

**DELAWARE TECHNICAL COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**Tuesday, April 10, 2018**  
**George Campus, Wilmington**

**MINUTES**

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

**ABSENT:** None.

**OTHERS PRESENT:** Dustin Abshire, Workforce Community Education Operations Manager, Owens Campus; Rachel Anderson, Assistant Director of Workforce Development and Community Education, Stanton Campus; Margaux Azzanesi, Director of Development, Terry Campus; Jo Ann Baker, RN to BSN Instructional Director, Terry Campus; Heidi Baist, Allied Health Instructor, George Campus; Carol Bancroft-Morley, Assistant Dean of Instruction, George Campus; Bobbi J. Barends, Vice President and Campus Director, Owens Campus; Valencia L. Beaty, Vice President for Human Resources, President's Office; Deneice Berry, Academic Counselor, Owens Campus; Laura Bianco, Science Instructional Director, George Campus; Dawn Bonavita, Acting Director of Human Resources, Stanton/George Campus; Mark T. Brainard, President; Johnnie Burton, Academic Counselor, George Campus; LeFeisha Cannon, Director of Business Services, Owens Campus; Reginald Chandler, Architectural Engineering and Construction Management Instructor, Terry Campus; Mary Chen, Assistant Director of Business Services, Stanton/George Campus; Edward Cunningham, Assistant Director of Administrative Services, Stanton Campus; Kristen Doughty, Nursing Instructor, Stanton Campus; Dan Ehmann, Director of Business Services, Stanton/George Campus; John Fogelgren, Director of Administrative Services, Stanton Campus; Kathy Friel, Dean of Instruction, Stanton/George Campus; Christine Gillan, Acting Vice President for Strategic Communication and Marketing, President's Office; Heidi Gurdo, Architectural and Civil Engineering, Construction Management, Environmental, and Geographic Information Systems Instructor, Stanton Campus; Dave Hall, Business Administration Instructional Coordinator, George Campus; Natalie Hines, Social Media Manager, President's Office; Kimberly G. Holston, Executive Assistant to the President; Kathy A. Janvier, Vice President and Campus Director, Stanton/George Campus; Cornelia Johnson, Dean of Student Affairs, Stanton/George Campus; Lora A. Johnson, Assistant Campus Director, Stanton/George Campus; Robert Jones, Computing Support Specialist II, President's Office; Richard Kravevich, Vice President for Information and Instructional Technology, President's Office; Kristin Krasts, Academic Counselor, Terry Campus; Tom Lemon, Director of Development, Stanton/George Campus; Gerard M. McNesby, Vice President for Finance, President's Office; Kelly McVeigh, Director of the Center for Creative Instruction and Technology, President's Office; Carolyn Moloney, Resource Development Officer, Stanton Campus; Allan Nelson, Assistant Director of Administrative Services, Terry Campus; Paul T. Morris, Jr., Assistant Vice President for Workforce Development and Community Education, Stanton/George Campus; Mary Paris, English and Reading Department Chair, Stanton Campus; Ray Parsons, Director of Administrative Services, Terry Campus; Jeff Rose, Assistant Dean of Student Affairs, Stanton Campus; June Roux, Assistant Dean of Instruction, Stanton Campus; Justina M. Sapna, Vice President for Academic Affairs, President's Office; Judith A. Sciple, Vice President for Institutional Effectiveness and Development, President's Office; Brian D. Shirey, General Counsel, President's Office; John Slank, Director of Public Safety, Terry Campus; Lisa Strusowski, Acting Director of Workforce Development and Community Education, Terry Campus;

Noelle Sugalski, Director of Business Services, Terry Campus; Debra J. Troxler, Acting Director of Communication and Planning, Stanton/George Campus; Timothy Winstead, Director of Public Safety, President's Office; Sam Zulkowski, Director of Research and Analytics, President's Office.

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

## **ITEM 1. REQUEST FOR APPROVAL OF MINUTES**

Ms. Lopez moved to approve the October 12, 2017, Board meeting minutes as written. Ms. Grimes seconded the motion. Motion unanimously carried.

