking the survey:

- 14 percent of students were unable to pay full amount of rent/mortgage
- 21 percent of students were unable to pay full amount of utilities
- 7.5 percent of students went three or more days without food
- 30 percent of students were hungry but did not eat due to lack of resources
- 43 percent of students worried they would run out of food before they had the ability to purchase more

The College has established a food pantry at the Owens Campus and is in the process of securing the necessary resources to support a pantry at each campus with Ms. Blanchard serving as the collegewide AmeriCorps VISTA representative.

Strategic Communication and Marketing

The College's new television commercial was previewed. Members agreed it helps tell our story even better by emphasizing the power of the community college and its impact in our community and throughout the state.

Development

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

Corporate/Foundation Grants

- Capital One - Contributed \$50,000 to build out the online platform for work-based learning
- Dart Foundation - Contributed \$105,335 to expand the advanced manufacturing automation program to the Owens Campus
- AT&T - Contributed \$18,430 to engage Delaware youth in grades 9-12 in a robotic building experience, free of charge, to provide skills and inspire interest in pursuing a post-secondary education in a STEM degree program
- AstraZeneca - Contributed \$5,000 to support the College's 2019 STEM Expos statewide for high school students

Federal Grants

- EDA grant - Received a \$1.97M from the United States Department of Commerce to construct the Automotive Center of Excellence at the Owens Campus, which will enable the College to expand the Automotive Technician program and create the Diesel Mechanic Program

Individual Donations

- Established four endowed scholarships (minimum \$25,000) and 10 current-use scholarships since July 1, 2018
- Received a \$122,000 estate gift for a memorial scholarship to support undocumented immigrants enrolled at the Owens Campus
- Received a \$10,000 donation to provide emergency assistance for student veterans (year two of a three-year pledge)
- Received an in-kind gift of an engine and airplane for the aviation program, valued at \$79,167
- Received a \$225,000 estate pledge to fund scholarships for nursing and allied health students at the Owens Campus

Fundraising Events

- Run, White & Blue - Sept. 6, Georgetown
 - 494 race participants
 - Net proceeds of \$18,755 for scholarships to benefit our veteran students
 - Awarded one Owens Campus Veteran Scholarship and one Owens Campus First Responder Scholarship
- Patriot Day events - Sept. 11, collegewide
 - Over \$3,500 raised collegewide to help prevent soldier suicide
- 5th Annual Tour de Sussex - Sept. 22, Sussex County
 - 240 registrations
 - Total revenue, including sponsorships, \$8,000
- Taste of Sposato Wine 5K - Sept. 23, Milton
 - 134 finishers

- Projected net proceeds, \$11,221
- Proceeds fund an endowed scholarship fund designated for Delaware Tech students majoring in landscape architecture
- Alumni & Friends 5K - Sept. 30, Wilmington
 - 177 registered participants
 - 130 crossed the finish line
 - Net proceeds to date: \$5,406
- Gourmet Gala – Oct. 20, Terry Campus
 - Over \$100,000 in net proceeds

Upcoming Fundraising Events

- Chocolate 5K Run/Walk - Feb. 9, 2019, 9:30 a.m., Terry Campus
 - Proceeds will support study abroad scholarships and International Education for Delaware Tech students.
- An Evening of Mardi Gras - March 2, 2019, 7 p.m., George Campus
 - Proceeds will benefit students facing unmet financial obligations such as tuition, books, fees, supplies, transportation, and childcare.
- Starry, Starry Night Gala - April 27, 2019, 5:30 p.m., Owens Campus
 - Proceeds will increase scholarship opportunities for workforce training certificate programs that prepare students for high demand jobs and program equipment to support hands-on learning experiences for our students.

