

DELAWARE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monday, June 15, 2020
Terry Campus, Del-One Conference Center

MINUTES

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

ABSENT: None.

Chairman Shevock called the Board meeting to order at 4:02 p.m.

Following introductions, Dr. Brainard acknowledged Dr. Kathy Janvier, vice president and campus director at the Stanton Campus, for her outstanding 30 years of service and extraordinary leadership of the College's successful Nursing program known for its passage rate exceeding 90 percent. Dr. Janvier is retiring effective June 30, 2020. Mr. Dan Ehmann, assistant vice president for business services, has been appointed acting vice president and Stanton campus director, effective July 1, 2020.

ITEM 1. REQUEST FOR APPROVAL OF MINUTES

Ms. Lopez moved to approve the Oct. 10, 2019 Board meeting minutes as written. Mr. Talbert seconded the motion which unanimously carried.

ITEM 2. COMMITTEE REPORTS

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

- Development and Public Affairs Committee – Ms. Grimes reported that the Committee met on June 10. She summarized progress in several key areas:
 - Fundraising:
 - The College raised \$3.37 million in 2019
 - The College set a 2020 fundraising goal of \$3,543,043, reflecting a five percent increase over the prior year
 - A draft proposal to include emerging priorities and revised campaign messaging will be ready for review at the Committee's next meeting
 - Alignment of the Development Division
 - Three vacancies remain
 - Next Board Development and Public Affairs Committee meeting
 - Scheduled for Sept. 23 from 3-5 p.m.

- Facilities Committee – Mr. Hare summarized the discussion items from the Committee’s most recent meeting held on March 10:
 - Actions and plans to keep all facilities clean and disinfected to protect against COVID-19
 - Update on the College’s Bond Bill request, which centered around workforce development and continuing projects that enhance Delaware’s economy through hiring of Delaware contractors
 - Review of the 5-year plan developed as a result of Senate Substitute 2 for Senate Bill 50 being signed into law
 - Discussion of the Higher Education Economic Development funds
 - Overview of major project priorities in various stages of design and construction
 - Next Board Facilities Committee meeting
 - No date set, but it is slated to occur in late summer
- Finance Committee – The agenda items were reviewed in advance and will be discussed later in the meeting.
- Personnel Committee – The agenda items were reviewed in advance and will be discussed later in the meeting.
- Technology Committee – Mr. Hagerty provided an overview from the Committee’s last meeting held on April 15:
 - Update on the College’s response after it extended spring break by one week to preserve the academic year and pivot to online courses, which involved 807 full-time and adjunct faculty and 21,624 students collegewide.
 - Committee members were impressed by this undertaking and the successful implementation. They heard what has worked and what challenges are ahead and provided input toward possible solutions based on experiences in their workplaces.
 - Next Board Technology Committee meeting
 - Scheduled for Jan. 15 at 3 p.m. via videoconference.

ITEM 3. PRESIDENT’S REPORT

Dr. Brainard noted before his report that the Board is apprised of events and happenings at the College as they occur; therefore, his report is simply a digital compilation of that information. To reduce the length of the in-person meeting, Dr. Brainard provided additional updates electronically to the Board on enrollment, athletics, and 2019 scholarships.

Associate Degree Programs

New Programs

- The Medical Assistant Studies diploma program was approved to be offered at the George Campus and is embedded within the existing medical assistant associate degree program.

Discontinued Programs

- Logistics, Supply Chain, and Operations Management program was discontinued at the George Campus only.
- Commercial Transportation Studies diploma and certificate programs were discontinued collegewide.

Bachelor Degree Programs

RN to BSN Update

- Launched in January 2017, the College's RN-to-BSN degree program provides working RNs an affordable and flexible way to earn the BSN their employers are seeking.
- To date, 548 students have enrolled in the program.
- Currently, there are 243 students enrolled.
- For the 2019-2020 academic year, the total number of BSN graduates was 50.
- Overall, the total number of BSN graduates has been 93.

