

DELAWARE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES
Tuesday, April 11, 2017
Stanton Campus, Newark

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: Rachel Anderson, Assistant Director of Workforce Development and Community Education, Stanton 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; Dawn Bonavita, Administrative Intern, Stanton Campus; Mark T. Brainard, President; Jason Brown, Classroom Technology Manager, Stanton Campus; Reginald Chandler, Engineering Instructor, Terry Campus; Mary Chen, Assistant Director of Business Services, Stanton Campus; Edward Cunningham, Assistant Director of Administrative Services, Stanton Campus; Mary Doody, Assistant Dean of Instruction, Stanton Campus; Daniel Ehmann, Director of Business Services, Stanton Campus; John Fogelgren, Director of Administrative Services, Stanton/George Campus; Kathern R. Friel, Dean of Instruction, Stanton/George Campus; Christine Gillan, Director of Strategic Communication, President's Office; Kimberly G. Holston, Executive Assistant to the President; Kathy A. Janvier, Vice President and Campus Director, Stanton/George Campus; Cornelia Johnson, Acting 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; Kimberly L. Joyce, Associate Vice President for Academic Affairs, President's Office; Tom Lemon, Director of Development, Stanton/George Campus; Charlotte Lister, Director of Human Resources, Terry Campus; Gerard M. McNesby, Vice President for Finance, President's Office; 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; Sharon Mossman, Assistant Dean of Student Affairs, George Campus; Elizabeth Olsen, Senior Legal Counsel, President's Office; Alan Phillips, Workforce Research Analyst, President's Office; Jeffrey Rose, Assistant Dean of Student Affairs, Stanton Campus; June Roux, Administrative Intern, George Campus; Justina M. Sapna, Vice President for Academic Affairs, President's Office; Judith A. Sciple, Vice President for Institutional Effectiveness and Development, President's Office; Brian D. Shirey, General Counsel, President's Office; Dan Stevens, Computing Support Specialist III, Stanton Campus; Lisa Strusowski, Director of Workforce Development and Community Education, Terry Campus; Debra J. Troxler, Director of Communication and Planning, Stanton/George Campus; June S. Turansky, Vice President and Campus Director, Terry Campus; Timothy Winstead, Director of Public Safety, President's Office; Jacquita Wright-Henderson, Director of Communication and Planning, George Campus.

Chairman Green called the Board meeting to order at 4:01 p.m. The Chairman asked that anyone in attendance who wishes to address the Board under Item 12, Public Comment, please sign in on the Public Comment Sign-In Sheet.

ITEM 1. REQUEST FOR APPROVAL OF MINUTES

Mr. Bush moved to approve the October 24, 2016 Board meeting minutes as written. Mr. Griffiths seconded the motion. Motion unanimously carried.

ITEM 2. COMMITTEE REPORTS

Chairman Green asked that the chair from each committee report out on the activity since October 2016.

- Development Committee – Ms. Grimes said she could not be more pleased with how motivated and engaged the members are in their charge. She thanked Chairman Green for establishing the committee and the College for investing in the infrastructure.

Their first meeting was held on March 22. In addition to herself, Scott Green and Lolita Lopez, members in attendance were:

- Jim Cavanaugh, Board of Directors, Brown Advisory Trust Company of Delaware, LLC; also a member of Delaware Tech's Legacy Society
- Chip Rossi, Delaware Market President, Bank of America
- Penny Short, Chief Operating Officer and Chief Nursing Officer, Nanticoke Memorial Hospital; also an alumnus of Delaware Tech
- Gary Stockbridge, President, Delmarva Power
- Howell Wallace, CEO, Pratt Insurance; also a member of Delaware Tech's Legacy Society and Terry Campus Development Council
- Amy Walls, Assistant CRA Director, Discover

The Committee approved the Charter, which outlines the responsibilities of the Committee, as well as goals and objectives for FY18. A recommendation to increase both dollars and donors by 16% was approved for this year.

A finalist has been selected for a feasibility study for a comprehensive major gifts campaign. Once launched, all Board members and Development Committee members will be an important part of the process to help identify major prospects, determine the purpose and set the dollar amount for the campaign.

The next meeting will be held on Thursday, May 18, 3-5 PM via videoconference.

- Technology Committee – Mr. Hagerty presented an update on the Technology Committee, which has met twice since October 2016, once in December 2016 and again in March 2017.