## **ITEM 2. COMMITTEE REPORTS**

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

- Development Committee – Ms. Grimes presented an update on the Development Committee's work since the October Board meeting. The Committee's recent meeting was held on March 14. Agenda items included:
  - 2017 Fundraising and 2018 Targets
  - Update on Development Reorganization/Infrastructure Enhancements
  - Update on Comprehensive Campaign
  - Discussion of Campus/Collegewide Fundraising Events
  - Updates to College Development/Educational Foundation Policies
  - Public Affairs Update
  - Update on Alumni Activities
  - The next committee meeting will be held on May 23 from 3-5 p.m., in person at the Terry Campus.
  
- Facilities Committee – Mr. Hare discussed the status of the following items:
  - Collegewide Director of Facilities Hiring Process
  - Funding Consolidation
  - Major Projects
  - The Committee will hold its next meeting prior to the June Board meeting; date/time/location to be determined.
  
- Finance Committee – The agenda items were reviewed in advance, which will be discussed later in the meeting.
  
- Personnel Committee – The agenda items were reviewed in advance, which will be discussed later in the meeting.
  
- Technology Committee – Mr. Hagerty presented an update on the Technology Committee's work since the October Board meeting. The Committee's recent meetings were held on November 16, 2017, and March 15, 2018.
  - Mr. Hagerty reported that a team of students from Delaware Tech were among the 18 teams who participated in JP Morgan's Code for Good event. The Delaware Tech students did outstanding. One was hired into a full-time position and the other began an internship at JP Morgan.

- Several recent Tech@Tech events were highlighted, including Dev Workshops and Talks during Delaware Innovation Week and B-Sides Delaware.
- The March meeting was held in person at the Stanton Campus. The Committee visited the Stanton Data Center and had an opportunity to also see the College's flexible learning environments, including:
  - joining of two classrooms to create the largest instructional space on campus
  - video conference technology with a touchscreen interface
  - multiple displays for lab demonstrations
  - software to remotely monitor and control classroom technology
  - new learning management system
- The next committee meeting will be held on May 10, 3-5 p.m., via video conference locations at each campus.

### **ITEM 3. PRESIDENT'S REPORT**

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

#### Associate Degree Programs

New Programs - In the area of Academic Affairs, Dr. Brainard highlighted one new program, Information Technology and Networking, that was approved at the October 2017 Board meeting.

#### Bachelor's Degree Programs

RN to BSN Update – ACEN Accreditation Site Visit, March 13-15, 2018

Dr. Brainard shared the positive feedback provided during the exit briefing and he commended Dr. Jo Ann Baker for her leadership and all of the faculty involved collegewide. The four members of the evaluation team each commented on how fortunate Delaware Tech is to have CCIT and they wished their institutions had a similar center. The Evaluation Review Panel will present their findings the week of May 30, and then the Board of Commissioners will review and make the final decision the week of July 9.

#### 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. President Brainard acknowledged the continual efforts of Ms. Karen Deichert to maintain the existing agreements and expand new opportunities for Delaware Tech's students.

#### Achieving the Dream

Delaware Tech is applying to join the Achieving the Dream (ATD) network. Focused on accelerating and advancing student success, ATD is a national network of over 200 community colleges across 40 states, including Aspen Prize for Community College Excellence institutions.

By conducting strategic data analysis and providing customized coaching, ATD will support the College in systematically improving student achievement and increasing graduation rates. If Delaware Tech is accepted as a member, the College will work on multiple projects throughout the three-year window.

### Career Services

Career Services collaborates with Instruction and Workforce Development to support students in securing employment after graduation/completion. As the College prepares for the Class of 2018 graduation, students are encouraged to participate in career activities.

This March and April, Delaware Tech held job fairs at each campus. To date, 197 employers have participated or are scheduled to participate in the job fairs.

