

DELAWARE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monday, June 20, 2016
Terry Campus, Dover

MINUTES

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

ABSENT: None.

OTHERS PRESENT: Melissa Anderson, Assistant to the Vice President for Institutional Effectiveness and College Relations, Office of the President; Jo Ann Baker, Nursing Instructional Director, Terry Campus; Valencia L. Beaty, Assistant Vice President for Civil Rights and Acting Director of Human Resources, Stanton/George Campus; Mark T. Brainard, President; John M. Buckley, Dean of Instruction, Terry Campus; Joanne K. Damminger, Assistant Vice President for Student Affairs, President's Office; Lisa Falconetti, Program Manager, Terry Campus; 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, Acting Assistant Campus Director, Stanton/George Campus; Robert Jones, Computing Support Specialist II, President's Office; Richard C. Kravevich, Associate Vice President for Information and Instructional Technology, President's Office; Charlotte T. 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; Bill Morrow, Assistant Dean of Instruction, Terry Campus; Allan Nelson, Assistant Director of Administrative Services, Terry Campus; Ray B. Parsons, Director of Administrative Services, Terry Campus; Jennifer M. Pires, Dean of Student Affairs, Terry Campus; Justina M. Sapna, Vice President for Academic Affairs, President's Office; Dana Sawyer, Acting Director of Communication and Planning, Terry Campus; Judith A. Sciple, Vice President for Institutional Effectiveness and College Relations, President's Office; Brian D. Shirey, Chief Legal Counsel and Vice President for Human Resources, President's Office; Ileana M. Smith, Vice President and Campus Director, Owens Campus; Noelle Sugalski, Director of Business Services, Terry Campus; June S. Turansky, Vice President and Campus Director, Terry Campus; Tammy K. Watkins, Assistant Vice President for Marketing and Public Relations, President's Office; Timothy Winstead, Director of Public Safety, President's Office. Other guests: Dave Duncan; Senator Harris B. McDowell, III and Mrs. Sunee McDowell.

Chairman Green called the Board meeting to order at 4:03 p.m.

ITEM 1. REQUEST FOR APPROVAL OF MINUTES

Mr. Griffiths moved to approve the April 12, 2016 Board meeting minutes as written. Mr. Bush seconded the motion. Motion unanimously carried.

ITEM 2. PRESIDENT'S REPORT

Dr. Brainard presented a compartmentalized president's report to reflect on what has been happening in the College across various divisions since the last board meeting in April.

In the area of Academic Affairs, Dr. Brainard reviewed a list of new and expanded programs since the update in April.

The College has increased to 216 articulation (or transfer) agreements, up from the 209 reported in April.

Three local high schools (Milford, Smyrna and Christiana) are introducing a new, accelerated career pathway training program in Energy Technology through a partnership with Delaware Tech.

Dr. Brainard summarized the status of the RN to BSN program and outlined the next steps. He will keep the Board apprised of any future developments as they occur. He introduced Dr. Jo Ann Baker as the RN to BSN instructional director who will lead the program collegewide. Dr. Baker joined the College in 2004 as an instructor in the nursing department at the Terry Campus. She became instructional director/department chair in 2006. Under Dr. Baker's leadership, the Terry Campus has boasted an NCLEX pass rate above the state benchmark for the past eight years and the state's top pass rate for the past five years. President Brainard thanked Ms. Kelly Davis for such a tremendous job in navigating the uncharted waters to get the program to where it is to date.

Another recent appointment was Cornelia Johnson to acting dean of student affairs at the Stanton and George Campuses. Ms. Johnson joined the College in 2002 as registrar. She most recently served as director of communication and planning and assistant dean of student affairs.

In the area of Development, Dr. Sciple provided an update on the 50th Anniversary fundraising plan. Donations resulting from Inaugural Week sponsorships and contributions from individuals totaled \$48,110. Follow-up solicitations went out to a targeted group of individuals who were invited to Inaugural Week events, with the hope to reach the campaign goal of \$75,000. In addition, an alumni campaign launched in May, and later this month the retiree campaign will begin. Since being established in March, the 50th Anniversary Fund has received dedicated contributions and pledges totaling \$92,702.