Articulation Agreements

Delaware Tech has established 283 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.

Twelve new articulation agreements have been signed and 21 existing agreements were updated/renewed since the October 2019 Board meeting.

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

Achieving the Dream

Ms. Sapna presented an update on the College's Achieving the Dream progress.

Stay connected to national ATD news through Twitter @AchieveTheDream. Delaware Tech's Achieving the Dream events and news are posted on www.dtcc.edu/atd.

COVID-19 Transition

- Implemented a Virtual Support Center operated through Zoom video chat so students can get access to staff, information, and resources.
- Implemented a robust professional development program in collaboration with the Center for Creative Instruction and Technology (CCIT) that includes training and re-training all full-time and adjunct instructors on how to set up a course and use the learning management system, D2L. In addition, with costs being offset by a grant provided by JPMorgan Chase, faculty are able to participate in an intense professional development opportunity where they will learn how to design a high-quality online course.

- Continued to offer dual enrollment to the state's high school students. The administrative intern for Academic Affairs has communicated regularly with each district leader to ensure dual enrollment students and the high school instructors received adequate support.
- Planned to offer six virtual kids campus this summer through Workforce Development and Community Education.
 - Students will have daily interactive sessions with instructors and camp staff, as well as activities to complete at home.
- Announced development of a laptop lending program that will be available to Delaware Tech students who are in need of technology in order to complete their coursework.
 - This program will be fully operational for the fall 2020 semester. Costs are being offset by a grant provided by JPMorgan Chase.
- Piloted two virtual job fairs for health care workers to help hospitals and other health care agencies fulfill the urgent need for positions in fields such as nursing, respiratory care, medical assistant, and patient care tech.
- Began an extensive review of policies and processes to ensure they are designed to be as simple and student-centered as possible.

Development

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

Corporate/Foundation Grants (received since Oct. 1, 2019)

- JPMorgan Chase
 - \$500,000, November 2019, to enhance engagement of IT employers by connecting them to well-prepared students enrolled in IT credit and short-term training programs for career exposure, internship, and employment opportunities.
 - \$300,000, May 2020, to enhance technology access, online course delivery, and employment opportunities for Delaware Tech students
- Barclays
 - \$170,000, June 2020, to fund tuition and educational expenses for three cohorts (15 students each) of patient care technician hemodialysis students to complete training and earn certified nursing assistant, phlebotomy and dialysis technician certificates.
- PNC Foundation
 - \$100,000, November 2019, to fund tuition and educational expenses for incumbent workers in New Castle County childcare facilities to receive childcare training and certification.
- Welfare Foundation
 - \$200,000, December 2019, to assist with the expansion and renovation of the Culinary Arts kitchen at the Stanton Campus.

Individual Donations (received since Oct. 1, 2019)

- Established three endowed scholarships
- Established five current-use scholarships
- Received a \$200,000 planned gift from a first-time, individual donor to benefit the Owens Campus

- Received a \$100,000 gift from a first-time, individual donor to establish an endowed scholarship for Stanton and Wilmington Campus students enrolled in short-term training programs.

Fundraising Events

Gourmet Gala, Oct. 19, 2019, Terry Campus

- Raised \$97,063 for educational opportunities and activities, scholarships, and additional financial assistance to students.

30 Prizes in 30 Days – November 2019 (Owens, Stanton, and George Campuses)

- Raised \$14,805 (Owens); \$12,875 (Stanton/George) to support study-abroad scholarships
- Participants: 616 (Owens); 540 (Stanton/George)

Chocolate 5K, Feb. 8, 2020, Terry Campus

Raised \$9,000 to support study-abroad scholarships.

- Nearly 700 participants

Mardi Gras, March 7, 2020, Stanton/George Campus

- Raised \$80,610 for student scholarships.