Following the job fairs, employers will be invited to participate in a job drive where they can post employment opportunities to the online job board at <https://go.dtcc.edu/mycareerpost>. Opportunities posted can be viewed on MyCareer (<https://go.dtcc.edu/mycareer>) for students and alumni.

### Workforce Development

Recognizing an opportunity to “grow the business” within Workforce Development, Dr. Brainard reorganized the division under Academic Affairs. This initiative continues to expand at a very rapid pace. President Brainard highlighted a long list of varying projects underway or emerging at this time.

### Development

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

#### Corporate/Foundation Grants:

- \$500,000 - Crystal Trust Foundation – to fund deferred maintenance/renovations of the Stanton Campus Student Success Center
- \$100,000 - Barclays Bank – to expand existing Patient Care Tech program, to include dialysis
- \$100,000 - Highmark – to provide high-tech equipment for Nursing and Diagnostic Medical Sonography programs. Another grant has been submitted.
- \$20,000 - M&T Charitable Foundation – to fund scholarships for veterans enrolled in short-term training programs.

#### Federal Grants:

An application to the U.S. Economic Development Administration (EDA) has been submitted to fund the construction of an “Automotive Center of Excellence” in Sussex County to address the critical workforce shortage in the automotive sector. The grant requires the College to match the federal funds received. In addition to the federal grant funds, Dr. Barends has secured financial support from the private sector in the form of contributions and pledges, for a combined total of \$700,000. The Governor has approved use of authorized, but unexpended state funding to partially support the construction and complete the required match of funds not raised.

#### Individual Donations:

Five endowed scholarships have been established just since the October Board meeting.

#### Fundraising Events:

##### **4<sup>th</sup> Annual Tour de Sussex**, September 23, 2017, Owens Campus

- 241 registrations
- Total income: \$15,053
- Net income: \$9,615

**Taste of Sposato Wine 5K**, October 1, 2017, Sussex County

- 187 finishers
- Sposato donated \$2,452.49 from the proceeds for ag scholarships

**Gourmet Gala**, October 21, 2017, Terry Campus

- Net proceeds \$258,876.56

**Chocolate 5k**, February 10, 2018, Terry Campus

- Net proceeds \$16,835.27
- 618 total registered participants

**An Evening of Mardi Gras**, March 3, 2018, George Campus

- Net raised \$68,173

Upcoming Fundraising Events

- **Starry, Starry Night**, April 21, 2018, Owens Campus
- **Run, White, and Blue 5k**, September 6, 2018, Owens Campus
- **Taste of Sposato 5K**, September 23, 2018, Sussex County
- **Alumni and Friends 5k**, September 30, 2018, George Campus
- **Gourmet Gala**, October 20, 2018, Terry Campus

Other Campus Events

Recent events which the College held included:

**Sussex County Today and Tomorrow Conference**, October 25, 2017, Owens Campus – the theme was innovation in the economy.

**Mindfulness Summit**, October 28, 2017, Stanton Campus – this was the first Summit and it featured nationally recognized speakers. Planning for a second is already underway in partnership with Christiana Care.

**Veterans Day Events** – below is a listing of the dignified and respectful events held at each campus and are always open to the community.

- Pre-Veterans Day Breakfast, November 6, 2017, Terry Campus
  - Keynote Speaker: Brigadier General Ernest Talbert
  - Dedication of the Chair of Honor
- Veterans Day breakfast, November 9, 2017, Owens Campus
  - Theme was "Women in the Military"
- Breakfast Before the Bridge, November 10, 2017, Stanton Campus
- Flag Pole Ceremony, November 10, 2017, Terry Campus
- Veterans Day Ceremony, November 10, 2017, George Campus

**Alumni Reception at Camden Yards**, November 8, 2017, Baltimore, MD – this was also a first, but others are already scheduled and will continue being offered.

**Diversity and Inclusion Conference**, November 17, 2017, Terry Campus – this was the first conference with regional attendance and included Dr. Iva Ferrell, Chief Diversity Officer at Widener, a HEED Award winner.