Appointments

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

- **Janelle Boyer** – director of communication and planning, Owens Campus
- **Janis Beach** – director of human resources, Terry Campus
- **Mark DeVore** – collegewide director of facilities, Office of the President
- **Samantha Gault Blanchard** – 2018-19 AmeriCorps VISTA member
- **Mark Lafferty** – administrative intern, Instruction, George Campus
- **Lisa Peel** – administrative intern, Academic Affairs, Office of the President
- **Lisa Strusowski** – director of communication and planning, Terry Campus
- **Kristen Yencer** – assistant director of workforce development and community education, Office of the President

Future Board Meeting Dates

Friday, Dec. 7, 2018

Sussex County

Board Meeting (only if necessary) at 4 p.m.

Tuesday, Apr. 9, 2019

Stanton Campus

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

Educational Foundation Meeting at 3 p.m.

Board Meeting at 4 p.m.

Monday, June 17, 2019

Terry Campus

Committee Meetings at 3 p.m.

Board Meeting at 4 p.m.

A listing of external meetings and events from the president's schedule from June 2018 – October 2018 was provided.

Bids over \$100,000

The following are bids over \$100,000 that the President approved since the June 2018 Board of Trustees meeting:

Owens Campus:

Fume Hood in Carter Partnership Center:

Richard Y. Johnson & Son, Inc. - \$724,000.00

Collegewide:

FY19 Campaign Media Buying and Placement in Delaware Market:

AB+C Creative - \$303,279.00

Collegewide:

New campaign video advertisements:

AB+C Creative - \$134,885.00

Kudos

- Dr. Bobbi Barends was named 2018 Delaware American Council on Education Women's Network Leadership Award Winner, a recognition of women in higher education who excel in the field of higher education, have been successful in demonstrating "steps to success" and who serve as a role model for rising stars in higher education.

ITEM 4. REQUEST FOR APPROVAL OF VICE PRESIDENT FOR STRATEGIC COMMUNICATION AND MARKETING

Based upon the recommendation of the screening committee and Dr. Brainard's interview of the final candidate, a request was presented to approve the appointment of Dr. Christine Gillan as the College's vice president for strategic communication and marketing.

Ms. Lopez said a motion came moved and seconded from the Personnel Committee to approve Dr. Brainard's recommendation. Motion unanimously carried.

Dr. Gillan is known to the College, and has distinguished herself as an innovative, dedicated, proactive, and capable leader. She began her career at Delaware Tech in 2011, having served in several positions, including public relations manager, director of communication and planning, acting director of strategic communication and, currently, acting vice president for strategic communication and marketing.

Prior to her career at Delaware Tech, Dr. Gillan owned a consulting business as an organizational communication skills trainer. She also served part-time as a special projects coordinator in Governor Ruth Ann Minner's office and worked in public relations for the Delaware Department of Transportation for 10 years, leading the Department's government relations as manager of the External Affairs Division.

Dr. Gillan has served on a variety of college initiatives and events such as the Starry, Starry Night Gala, Sussex County Today and Tomorrow Conference, Distinguished Alumni Walk of Success, Employee Recognition, and 50th Anniversary Picnic. Additionally, she has served as a member of the Blue Print Task Force and a steering committee member of the 50th Anniversary Task Force. Currently, Dr. Gillan serves a core team member of Achieving the Dream.

Most recently, Dr. Gillan oversaw the creation and implementation of the College's first Strategic Communication Plan. Additionally, she continues to serve as a catalyst in the College's efforts to attain passage of the Community College Infrastructure Fund. Her expertise in community and government relations, and tireless efforts, are an asset to the College.

Dr. Gillan earned a Bachelor of Arts degree in Communication from the University of Delaware, a Master of Business Administration from Wilmington University, and a Doctor of Education from the University of Delaware. She is a graduate of Delaware Technical Community College's Leadership Development Program.

Dr. Brainard has every confidence that Dr. Gillan will continue to enhance the communication and marketing efforts of the collegewide team.

Dr. Gillan thanked Dr. Brainard, members of President's Council, and her family for being so supportive. She believes deeply in the College's mission and that the importance of Delaware Tech to the community makes it such a wonderful place to work.