Starry, Starry Night (Cancelled)

- Raised \$165,401 for workforce training certificate program scholarships and instructional equipment

Stewardship Events

Veteran's Memorial Wall, Nov. 7, 2020, Owens Campus

- Legislators, Sussex County veterans' organizations, donors, and community members attended a ribbon-cutting event for the new Veteran's Memorial Wall at the Owens Campus, funded through a \$40,000 contribution from the Millsboro VFW.

Employee Giving

In late May, Dr. Brainard asked employees in a position to participate in this year's Employee Giving Campaign to consider designating their gift to the College's Emergency Fund for Students (Fund 141). As a result of our employee generosity, we raised \$73,319, of which \$41,478 was designated to Fund 141, nearly doubling the amount previously available for students who encounter unforeseen financial situations and enable them to continue their studies. Our culture of giving back not only demonstrates how much we care about Delaware Tech, but also motivates our students to persevere and achieve their educational goals.

Appointments

The College has made the following appointments since the October 2019 meeting:

- Rachel Anderson, director of workforce development and community education, George Campus
- Margaux Azzanesi, director of major and planned gifts, Office of the President
- Janis Beach, director of human resources, Owens Campus
- Tamesha Broughton, director of human resources, George Campus
- Cheryl Corn, senior director of major and planned gifts, Office of the President
- Denise DeVary, director of institutional effectiveness and development, Office of the President
- Jason Dougherty, assistant dean of instruction, George Campus

- Kerri Harmon, dean of student affairs, Terry Campus
- Bryan Horsey, director of work-based learning, Office of the President
- Jonathan Keith, collegewide registrar, Office of the President
- Rick Kralevich, collegewide academic director of Information Technology and Networking, Office of the President
- Katie Lakofsky, director of workforce development and community education, Stanton Campus
- Tom Lemon, director of alumni and annual giving, Office of the President
- Carol Rhodes, acting vice president for finance, Office of the President
- Marybeth Roach, director of human resources, Terry Campus
- Steve Selk, director of business services, George Campus

Bids over \$100,000

Bids over \$100,000 approved by the President since the October 2019 Board of Trustees meeting included:

George Campus:

Paving Improvements

Gessler Construction Co. Inc. \$132,300

Electrical Work for Transformer Replacement

Peter D. Furness Electric Co., Inc. \$115,504

East Building and Child Development Center Roof Replacement

Detwiler Roofing \$846,000

East Building Architectural and Engineering Services through project closeout (included for air handlers, roof replacement, and Student Success Center)

Tetra Tech \$732,850

Stanton Campus:

A-Wing Restroom Renovation

Bancroft Construction Company \$225,831

A, B, and D-Wing Architectural and Engineering Services (amendment)

BSA+A, Inc. \$127,757.46

Simulation Equipment (Neonatal, Pediatric, Adult)

Gaumard Scientific Co., Inc. \$152,434

Terry Campus:

Paving Improvements

Gessler Construction Co. Inc. \$232,200

Chiller in Building 100

JT Richardson \$336,000

Architectural and Engineering Services for Student Success Center
BSA+A \$1,037,760

Owens Campus:

Folding Walls
EDiS \$337,974

Grounds Maintenance, yearly contract at Owens Campus and Williams Conference Center
Priority Services, LLC \$154,347

Non-Substantive Policy Changes

There was one non-substantive change, a comprehensive written information security program, approved by the president since the Board meeting in October 2019.

A listing of external meetings and events from the president's schedule from October 2019 – June 2020 was provided.

ITEM 4. ELECTION OF OFFICERS

Every April, the chairman of the Board nominates officers to serve until the next year's spring meeting. With the cancellation of this April's meeting, this item was moved to the Board's June agenda. Chairman Shevock nominated the following members as officers:

Vice Chairman – Patti A. Grimes
Secretary – Robert E. Hagerty
Treasurer – Michael J. Hare*

*The chair of the Finance Committee serves as the treasure of the Board of Trustees pursuant to Delaware Tech's bylaws. Chairman Shevock thanked Ms. Lopez for serving as chair of the Finance Committee over the past year and a half. She will remain a member of the Committee.