The Committee requested a three-year IT roadmap to outline the division's operational and organizational structure, identify primary customers and vendors, provide an overview of the College's patching and update strategy, detail IIT's penetration testing strategy and outline specific needs and challenges that face the IIT. IIT has started this work with an estimated completion of late 2017.

The Committee is reviewing a series of data that will demonstrate current enrollment trends and projections on academic and non-credit programs, as well as cost per student as compared to other institutions.

The Committee provided feedback on the Tech@Tech draft report, which outlines an initiative to assess the College's current and future Information Technology (IT) programs, resources and infrastructure, and redesign these resources into a structure that will best respond to and anticipate the state's and College's IT workforce needs in the future.

The Committee discussed hosting a cybersecurity summit to support statewide collaboration to be held as early as fall 2017. Conference ideas are being discussed by college staff and will be discussed with the Committee at an upcoming meeting.

A continuing topic of discussion for this Committee is the College's Information Security technology and preparedness as malware, ransomware and other nefarious types of cyberattacks become more prevalent. The Committee also looks forward to providing input on the following topics:

- Computer technology courses and program redesign
- Computer technology advisory committee meetings
- America's Promise Job-Driven Grant program (\$3.5 M, 7 IT programs, 2 manufacturing programs)

The Committee is vetting proposed names for additional committee membership to include diversity and a millennial student/alumni voice, if possible.

Chairman Green thanked all of the members for serving on the Board's committees and identifying ways in which to support the College in its needs.

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.

Programs

In the area of Academic Affairs, Dr. Brainard reviewed a list of new and expanded programs since the update in October, including Geographic Information Systems, Food Safety Certificate and Associate of Science – General.

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 Environmental Technology, Water Quality, Paraeducator Studies and Paraeducator Certificate.

Transfer

Delaware Tech has established 248 program-to-program transfer agreements, also called articulation agreements, which connect Delaware Tech associate degree programs with baccalaureate programs to create smooth transfer opportunities. These Connected Degree programs offer clear and economical pathways to high quality educational attainment through partnerships with bachelor's-degree-granting colleges and universities (senior institutions).

- Two new out-of-state partners were added since the last report: Old Dominion University (A.A.S. Civil Engineering Technology to B.S. Civil Engineering Technology) and West Chester University (A.A.S. Business Administration Transfer to B.S. Accounting).
- The College also entered into its first agreement with Widener University's Delaware Law School for the A.A.S. in Paralegal to B.S. in Legal Studies.

Initiatives

- America's Promise - Delaware Tech is one of 23 regional partnerships in 28 states to be awarded *America's Promise Job-Driven Grant* funding from the U.S. Department of Labor Employment and Training Administration. This grant program was designed to create or expand regional partnerships between employers, economic development, workforce development, community colleges, training programs, K12 education systems and community-based organizations that make a commitment to provide a pipeline of middle and highly skilled workers to fill existing job openings, meet existing employer needs for expansion and fuel the future talent needs.
 - The College received \$3.5 million dollars to offer a total of eight tuition-free advanced manufacturing and networking, programming, and analytics IT programs to 600 unemployed and underemployed individuals, and incumbent workers. Partnering with, among others,

Delaware Department of Labor, Jobs for the Future, TechHire Delaware (representing 5 major employers), and Delaware Manufacturing Association (representing 24 major employers), the College is the lead on the four-year “Delaware Pathways to Technology Careers” grant.

- Pathways Delaware - The College continues to serve as a leader and partner in the Pathways Delaware program. Since 2014, a total of 14 Career and Technical Education Pathways have been developed to ensure that high school students graduate both career and college ready. Students in pathways graduate with a diploma, college credits, work experience and an industry-recognized credential that prepares them for an entry-level position in a promising field.
 - Early wins include the following:
 - The Delaware Pathways Steering Committee, which Dr. Brainard chaired, presented its final report and Strategic Plan to Governor Carney on March 28.
 - Delaware hosted the National Pathways to Prosperity Institute on March 28-29, and the annual Delaware Pathways Conference on March 29-30.
 - Delaware Tech has committed to be the Pathways work-based learning intermediary to broker relationships and job experiences between school systems and employers. The College completed the hiring process for this position last week.
 - In recent months, Delaware has garnered \$4.3M in grant awards to help expand pathways.