Delaware Tech received the 2016 Delaware Warrior Friendly Business Award. This award was established by the Joint Military Affairs Committee (Delaware State Chamber of Commerce and New Castle County Chamber of Commerce) and the Central Delaware Chamber of Commerce's Military Affairs Committee to recognize one large employer (50+ employees) and one small employer (less than 50 employees) in Delaware. Delaware Tech received the award in the large employer category as a Delaware business that supports service members, veterans and their family members through workplace initiatives. The College received the award for its efforts in supporting, promoting and hiring military service members, veterans and their families including:

- Employing over 70 veterans as instructors, training specialists, constables, public safety officers and IT specialists.
- Attending and sponsoring job fairs and military functions to promote employment, including the Delaware Joining Forces network.
- Preparing over 1,400 students who are military service members, veterans and family members for the workforce with 75% employed in their field of study after graduation.
- Providing academic support through priority of service (allowing early registration to ensure course availability), Veterans Inspiring Progress (VIP) (a student veteran organization) and dedicated academic counselors.
- Promoting the hiring of service members and veterans at Delaware Tech and other organizations.

Dr. Brainard acknowledged David Strawbridge, Director of Military and Veterans Services, as well as the academic counselors, faculty, staff and administrators who support our veteran and military students.

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

- Starry, Starry Night – Owens Campus fundraising gala raised a net proceeds of \$398,500
- Over the Edge - Delaware Tech Higher "Edger"cators – Domonique Carter, Dr. Reginald Chandler, Virginia Sticinski and team captain, Delaware Tech President Mark Brainard, participated in Special Olympics Delaware's "Over the Edge" event on May 12. The team rappelled 17 stories down the 300 Delaware Avenue Building in Wilmington as one of the 50 service projects. They were the top fundraising team, raising over \$7,600 to benefit Special Olympics Delaware.
- Graduations – President Brainard thanked the campus directors and their teams for arranging such meaningful commencement ceremonies with added recognition of those graduating with honors and all veterans. Several members of the General Assembly commented how much they enjoyed the ceremonies and the speakers which included at the Terry Campus, Terry Pepper; at the Owens Campus, Penny Short; and, at the Stanton and George Campuses, Lolita Lopez.
- Employee Recognition – Dr. Brainard recognized Dr. Sciple and Melissa Anderson for coordinating the morning program for this year's Employee Recognition as well as Dr. Turansky and her team for the terrific afternoon filled with food, fun and activities. Dr. Brainard acknowledged two members of President's Council who received years of service awards; Dr. Ileana Smith for 35 years and Dr. Kathy Janvier for 25 years.
- Paramedic Program – Terry Campus hosted a celebration of the 25th anniversary of the statewide paramedic program and presented a tribute from Governor Markell honoring Senator Ennis who was the driving force behind the creation of a statewide paramedic service in Delaware.
- 50th Anniversary – Looking back at last week's inaugural events, Dr. Brainard shared the glowing remarks he received from a vast variety of external guests regarding the work of the 50th Anniversary Committee and the high quality events they presented to the community. Some attendees, which have been to so many of these events, said that Delaware Tech's inaugural event was by far the best they had attended. They used descriptive words such as "right on point" and "well-organized", to reflect on the installation ceremony in particular. President Brainard asked that members of President's Council please share this feedback with the core group of volunteers who served on the 50th Anniversary Committee, as well as the hundreds of volunteers who joined the week-long efforts in making it all happen above and beyond their normal daily work, shining the best light possible on the College.
 - Old-Fashioned Picnic – Owens Campus held a community event with an estimated 1,500 attendees, including many employees who brought their families out to enjoy the festivities and food served from a wide assortment of local vendors.
 - Legislative Brunch – Terry Campus hosted legislators and community leaders for a brunch which included recognition of former members of Delaware Tech's Board of Trustees and showcased the history of the College. Dr. Brainard served as a moderator for a panel of descendants of several of the College's founders – Governor Charles L. Terry, Jr., Dr. William A. Carter and Dr. Paul K. Weatherly. Dr. Brainard credited Chairman Green for having the idea and creating such a venue to celebrate the College's history. He thanked Mr. Bush for such an excellent job serving as the host for the brunch.