ITEM 5. REQUEST FOR APPROVAL OF DIESEL TECHNOLOGY PROGRAM PROPOSAL

Ms. Sapna presented a proposal requesting approval for the Diesel Technology (DSL) associate degree to be offered starting fall 2020 at the Owens Campus.

The demand for a skilled workforce in the automotive and diesel industry has surpassed the number of skilled workers that Delaware Tech can train. In fact, diesel industry employers are hiring automotive technology program graduates to fill the demand for diesel technicians, placing strain on the automotive demand that already exists. Therefore, a diesel option for the College's automotive (AUT) program is necessary. Data collected from the U.S. Bureau of Labor Statistics, Delaware Tech's Office of Research and Analytics, and historic requests from the business community validate that the need for qualified diesel technicians is at an all-time high.

The proposal included the description of the expansion of the current automotive facility into the Automotive Center of Excellence, which will provide additional bays for the AUT and DSL programs' laboratories. This building expansion will allow the College to increase the number of automotive graduates, add space to begin diesel technician training, and also allow for Workforce Development and Community Education offerings in this field.

Currently, there is no diesel training facility in Delaware or on the Delmarva Peninsula. Of note, the Middletown facility that is being outfitted now for diesel mechanic and heavy equipment operator training will serve the workforce development (non-credit) needs, and potentially grow to supplement credit offerings in future years.

When fully implemented, the new DSL program will have the capacity to serve 10 students per year. The program length is 69 credits. As the DSL program is being designed over the next year, additional information will be available regarding logistics, start dates, handling returning students, etc.

Mr. Hare made a motion, and Ms. Grimes seconded the motion, to approve the Diesel Technology program as proposed. Chairman Green asked if there were any questions. With there being none, the motion unanimously carried.

ITEM 6. REQUEST FOR APPROVAL TO EXPLORE THE FEASIBILITY OF OFFERING A RESPIRATORY THERAPY BACCALAUREATE DEGREE

Ms. Sapna presented the background on the request to explore the feasibility of offering a Bachelor of Science in Respiratory Therapy (BSRT) program.

Hospitals and other healthcare facilities in Delaware and the nation are striving for the highest levels of quality patient care, and this movement often involves acceptance into "gold standard" national associations, as was the case with nursing (Magnet Status). This is now also the case with respiratory care. Respiratory Care program chairpersons have recently been informed of similar requirements being mandated by their accrediting bodies. The American Association of Respiratory Care (AARC) APEX Recognition Award is a recognition program for respiratory care departments in acute care hospitals, long-term care facilities, home medical equipment companies, entry-level educational programs, and dedicated transport teams (<http://www.aarc.org/resources/programs-projects/apex-recognition-award/>). This award distinguishes a

facility's commitment to excellence in professional development, evidence-based care, patient safety, patient satisfaction, and quality improvement.

The AARC at the August 2015 Board of Directors (BOD) meeting revised its former goal for bachelor's degrees held by respiratory therapists. The BOD made a goal of 80 percent of practicing respiratory therapists having earned or actively working on a bachelor's degree by 2020. A survey taken at the time showed that 65 percent of therapists held or were working toward a bachelor's degree.

Delaware Tech's understanding is that Christiana Care Respiratory Care Department is in the process of applying for the APEX Award. In addition, the Hospital of the University of Pennsylvania and LifeCare Hospitals of Chester County in West Chester received the award in 2017. Although hospitals in Kent and Sussex counties have not indicated their applications to APEX, the College's chairpersons suspect this will likely change in the next two to five years.

In January 2018, the Commission on Accreditation for Respiratory Care (CoARC) revised its accreditation standards for entry into respiratory care professional practice to say, "For associate degree programs that applied for accreditation or were accredited prior to Jan. 1, 2018, ... These programs may continue to award graduates of the program an associate degree as long as they remain accredited by CoARC." While our associate degree programs were accredited prior to Jan. 1, 2018, in light of the current dynamics in the workforce and in an effort to prepare potential changes in this field, it is my recommendation that Delaware Tech explore the feasibility of offering a baccalaureate degree in respiratory care (BSRT), in addition to our current educational offerings, to enhance and strengthen employment opportunities for our graduates and fulfill our mission to provide a high-quality workforce for our state.