**Taste of Delaware**, December 6, 2017, Washington, DC – both Stanton and Terry Campus culinary students traveled to D.C. and served over 400 guests in the Kennedy Caucus Room.

**Congresswoman Blunt Rochester tour of advanced manufacturing program**, January 23, 2018, Terry Campus – students had a great opportunity to show Congresswoman Blunt Rochester the manufacturing skills learned in the pathway program.

**Veterans Breakfast**, January 31, 2018, Owens Campus – this event kicked off community outreach in 2018 on Senate Bill 50 and included attendance by many leaders across veteran organizations.

**Coffee with the General**, February 14, 2018, Stanton Campus – General Vavala has been finding different ways to connect with students who are veterans on campus.

**Social Media Conference**, February 15, 2018, Owens Campus – the College recognized Dennis Forney as a long-time supporter of the College and its mission.

**Black History Month Celebration**, February 20, 2018, George Campus – the College honored Cynthia Primo Martin.

**Service Academy Information Night with Senator Carper**, February 22, 2018, Terry Campus – this annual event is hosted by Senator Carper.

**Celebration of Giving and Alumni Success Luncheon**, March 14, 2018, Owens Campus – the first event when the recognition of donors and scholarship recipients was coupled with the celebration of alumni success stories.

**Governor Carney toured Child Development Center, Culinary and Paramedic program area**, March 19, 2018, Terry Campus – the tour featured stops to highlight programs connecting Delawareans to jobs.

**Ribbon Cutting for Delaware Tech's First Food Pantry**, March 19, 2018, Owens Campus – Board Chairman Green brought an article to President Brainard's attention regarding food insecurity on university campuses, which led to the initiative and through the funding by the Harry K. Foundation, the College opened its first food pantry. Campuses are seeking funding to open a pantry at all locations.

**Women's History Month Celebration**, March 20, 2018, Stanton Campus – attendees, including students, had an opportunity to hear encouraging words and motivation to pursue dreams from Lieutenant Governor Hall-Long.

**DEMEP Alumni event with Senator Coons and Gary Stockbridge**, March 29, 2018, Stanton Campus – Senator Coons visited the Stanton Campus and addressed DEMEP alumni.

**Delaware State Chamber/DEMEP Spring Legislative Brunch & Manufacturing Conference**, April 9, 2018, Terry Campus – the Delaware State Chamber of Commerce, DEMEP, and Delaware Tech connected via technology to honor Neal Nicastro, former plant manager at PPG Industries.

Collegewide Initiatives

**Military Friendly 2018** – the College was named Military Friendly for the third year in a row.

**United Way Campaign**, October 23 - November 3, 2017

- Collegewide participation - 70.2%
- Total raised - \$57,073.23

**Rock Your Socks**, March 21, 2018 – each campus participated in wearing mismatch socks to raise awareness on World Down Syndrome Day.

Appointments

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

- **LeFeisha Cannon**, Director of Business Services, Owens Campus
- **Natalie Hines**, Social Media Manager, Office of the President
- **Sharon Mossman**, Assistant Dean of Student Affairs, George Campus
- **Tom Rainer**, Director of Computing Support
- **June Roux**, Assistant Dean of Instruction, Stanton Campus
- **John Slank**, Chief of Public Safety, Terry Campus
- **Francis D. Vavala**, Veterans Advocacy Specialist
- **Jacquita Wright-Henderson**, Acting Planning and Institutional Effectiveness Director
- **Samantha Zulkowski**, Director of Research and Analytics

Important Dates

**Monday, May 14, 2018**

Terry Campus Graduation, 6:00 p.m.  
Terry Campus Grounds

**Tuesday, May 15, 2018**

Owens Campus Graduation, 6:30 p.m.  
Carter Partnership Center

**Wednesday, May 16, 2018**

Stanton/George Campus Graduation, 7:00 p.m.  
UD Bob Carpenter Center

**Thursday, May 17, 2018**

Employee Recognition, 9:30 a.m., Owens Campus

**Monday, June 18, 2018**

**Board Meeting**, Terry Campus, 4:00 p.m.  
Committee Meetings, 3:00 p.m.

A listing of external meetings and events from the president's schedule from October 2017 – April 2018 was provided.