Ms. Lopez made, and Mr. Talbert seconded, a motion to approve the Chairman's nominations. Chairman Shevock asked if there were questions or concerns. There were none, and the motion carried unanimously.

ITEM 5. REQUEST FOR APPROVAL TO EXPLORE FEASIBILITY OF OFFERING A NEW ACADEMIC PROGRAM

In fall 2019, Dr. Brainard and Ms. Sapna presented at the state school chiefs' annual retreat, where the school superintendents expressed concern for an imminent teacher shortage. Afterwards, Dr. Brainard received a formal request from Dr. Kevin Fitzgerald, the lead for the state's district superintendents, asking Delaware Tech to assist with the unmet demand for a diverse, high-quality pool of certified teachers for Delaware's K-12 system.

School districts in Delaware have reached a critical point for finding teachers to fill existing and future vacancies. While several educator preparation programs exist in Delaware, school leaders expressed concern about hard-to-fill positions and a lack of diverse candidates.

Delaware Tech currently offers the Associate of Arts in Teaching degree option, and many graduates from this program are hired to work in support positions in the school districts while completing the final two years of their degree at a senior institution to become a certified teacher. Local districts continue to hire our students as they recognize the quality of the candidates Delaware Tech produces.

The College must continue to provide opportunity and access for every Delaware Tech graduate to become an educator either in a support role or as a certified teacher. Therefore, Delaware Tech will continue to offer the associate degree while investigating the critical need as stated by the leadership of Delaware's K-12 system.

Given the College's mission, its quality associate degree programs, and the state's reliance on Delaware Tech graduates to ensure a stable and diverse workforce, due diligence requires us to investigate the need and opportunity to offer a baccalaureate degree in education to address the stated teacher shortage.

Mr. Hagerty made and Ms. Lopez seconded a motion to approve the College's request to explore the feasibility of this offering to enhance and strengthen employment opportunities for Delaware Tech graduates and fulfill its mission to provide a high-quality workforce for our state.

Dr. Brainard explained that the College will report out its findings as it did with the BSN program, following the completion of the necessary research to the Board at the next meeting and further discuss the next steps.

ITEM 6. REQUEST FOR APPROVAL OF VICE PRESIDENT AND TERRY CAMPUS DIRECTOR

Based upon the recommendation of the Screening Committee and Dr. Brainard's interview of the final candidate for vice president and campus director of the Terry Campus, he presented Ms. Cornelia Johnson to the Board for consideration. His presentation follows:

“The screening process for the position of vice president and campus director, Terry Campus, has concluded. During this unprecedented time, please note that every phase of the screening process, including the Campus Open Forum presentation, adhered to the social/physical guidance provided by the Delaware Division of Public Health and the Centers for Disease Control and Prevention, using Zoom technology. Based upon the recommendation of the Screening Committee and my own interview of the final candidate, I am requesting your approval to name Cornelia Johnson as the College's vice president and campus director, Terry Campus.

The recruitment and screening process consisted of a nationwide search that included advertisements in Diversity in Higher Education, Inside Higher Ed, Indeed.com, as well as other electronic publications. As a result, the College received applications from a diverse pool of 28 applicants, 27 of whom were external applicants.

Twenty applicants met the College's desired minimum qualifications of a doctoral degree in a relevant field and six years of progressive management experience, preferably in higher education or government; or master's degree in a relevant field and eight years of progressive management experience, preferably in higher education or government.

The Screening Committee was comprised of representatives from Academic Affairs, Strategic Communication and Marketing, Legal Affairs, Human Resources and campus administration. Additionally, representatives from the Terry Campus Staff and Faculty Senates were on the committee. Twenty qualified applications were thoroughly vetted, resulting in the selection of four applicants (three external, one internal) for an interview. One applicant later withdrew from the process. Subsequently, one applicant was invited back to participate in the campus open forums.