- Installation Ceremony – the formal installation of Dr. Mark T. Brainard as Delaware Tech’s fifth president was held at the Chase Center on the Riverfront, and included a procession of alumni, students, delegates from other colleges and universities, staff, counselors, librarians, faculty, administrators, past presidents, trustees and distinguished speakers representing Delaware Tech and the state’s high schools, colleges and universities, business and industry and the General Assembly. Governor Jack Markell served as the guest speaker with others providing greetings, including Kerri Faucett from the faculty, Natalie Washington from the staff, David Strawbridge from the students, Ajahnique Dandy from the alumni, Dr. Mervin Daugherty from Delaware high schools, Dr. Harry Williams from Delaware colleges and universities, Dr. Janice Nevin from Delaware business and industry, and Senator Patricia Blevins and Representative Peter Schwartzkopf from the Delaware General Assembly. Cab Calloway School of Arts performed. There were over 1,000 attendees. JPMorgan Chase and Delaware Tech’s Board of Trustees were major sponsors for the ceremony, each having made generous contributions to the College’s 50th Anniversary Fund in honor of Dr. Brainard, the full amount of which will benefit the greatest needs of students at all Delaware Tech campuses.
- Closing Reception – the week’s festivities concluded with a reception at the Stanton Campus, the campus from which Dr. Brainard graduated, and showcased the gorgeously designed, newly renovated student courtyard. Reception sponsors included: DEMEP, Urban Grid, Christiana Care Health System, Whiting-Turner, Advantech Incorporated, Bancroft Construction, Santora CPA Group, Tevebaugh Associates and Wilmington Trust. President Brainard thanked Mr. Griffiths for serving as host of that evening’s event.

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

Owens Campus:

Campus Grounds and Williams House Maintenance, Priority Services, LLC; \$125,628

ITEM 3. ELECTION OF OFFICERS

Chairman Green nominated the following slate of officers in accordance with Article VI, Section 2 of the DTCC Bylaws::

- John M. Maiorano, Vice Chair
- Patti A. Grimes, Vice Chair
- William G. Bush IV, Esquire, Secretary

Mr. Maiorano moved to adopt the slate of officers nominated by the chair. Mr. Griffiths seconded. Motion carried unanimously.

The chair also announced the following committee appointments in accordance with Article VII of the DTCC Bylaws:

- Executive Committee:
 - Mr. Green, Chair
 - Ms. Grimes
 - Mr. Bush

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

The College is looking to increase community advocacy and involvement in the College through the appointment of public members to select board committees, which is now authorized by recent revisions to the Delaware Tech Bylaws. Public, non-trustee members will be appointed by the chair of the board with consultation from the committee chair. A Facilities Committee will be discussed further during the fall Board meeting.

ITEM 4. DISCUSSION OF 2016 BOARD RETREAT TOPIC

A survey will be sent to the Board members requesting their preferences on the format, location and date of the retreat as well as a ranking of importance of the topics to be covered this year. Further information will be forthcoming as details are confirmed.

ITEM 5. REQUEST TO APPROVE VICE PRESIDENT FOR HUMAN RESOURCES

Mr. Bush reported that the matter comes moved and seconded by the Board Personnel Committee to approve Dr. Valencia “Lynn” Beaty as the vice president for human resources. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

Dr. Beaty currently serves as the director of human resources at the Stanton and George Campuses, a position she has held since November 2013. She also serves as the collegewide assistant vice president for Civil Rights/Title IX Coordinator.