### Bids over \$100,000

The bids approved by the President over \$100,000 since the October 2017 Board of Trustees meeting included:

#### Terry Campus:

Roof replacement on the Education and Technology Building:  
Quality Exteriors, Inc. \$800,700.00

#### Owens Campus:

Grounds Maintenance at Owens Campus and the Williams Conference Center:  
Priority Services, LLC. \$141,447.00

### Employee Giving

Dr. Brainard said the highlight of this President's Report was to report out on this year's Employee Giving Campaign. Employees all work together to raise funds for Delaware Tech students and this campaign has become a great source of pride for the entire college community as participation rates have always (at least in the past several years) exceeded 90% and raised close to \$100,000.

This year, the goal was to punch through that \$100,000 mark and for the first time go over that landmark number. Not only was that goal met, it was surpassed by almost \$10,000!

The Board applauded each and every employee for their generosity, commitment, and giving spirit to support students. The fact that 94% of the College's employees supported this fundraising effort and raised \$109,179 is a very clear message, and this should be shared with the community.

President Brainard gave a special thank you to the team who led the campaign - Judi Sciple, Margaux Azzanesi, Rena Tucker, Martha Hofstetter, Bryan Rogers, Tonya Schaeffer, Lisa Falconetti, Kristen Krasts, Mary Paris, and Johnie Burton.

## **ITEM 4. MISSION GOAL ASSESSMENT REPORT**

Ms. Sapna and Dr. Sciple presented an annual report on how Delaware Tech measures its effectiveness in meeting its mission. The report reviewed the 2015-2017 data for each of the seven mission goals, their criteria for success on each intended outcome, and improvement actions that were implemented as a result of the assessment.

## **ITEM 5. REQUEST FOR APPROVAL OF POLICY ON POLICIES**

The Middle States Commission on Higher Education recommended during its 2013 accreditation visit that Delaware Tech document an official process for approving, publicizing, and periodically reviewing all College policies. All new policies will conform to a standard format and will be maintained in a centralized database accessible through the College's website. Mandatory elements include the date of adoption and a schedule for review and updating, which may not be greater than five years. In addition, related documents such as procedures/guidelines, forms, and other policies will be identified and linked electronically.

Mr. Hare moved and Ms. Lopez seconded a motion to approve the Policy on Policies as proposed. Chairman Green asked if there were questions or concerns. Motion carried unanimously.



## **ITEM 6. REQUEST FOR APPROVAL OF REVISIONS TO EMPLOYEE TRANSFER POLICY**

The College has undergone a series of reorganizations directed at centralizing operational support functions collegewide and shifting management of academic and student support services to the campus locations. This new organizational structure has resulted in numerous employees who were previously assigned to a campus role that are now supporting a collegewide function under the supervision of an Office of the President (OOP) administrator.

The proposed revisions to the College's transfer policy will authorize the president to reassign an OOP employee to another location within the same or an adjacent county, thereby permitting a more efficient allocation of resources devoted to collegewide operational support functions.

Mr. Bush reported that the Board Personnel Committee moved and seconded the approval of the recommended revisions to the employee transfer policy. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

## **ITEM 7. REQUEST TO APPROVE CONTINUITY OF OPERATIONS POLICY**

Delaware Tech is a party to a regional compact that allows the College to offer online courses to residents of member states without having to seek approval from each state's regulatory agency. All states except California and Massachusetts are parties to the agreement.

One of the College's obligations under the agreement is the adoption of a continuity of operations plan in the event of a campus or institution-wide closure. The plan adopts the Middle States Commission on Higher Education policy on Merging or Closing a Postsecondary Institution or Program Site, which requires member institutions to submit a teach-out plan and to provide basic services to students during their final semester. The policy does not infringe on the College's institutional autonomy and does not create or impose any obligations on the College that do not currently exist.