Development

Dr. Brainard highlighted recent fundraising events as follows:

- Chocolate 5k – February 11, Terry Campus - Net proceeds over \$18,000
- Mardi Gras – March 4 - Net proceeds over \$77,000
- Rock Your Socks – March 21 - Raised just under \$3,000 collegewide
- Annual Employee Giving Campaign - Raised \$97,368 with 95% participation collegewide. Despite the fact that there were 62 less employees than in 2016, employees gave over \$2,600 more - an increase of 2.8%.

Events

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

- 6th Annual Taste of Delaware – December 7, Washington, D.C.
- Social Media Conference – February 16, Owens Campus
- Donor Appreciation Luncheon – March 29, Terry Campus
 - Included recognition of longtime benefactors and College Legacy Society members Howell and Margo Wallace and George Chabbott and his late wife, Marilyn. In addition, Del-One Federal Credit Union was recognized for its recent contribution to fund scholarships for veterans, general campus needs and renovations to the conference center.
- STEM Expo – collegewide events March 23-24, 2017
- Women’s History Month – Honored Ms. Pat Saunders for her volunteerism in the State of Delaware.
- Black History Month – Honored Bishop Aretha Morton, first woman to be Delaware State Bishop for the Full Gospel Baptists Church Fellowship International.

Kudos

Several recent accomplishments were noted:

- The College has managed to reduce its carbon footprint by over 25%, since setting a goal in 2008 of a 20% reduction by 2020.
- Delaware Tech received 2017 Military Friendly School designation – Recognition which the College has been given for three years in a row.
- Cross Country – Won the Region XIX Championship, then went to the National Championship where they placed 36th.
- Volleyball – Won the Region XIX Championship, and then went to Districts in Rhode Island.
- Men's Basketball – Made it to the Region XIX playoffs.

Appointments

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

- Bonnie Ceban, Planning and Institutional Effectiveness Director
- Christine Gillan, Acting Director of Strategic Communication
- Christy Moriarty, Dean of Instruction, Owens Campus
- Rosanna Brown-Simmons, principal investigator and project director for the four-year America's Promise grant
- Kristen Bacon, Acting Director of Communication and Planning, Owens Campus
- Leslie Mergner, Assistant Dean of Instruction, Owens Campus

Bids over \$100,000

The following were bids over \$100,000 that were approved by the President since the October 2016 Board of Trustees meeting:

Collegewide:

Maintenance contract renewal for communications system collegewide: NEC/ARG \$108,000.00

Stanton/George Campus:

2017 Stanton/George Campus Transportation: First Student, Inc. \$173,038.80

IMPORTANT DATES

Saturday, April 29, 2017	Owens Starry, Starry Night, 5:30 PM
Monday, May 15, 2017	<u>Terry Campus</u> Graduation, 6:00 PM Terry Campus Grounds
Tuesday, May 16, 2017	<u>Owens Campus</u> Graduation, 6:30 PM Carter Partnership Center
Wednesday, May 17, 2017	<u>Stanton/George Campus</u> Graduation, 7:00 PM UD Bob Carpenter Center
Thursday, May 18, 2017	Employee Recognition, 9:45 AM, Chase Center and George Campus
Monday, June 19, 2017	Board Meeting , Terry Campus, 4:00 PM Committee Meetings, 3:00 PM

A listing of external meetings and events from the president's schedule from October 2016 – April 2017 was provided.

ITEM 4. STRATEGIC DIRECTIONS DEVELOPMENT PROCESS UPDATE

Dr. Sciple gave an overview of the strategic directions development process as she explained the important role these play in the planning process by providing direction needed to accomplish the College's mission and realize its vision. They are derived from an in-depth review of current and future trends and help Delaware Tech navigate the path of change while continuing to fulfill its mission of connecting Delawareans with jobs.

The Board launched the process at its October 2016 Retreat by identifying current events and related trends which could impact higher education. Similar exercises were conducted last fall in sessions with college administrators and business and community leaders including about 20 external stakeholders who participated.

A Task Force appointed by Dr. Brainard, consisting of about 50 employees across all campuses and divisions, conducted an external scan of the environment, researching areas to justify or nullify trends and uncover new ones. Twenty trends and six recurring themes resulted from that research. A SWOT analysis was conducted and that information was utilized to develop Strategic Directions and Overarching Trends, which were distributed to the entire college community to get feedback that will be considered to finalize the Strategic Directions.