Dr. Beaty has worked as a public servant for over 20 years. Fifteen years of her public service was with the State of Delaware, where she worked in the Department of Finance and Department of Health and Social Services. Prior to her appointment at Delaware Tech, Dr. Beaty was the chief human resources officer for New Castle County. Dr. Beaty also worked in the private sector for 15 years in various accounting, procurement/control and managerial positions, all with increasing levels of responsibility.

Dr. Brainard described Dr. Beaty as an administrator who works tirelessly to improve the College’s operations and work environment. She is committed to student success and believes that the purpose of the employer is to provide high quality, customer-friendly service to all persons, whether they are internal or external customers. He believes she will not only continue the College’s tradition of excellence, but will enhance it.

ITEM 6. CAPITAL NEEDS UPDATE

President Brainard updated the Board on the status of the outreach and messaging on Senate Bill 137 as this legislative session wraps up in less than two weeks. Further information is expected and will determine if there has been any movement of non-supporters of the bill to proceed in this session or not.

ITEM 7. REQUEST FOR APPROVAL OF TUITION POLICY

Board Members received the following overview of each of the major request categories which would be funded with a tuition increase:

- Financial Aid to Needy Students (\$100,000)
- Implement Salary Policy (\$210,200)
- Increase Adjunct Faculty Rate (116,900)
- Enhance Support for Veteran Services (\$110,000)
- Fund Increased Hospitalization Costs (\$164,000)
- Increase Funding for Minor Capital Improvements (\$450,000)
- Increase General Operating Support (\$502,800)

Additionally, Board Members received the FY17 Financial Plan which includes:

- Collegewide Challenges
- Collegewide Initiatives
- Summary of Activity for FY17
 - Cost of Attendance
 - Meeting Future Challenges
- Historical Review of Tuition and Fee Activity for FY96-FY16
- Tuition and Fee Comparisons with regional community colleges. Of 40 institutions, Delaware Tech ranks fifth from the bottom in the cost of attendance.
- Annual Tuition and Fee Comparison with Wesley College, Goldey-Beacom College, University of Delaware, Wilmington University, and Delaware State University
- Delaware Tech Financial Management Philosophy:
 - College employees have a fiduciary responsibility to safeguard the assets of the institution and use the College's mission of providing access, hope, excellence and opportunity to all Delawareans as the guide for allocating financial resources.
 - The financial resources of the College are an investment in higher education by the taxpayers of the State of Delaware and will be managed pursuant to the laws, rules and regulations as promulgated by State and Federal authorities.
 - Sound financial management is the responsibility of all Delaware Tech employees.
 - The College will always look first to ways of containing costs and improving its business practices before increasing the cost of attendance to its students.
 - Financial resources will be used to support work/life initiatives and professional development for the College's most valued asset – Delaware Tech employees.
 - The cyclical nature of the economy will present the College with opportunities to continue to exercise discipline, vision and creativity in balancing growing demands for quality educational and training services with limited financial resources to support them.

In-state students: \$ 139.75 per credit
 \$ 2,096.25 per semester, 15+ credits (Full Time)

Out-of-state students: \$ 349.50 per credit
 \$ 5,242.50 per semester, 15+ credits (Full Time)

The increased costs to an in-state Delaware Tech full-time student will be \$48 per semester. A recommendation was presented to modify the tuition credit cap to 15 credits per semester.

Mr. Maiorano said a motion came moved and seconded from the Board Finance Committee to approve a 2.9% tuition increase effective for the 2016-2017 academic year and to increase the tuition cap as proposed. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

ITEM 8. REVIEW OF FISCAL REPORTS

The Board received copies of the following reports on the financial condition of Delaware Technical Community College for FY16 through May 31, 2016:

- General Fund State Appropriation
- Tuition (credit & non-credit)
- Contract Training
- Special Funds
- Federal Funds

In terms of activity during this period:

- Spending in the General Fund is 92% of the annual budget, 92% through the fiscal year. Spending is on track.
- The Tuition Fund reflects a decrease in the amount of carryover to \$24.4 million and continues to be less than the \$26.9 million budgeted.
- Tuition Revenues are up 2.8%. Spending obligations are up 3.7%.