Ms. Lopez moved and General Talbert seconded a motion to approve the Continuity of Operations Policy as proposed. Motion carried unanimously.

## **ITEM 8. REQUEST TO APPROVE REVISIONS TO THE SALARY PLAN D DESCRIPTION**

As explained during the President's Report, Workforce Development continues to grow at a rapid pace. In order to expand the options and offerings, there is a need to enhance the current role of assistant vice president for workforce development and community education, as well as to create new positions to take initiatives to the next level.

Mr. Bush reported that the Board Personnel Committee moved and seconded the approval of the recommended revisions to the Salary Plan D description. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

## **ITEM 9. REQUEST FOR APPROVAL OF RECIPIENT FOR THE PAUL K. WEATHERLY AWARD**

The Paul K. Weatherly Award Recognizing Excellence was created in 1995 to honor individuals who have made outstanding contributions to Delaware Technical Community College and who best exemplify the ideals of the community college spirit.

This meritorious award is the highest honor presented by the College and has been given to:

- 1995 - Jack F. Owens
- 1996 - William A. Carter
- 1997 - William A. Faucett
- 2000 - James B. Porter, Jr.
- 2001 - John M. Maiorano
- 2006 - Robert J. Laskowski
- 2008 - The Honorable Ruth Ann Minner
- 2010 - Howard R. Layton – posthumously
- 2011 - James R. Soles – posthumously
- 2014 - Orlando J. George, Jr.
- 2016 - The Honorable Harris B. McDowell, III
- 2017 - General Francis D. Vavala

Dr. Brainard recommended this prestigious award be awarded to Blanche Williams Baker for her strong support of Delaware Tech’s mission, its goals, and its students. Mrs. Baker exemplifies the ideals of the community college spirit and has been an exceptional ambassador of Delaware Tech and community college education.

Ms. Grimes moved to approve the President’s recommendation to present the Paul K. Weatherly Award Recognizing Excellence to Blanche Williams Baker. Ms. Lopez seconded the motion. Motion unanimously carried.

## **ITEM 10. CAPITAL NEEDS UPDATE**

Dr. Brainard provided an update on the status of Senate Bill 50 in this current legislative session. He continues to bring awareness to Sussex County citizens through delivery of community presentations.

## **ITEM 11. REVIEW OF GOVERNOR’S RECOMMENDED FY19 OPERATING BUDGET AND BOND BILLS**

The Governor’s Proposed Budget supported the College’s top three priorities: expansion of the BSN program, funding the health fund positions, and SEED. It is also proposed that state employees receive an additional \$1,000 in their annual salary, or 2% for those making more than \$50,000. The recommendations could change as a result of the legislative process through June 30, 2018. Governor Carney indicated that if additional funds become available in the months ahead, he plans to utilize those funds to address deferred maintenance on state facilities.

The Bond Bill Committee presentation will take place on May 16 at 10:30 a.m., at Legislative Hall in Dover.

## **ITEM 12. DISCUSSION OF DRAFT FY19 FINANCIAL PLAN**

Prior to the Board meeting, the Board Finance Committee met and reviewed the draft FY19 Financial Plan to develop a projected financial need to fund challenges and upcoming initiatives through a variety of options. The Finance Committee will continue to review the three-year outlook and present a plan to the full Board for consideration at the June 18 meeting, including a recommendation regarding tuition and fee options.

## **ITEM 13. REVIEW OF FISCAL REPORTS**

The Board received copies of the following reports on the financial condition of Delaware Technical Community College through February 28, 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 noted the financial spending is in line with fulfilling the College's mission.

## **ITEM 14. NEW BUSINESS**

There were no items to discuss as new business.

## **ITEM 15. MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL & LEGAL MATTERS – Closed to the Public**

There was not an executive session held during this meeting.

## **ADJOURNMENT**

Mr. Bush moved to adjourn the regular meeting at 5:35 p.m. Mr. Hagerty seconded. Motion unanimously carried.

Submitted by:



Mark T. Brainard  
President