The Strategic Directions go to President's Council in May for approval and to the Board in June. The College is very proud of the inclusive process and the individuals involved. A few members of the Task Force were in attendance and were recognized.

ITEM 5. 2016 COLLEGEWIDE GRADUATE EMPLOYMENT SURVEY REPORT

Ms. Sapna summarized the recent findings from the 2016 Collegewide Graduate Employment Report.

- 84% of associate degree graduates reported employment in their field or were found to be enrolled at an institution of higher education.
- 85% of associate degree and diploma graduates reported having jobs in Delaware at over 600 different employers in the state.

Mr. Maiorano gave credit to the faculty and staff members at Delaware Tech for such outstanding job placement rates.

This was the first year the survey was administered electronically and there was an excellent response rate of 92%. Ms. Grimes congratulated the College on its response rate as well as for communicating electronically, since this will assist with staying connected with the graduates for future engagement.

ITEM 6. REQUEST FOR APPROVAL OF REVISIONS TO THE SEXUAL MISCONDUCT POLICY AND PROCEDURES

Mr. Bush reported that the matter comes moved and seconded by the Board Personnel Committee to approve the recommended revisions to the sexual misconduct policy and procedures. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

President Brainard thanked Ms. Olsen, Mr. Shirey and Dr. Beaty for working in such a short timeframe to ensure this policy was prepared in time for approval today.

ITEM 7. CAPITAL NEEDS UPDATE

Due to the change in administration at the Governor's office and the need for a special election, there has not been as much activity early on in this legislative session. Delaware Tech's Community College Infrastructure Fund legislation, formerly Senate Bill 137, has been assigned as Senate Bill 50. Dr. Brainard, Ms. Gillan, Mr. McNesby and Mr. Shirey are engaging legislators; however, any further outreach is awaiting official introduction of the bill to the Senate. The president advised the Board that he will keep them informed of the progress and path forward to seek passage of the bill.

ITEM 8. REVIEW OF GOVERNOR'S RECOMMENDED FY18 OPERATING BUDGET AND BOND BILLS

The Governor's FY18 Recommended Budget has not been approved; however, at this time, no general fund positions have been recommended for reduction. More will be known once the DEFAC numbers are announced. Mr. McNesby will be sure to provide updates as information becomes available.

The College's Joint Finance Committee has been rescheduled for Thursday, May 11. Details will be forthcoming as they are finalized.

ITEM 9. DISCUSSION OF DRAFT FY18 FINANCIAL PLAN

Mr. Maiorano stated the Board Finance Committee has thoroughly reviewed various scenarios of increasing the tuition and fees and its impact on the students, as well as identifying projected needs which could be met as a result of the increase. The Finance Committee will meet again to further discuss the options in preparation for the approval by the Board in June.

ITEM 10. REVIEW OF FISCAL REPORTS

The Board received copies of the following reports on the financial condition of Delaware Technical Community College through February 28, 2017: General Fund State Appropriation, Tuition (credit & non-credit), Contract Training, Special Funds and Federal Funds.

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 11. NEW BUSINESS

This item was deferred for discussion at the end of the meeting agenda.

ITEM 12. 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. There were no guests wishing to do so.

ITEM 13. MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL & LEGAL MATTERS – Closed to the Public

Ms. Lopez moved and Ms. Grimes seconded a motion to adjourn the regular meeting and convene an executive session at 5:23 p.m. to discuss personnel and legal matters. Motion unanimously carried.

MOTION TO RECONVENE REGULAR BOARD MEETING

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

NEW BUSINESS

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

Chairman Green recommended this prestigious award be awarded to General Francis D. Vavala for his extraordinary partnership with the College and the Delaware National Guard. He said that honoring General Vavala for his exceptional commitment to Delaware Tech would be extremely fitting and clearly deserving.

Mr. Maiorano moved to approve the Chairman's recommendation to present the Paul K. Weatherly Award Recognizing Excellence to General Francis D. Vavala. Ms. Grimes seconded the motion. Motion unanimously carried.

ADJOURNMENT

Mr. Griffiths moved to adjourn the regular meeting at 6:41 p.m. Mr. Maiorano seconded. Motion unanimously carried.

Submitted by:



Mark T. Brainard
President