Open forums were held to give all interested faculty, staff, and students an opportunity to hear the finalist's vision for the Terry Campus, and to engage in a question-and-answer session on a wide variety of topics of the Committee's choosing.

Attendees were given the opportunity to provide feedback, which was given great weight by the committee in making its final recommendation to me. Based upon the application materials, interview responses, references, the applicant's prior work experience, and feedback from the campus open forums, the Committee unanimously recommended Ms. Johnson as the sole finalist."

General Talbert reported that the Board Personnel Committee moved and seconded a motion to approve Ms. Johnson's appointment as the vice president and campus director at the Terry Campus. Chairman Shevock asked if there were questions or concerns. There were none, and the motion carried unanimously.

Dr. Brainard said he wholeheartedly recommended Ms. Johnson based on her work already at the Terry Campus and her student success commitment which drives everything she does. She is calm, thoughtful, and deliberate.

Dr. Johnson thanked her family, the Board of Trustees, Dr. Brainard, President's Council, and the entire Terry Campus team for their support. She said it has been an honor and pleasure to have served in this role in an acting capacity and to continue this great opportunity.

ITEM 7. MISSION GOAL ASSESSMENT REPORT

Dr. Sciple and Ms. Sapna led the Board in a discussion about the process, data, benchmarks, and improvement actions identified. Due to the shortened meeting length, the discussion focused on the benchmarks not met by the College. The comprehensive summary report of mission goal assessment from 2017 through 2019 was provided in advance of the meeting.

ITEM 8. REQUEST FOR APPROVAL OF FISCAL 2021 CAPITAL PLAN

The Board received a listing of 16 critical capital needs projects that are in various stages of completion thanks to funding from prior fiscal years and projected for fiscal year 2021. That combined funding will support over \$46.5 million in deferred maintenance projects. Additionally, five projects totaling \$16.9 million were made possible through the support of the Higher Education Economic Development Fund.

This item comes moved and seconded from the Finance Committee. Chairman Shevock asked if there were questions or concerns. There were none, and the motion to approve the Fiscal 2021 capital plan carried unanimously with the caveat that it is subject to the College's Bond Bill appropriation.

ITEM 9. REVIEW OF FISCAL REPORTS

The Board received copies of the following reports on the financial condition of Delaware Technical Community College through May 31, 2020: general fund state appropriation, tuition (credit and non-credit), contract training, special funds, and federal funds.

Ms. Lopez said the Finance Committee discussed the results of operation and recommended approval of the fiscal reports as submitted. Mr. Talbert moved and Mr. Hagerty seconded a motion to accept as submitted.

The Board formally endorsed freezing tuition/fees to let the community know the College wholeheartedly embraces no increases this year. Mr. Hare motioned and Mr. Hagerty seconded. The motion passed unanimously.

ITEM 10. REQUEST FOR APPROVAL OF 2020-2021 BOARD MEETING SCHEDULE

Chairman Shevock requested that members notify Ms. Holston by June 30 if they have any conflicts with the proposed meeting dates.

ITEM 11. NEW BUSINESS

There was no new business to discuss.

ITEM 12. MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL & LEGAL MATTERS – CLOSED TO THE PUBLIC

Mr. Hare moved and Mr. Hagerty seconded a motion to adjourn the regular meeting and convene an executive session at 5:14 p.m. to discuss personnel and legal matters. Motion unanimously carried.

MOTION TO RECONVENE REGULAR BOARD MEETING

Ms. Lopez made and Mr. Hagerty seconded a motion to adjourn the executive session and reconvene the open session at 5:54 p.m. Motion unanimously carried.

ADJOURNMENT

Ms. Lopez moved to adjourn the regular meeting at 5:55 p.m. Ms. Glenn seconded. Motion unanimously carried.

Submitted by:



Mark T. Brainard

President