

**DELAWARE TECHNICAL COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**DEVELOPMENT COMMITTEE**  
Thursday, March 18, 2021  
Zoom Video Conference

**MINUTES**

**PRESENT:** Patti A. Grimes, Chair; Michael J. Hare, Member; Lolita A. Lopez, Member; Salvatore “Chip” Rossi, Member; Howell F. Wallace, Member

**ABSENT:** Diane Glenn, Member; Robert Hagerty, Member; Nancy Shevock, Member; Penny L. Short, Member; Ernest G. Talbert, Member; Amy Walls, Member

**OTHERS PRESENT:** Melissa Anderson, data manager for development, President’s Office; Margaux Azzanesi, director of major and planned gifts, President’s Office; Alison Buckley, administrative specialist for development, Owens Campus; Bobbi J. Barends, vice president and campus director, Owens Campus; Mark T. Brainard, president; Cheryl Corn, senior director of major and planned gifts, President’s Office; Dan Ehmann, vice president and campus director, Stanton Campus; Christine Gillan, vice president for strategic communication and marketing, President’s Office; Michael Jackson, vice president for finance, President’s Office; Bob Jones, information technology specialist IV, President’s Office; Carolyn Moloney, director of development services, President’s Office; Melissa Rakes, associate vice president for academic affairs, President’s Office; Carol Rhodes, assistant vice president for finance, President’s Office; Tina Sanchez, administrative assistant to the vice president for institutional effectiveness and development, President’s Office; Justina Sapna, vice president for academic affairs, President’s Office; Judith A. Sciple, vice president for institutional effectiveness and development, President’s Office; Tara Stone, donor relations coordinator, President’s Office; Emily Thomas, director of grants, President’s Office

Mrs. Patti Grimes called the Board meeting to order at 3:01 p.m.

**ITEM 1. WELCOME AND INTRODUCTIONS**

Mrs. Grimes welcomed the committee to the March 18, 2021 Board Development Committee meeting held via Zoom.

**ITEM 2. REVIEW OF SEPTEMBER 23, 2020 MINUTES**

Mr. Howell Wallace moved, and Mrs. Lolita Lopez seconded a motion to approve the September 23, 2020 Board Development Committee minutes. Mrs. Grimes asked if there were questions or concerns. With there being none, the minutes were approved as written.

**ITEM 3. UPDATE ON DELAWARE TECH/COVID-19**

Dr. Mark Brainard began the update by introducing the newest member of President’s Council, Michael Jackson, vice president for finance. Dr. Brainard then provided an update of the College’s virtual learning plans for the summer and fall semesters. Highlights included:

- The College continues efforts to return students to on-campus learning by offering faculty and staff vaccination events. Dr. Brainard encouraged the College community to maintain vigilance in the coming months, continue safety measures, and practice appropriate social distancing.
- Registration for summer session will begin April 1, with a distance-learning/virtual format.
- Fall semester format will be determined by mid-April.
- Graduation ceremonies will be held on June 5, 2021 as a series of virtual events across all four campuses.

Mrs. Grimes asked Dr. Brainard to comment on Delaware Tech's enrollment:

- Dr. Brainard confirmed a drop in enrollment of 8.9-9% for the spring semester. Compared to enrollments around the country, Delaware Tech is at the national average.
- Delaware Tech's Academic Affairs team organized an outreach effort to students not registered for the spring semester to determine the reasons for fewer enrollments. Many students admitted difficulty navigating personal and health issues as well as challenges with remote/distance-learning vs. on-campus learning.

#### **ITEM 4. REVIEW OF 2020 FUNDRAISING SCORECARD/DEVELOPMENT UPDATE**

Dr. Sciple presented an overview of 2020 fundraising, which totaled nearly \$2.3 million. Overall, fundraising was down by about \$1 million from the previous year.

- Proceeds from fundraising events were down by nearly \$94,000.
- The Employee Giving Campaign was down by \$30,000, 485 donors.
- In 2019, the College secured \$850,000 in multi-year gifts, the full amount of which was pledged in 2019.
- An additional \$450,000 was received from foundations that require the College to wait three years before re-applying.

The end of year appeal for 2020 is up by about \$35,000. This campaign was especially successful in securing alumni donors, going from 89 in 2019 up to 154, donors, 80 of whom were giving to the College for the first time.

Dr Sciple also discussed new connections that have been made with corporations and foundations. This outreach will continue and expand during 2021. Mrs. Grimes addressed the Committee for connections to potential new donors or grant opportunities.

There have been two new hires for the Institutional Effectiveness and Development team: Mrs. Tina Sanchez, administrative assistant, and Ms. Tara Stone, donor relations coordinator.

#### **ITEM 5. REQUEST TO APPROVE 2020 SCORECARD TARGETS**

Dr. Sciple discussed 2021 fundraising strategies and asked the Committee to approve a target goal of \$3.3 million for 2021. Mr. Howell Wallace moved, and Mr. Chip Rossi seconded a motion to approve the 2021 fundraising goal as presented.

Mrs. Grimes requested an update from Public Affairs. Dr. Christine Gillan referred the committee to the update provided on the Google site and encouraged members to view the new video commercials.

#### **ITEM 6. FUTURE MEETING SCHEDULE**

- **June 9, 2021, 3-5 pm;** Via Videoconference in boardrooms at the Office of the President (Dover), Owens Campus (Georgetown), Stanton Campus (Newark), and George Campus (Wilmington)
- **September 22, 2021, 3-5 pm;** Via Videoconference in boardrooms at the Office of the President (Dover), Owens Campus (Georgetown), Stanton Campus (Newark), and George Campus (Wilmington)
- **November 17, 2021, 11 am – 1 pm;** Potential Joint Luncheon with Board of Trustees, Educational Foundation Board and Campus Development Councils, Del-One Conference Center, Terry Campus

#### **ITEM 7. MOTION FOR EXECUTIVE SESSION TO DISCUSS THE IDENTITY OF INDIVIDUAL CONTRIBUTORS TO THE COLLEGE– CLOSED TO THE PUBLIC**

Mr. Rossi moved and Mr. Wallace seconded a motion to adjourn the regular meeting and convene an executive session at 3:55 p.m. to discuss the identity of individual contributors to the College. Motion unanimously carried.

ADJOURNMENT

Mrs. Grimes moved, and Mr. Wallace seconded a motion to adjourn the regular meeting at 4:15 p.m. Motion unanimously carried.

Submitted by:

*Tina Sanchez*

Assistant to the Vice President for Institutional Effectiveness and Development