As in the past, Mr. McNesby will continue to work with the directors of business services who are monitoring revenue and expenditure activity.

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. Chairman Green asked if there were questions or concerns. There were none.

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 during difficult financial times.

ITEM 9. REQUEST FOR APPROVAL OF 2016-2017 BOARD MEETING SCHEDULE

The draft 2016-2017 Board meeting dates were approved with the exception of the fall retreat and meeting date. There will be proposed dates included in the survey of the Board members.

Below are the approved 2016-2017 Board meeting dates:

Fall Retreat/Meeting Date TBD
Sussex County
Retreat/Board Meeting (Location/Time TBD)

Friday, December 2, 2016
Sussex County, Williams Conference Center
Board Holiday Reception
5:30 PM

Tuesday, December 6, 2016 (if necessary)

Kent County
Board Meeting
4:00 p.m.

Tuesday, April 11, 2017

New Castle County
Educational Foundation Meeting at 3:00 p.m.
Board Meeting at 4:00 p.m.

Monday, June 19, 2017

Kent County
Board Meeting
4:00 p.m.

Note: Board Committee Meetings are scheduled to take place before the regular meeting.

ITEM 10. NEW BUSINESS

Dr. Brainard recommended, by virtue of a memo dated June 16, 2016 to the Board of Trustees that the Paul K. Weatherly Award be presented by the College to Senator Harris B. McDowell, III for his strong support of the College's mission, goals and students. President Brainard stated that he could not think of anyone more deserving of this award than Senator McDowell, who is always ten years ahead of others and faces an issue head on, persisting with tenacity until a solution is found and implemented. Dr. Brainard said the list could go on and on, but the creation of the Department of Children, Youth and Their Families as a state agency and the sustainable energy utility credit which the College has utilized are just a few of the successes where Senator McDowell pushed for change and got results.

Senator McDowell exemplifies the ideals of the community college spirit and has been an exceptional ambassador of Delaware Tech and community college education. Senator McDowell understands the critical role that community colleges play in workforce development. He has led, and continues to lead, efforts to find a solution to the College's capital funding needs, including sponsoring Senate Bill 137. He is a long-time proponent of educational access as the "founding father" of the Student Excellence Equals Degree (SEED) scholarship program that he worked tirelessly for 10 years to implement before it was successfully launched in 2005.

Chairman Green asked if there were questions or concerns with Dr. Brainard's recommendation. With there being none, the motion carried unanimously to name Senator Harris B. McDowell, III as the tenth recipient of the Paul K. Weatherly Award. The 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 - Dr. James R. Soles – posthumously
- 2014 - Dr. Orlando J. George, Jr.

Senator McDowell addressed the Board of Trustees, President’s Council members and guests at the meeting and said, “Numbers have been on my mind. 13,000 – It is times like this I remember why I do it. 13,000 students came to Delaware Tech because of SEED. Adversity is meant to be overcome. I worked 10 years on SEED before it became law. (At Delaware Tech) students are like family. My daughter came here to study nursing. The experience lit up her life. She got the job she wanted. The people make the difference at Delaware Tech. What a great tribute, your grads will remember you no matter where they go. Your grads will make a difference in Delaware and the nation.” He thanked his wife for all of her support throughout his career. She was present for his acceptance of the award.

ITEM 11. 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 5:04 p.m. to discuss personnel and legal matters. Motion unanimously carried.

MOTION TO RECONVENE REGULAR BOARD MEETING

Mr. Maiorano moved and Mr. Griffiths seconded a motion to reconvene the open session at 6:48 p.m. Motion unanimously carried.

ADJOURNMENT

Mr. Bush moved to adjourn the regular meeting at 6:48 p.m. Mr. Griffiths seconded. Motion unanimously carried.

Submitted by:

Mark T. Brainard

Mark T. Brainard
President