Respiratory therapists with associate degrees are still obtaining excellent job placement, but are not able to move forward on a clinical ladder to higher level managerial, educational, and case management positions without a bachelor's degree.

The College must continue to provide opportunity and access for every Delaware Tech graduate to work as a respiratory care professional and to pursue academic growth. Therefore, the request is to continue to offer the associate degree in addition to the bachelor's degree, similar to the RN-to-BSN model. Given the College's mission, its quality associate degree respiratory care program, and the state's reliance on Delaware Tech graduates to ensure a stable and diverse workforce, due diligence requires the College to investigate the need and opportunity to offer the BSRT program. In addition, none of the other higher education institutions in Delaware offer a Bachelor of Science in Respiratory Therapy.

Ms. Lopez made a motion and Mr. Hagerty seconded the motion to approve the request to explore the feasibility of the bachelor's degree in Respiratory Therapy. Chairman Green asked if there were any questions. With there being none, the motion unanimously carried.

ITEM 7. UPDATE ON FY20 OPERATING AND CAPITAL BUDGET REQUESTS TO OFFICE OF MANAGEMENT AND BUDGET

The College's Target Briefing with Office of Management and Budget Director Mike Jackson was held on Sept. 6, 2018. This briefing helps to guide the College in preparation of its annual budget request, scheduled for Nov. 9, 2018. Additional funds have been requested to address Delaware's workforce needs with operating budget priorities to include:

1. Continue to expand the RN to BSN program to 360 students (from its current capacity of 204 students) through fiscal 2021
2. Provide instructional support for the new Automotive Center of Excellence at the Owens Campus
3. Begin addressing the salary policy for Salary Plans A, B, and C to be competitive with state school districts, other state agencies, other institutions of higher education and the private sector
4. Provide dedicated support for the continued expansion of the College's dual enrollment program and partnership with other state agencies, non-profits, and the private sector
5. Continue to improve enrollment outreach and communication to attract new students, retain existing students, and educate the business community about the College's role in Delaware's economy

ITEM 8. REVIEW OF FISCAL REPORTS

The Board received copies of the following reports on the financial condition of Delaware Technical Community College, both as of June 30, 2018 and through September 30, 2018: general fund state appropriation, tuition (credit and non-credit), contract training, special funds, and federal funds.

Ms. Grimes said the Finance Committee reviewed these reports in detail, and she commended the campus personnel for exceeding their carryover goal during such difficult economic times.

ITEM 9. NEW BUSINESS

There were no items to discuss as new business.

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

Ms. Lopez moved and Mr. Hagerty seconded a motion to adjourn the regular meeting and convene an executive session at 4:56 p.m. to discuss personnel and legal matters. Motion unanimously carried.

MOTION TO RECONVENE REGULAR BOARD MEETING

Mr. Hare made and Ms. Lopez seconded a motion to adjourn the executive session and reconvene the open session at 5:46 p.m. Motion unanimously carried.

ITEM 11. PERSONNEL REVIEW

The Board discussed the President's 2018 personal goals and the College's goals, and the completion thereof, along with discussion of past awards. Ms. Grimes noted that all campuses met their targets over the previous review period; that the president oversaw the operations of the Terry Campus due to the retirement of the campus director in addition to his primary responsibilities as college president; and that the College has achieved "mega" strides in the realignment and centralization of operational support services collegewide (i.e., facilities, development, capital infrastructure, student success, staff support, etc.) All members expressed agreement with Ms. Grimes.

After discussions were concluded, Ms. Grimes moved to award the president an eight percent performance bonus and a seven percent retention bonus. Ms. Lopez seconded. Motion carried unanimously.

ADJOURNMENT

Ms. Grimes moved to adjourn the regular meeting at 5:53 p.m. Ms. Lopez seconded. Motion unanimously carried.

Submitted by:

Mark T. Brainard

Mark T. Brainard
President