

DELAWARE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES – FACILITIES COMMITTEE

March 10, 2020

Via Video Conference and Zoom from:
Office of the President – Maiorano Boardroom
Owens, George & Stanton Campus – VPCD Boardrooms

Attendees: Bobbi Barends, Amber Bradley, Mark Brainard, Mary Chen, Cheryl Corn, Brad Cowen, Mark DeVore, Jeanne DiAmico, Ted Dwyer, Daniel Ehmann, Joseph Gibbons, Patti Grimes, Michael Hare, Bruce Henderson, Scott Iseman, Cornelia Johnson, Lora Johnson, Dan Levin, Allan Nelson, Gerard McNesby, Kelly McVeigh, Ray Parsons, Melissa Rakes, Carol Rhodes, Justina Sapna, Judith Sciple, Steve Selk and William Smallwood.

Mr. Hare called the meeting to order at 3:03 p.m.

1) REQUEST FOR APPROVAL OF MINUTES

Mr. Hare asked for a motion to approve the minutes from the September 18, 2019 Board Facilities Committee meeting as submitted. A motion was made and seconded; the motion carried unanimously.

2) BOND BILL COMMITTEE UPDATE

Dr. Brainard began the meeting by reviewing the 5-year capital plan information addressing critical capital needs that was shared with the legislators at the Bond Bill Committee presentation in February. He shared that with the passage of Senate Bill 50 the College has been able to proactively plan. There are over \$90.5 million in projects planned during the next four years. Thus far, there are over \$10.5 million worth of projects under construction and almost \$50 million in design phase. The combination of the capital funding received in prior years and \$10 million during the current fiscal year, provide support for over \$30 million in projects that are part of our current year capital plan. Dr. Brainard noted that the main message to the Bond Bill Committee was twofold: (1) repairing the College infrastructure while continuing to provide training which leads to jobs for Delawareans and (2) infusing Delaware's economy by hiring Delaware contractors.

3) MAJOR CAPITAL PROJECTS UPDATE

Mr. DeVore noted that the bulk of projects are major renovations across all campuses. Project updates included:

- Owens: Arts and Science Building
 - Phase 1 completed in 2019

- Phase 2 construction beginning Summer 2020
- George: East Building
 - Portion under construction in preparation for the roof replacement
 - Roof project awarded and construction slated for May
 - Two of the four air handlers installed
 - Additional Bid Pacs being readied per State guidelines for public solicitation
 - Bid Pac C – enclosing plaza
 - Bid Pac D – electrical and interior renovations
- Stanton: B Wing Renovations and Student Success Center
 - Finalizing floor plan and schematic design
 - Per feedback from Achieving the Dream (ATD) team the Admissions office was moved from D Wing to B Wing
- Terry: Terry Building Renovations and Student Success Center
 - Early design phase has begun
 - Chiller replacement began earlier than anticipated due to a system failure during Summer 2019

Higher Education Economic Development Fund

Mr. DeVore noted that the Middletown Center began offering diesel mechanic and heavy equipment operator training in September 2019. Phase two improvements funded with FY20 Higher Ed funds will focus on the front half of the building now that the back half is completed. He shared that the framing for the Automotive Center for Excellence is complete and the walls would be going up soon. Dr. Brainard reminded the committee that the Auto Center is being funded by a combination of sources including the Higher Ed fund, private donors, Sussex County government as well as a U.S. Economic Development Administration (EDA) grant.

FY20 Higher Ed funds were awarded for two additional economic development projects. First the Stanton Culinary space was awarded \$2.9 million and Mr. DeVore noted that the architectural services bid would soon be posted. Mr. Hare asked where the remaining funds would come from since the total project was estimated at \$7.5 million. Dr. Brainard explained that the College would reapply for additional Higher Ed funding in FY21 to extend the budget. The \$7.5 million estimate was determined based on several old schematics that gave the team an educated sense of the designated new layout. Mr. Hare asked if the renovation would add any new square footage and Dr. Brainard explained that there would be a small expansion into what is currently a loading dock area. The second new project will be at the Terry Campus converting the 8,000 square foot Building 200 into the Health Care Center of Excellence. The Center would provide Allied Health courses as well as non-degree classes through Workforce Development and Community Education. Mr. Hare asked if this was a fully funded project and Dr. Brainard confirmed that it was with a budget of \$1.09 million.

Educational Foundation Projects

Mr. DeVore provided an update on two projects being funded through the Educational Foundation. The projects include the updating of the Arts & Science Courtyard at Owens

Campus and the expansion of the conference space at the Williams House which is also located in Sussex County.

Collegewide Capital Projects

Mr. DeVore reviewed the collegewide paving projects as well as the collegewide surveillance project. Mr. DeVore reviewed the video security projects that focus on the campus parking lots and that the College's Information and Instructional Technology (IIT) team was instrumental in generating the project specifications. Ms. Kelly McVeigh, Vice President for IIT, stated that the new system consolidates the video security into one system/software. It eliminates \$225,000 in current annual vendor costs; the new system requires an annual maintenance fee of \$20,000 and a one-time start-up fee of \$60,000. Ms. McVeigh also shared that the new system has expanded data storage capabilities which will be phased in over time. Mr. Gibbons asked how many cameras the system utilizes, and Mr. DeVore stated that the selection committee is currently working on determining that number with the vendors.

5) CAPITAL NEEDS STUDY UPDATE

Mr. Hare reminded the committee of the Capital Needs Study conducted by the vendor Sightlines that specializes in capital strategic planning for higher education institutions. Mr. DeVore stated that Sightlines conducted all their site visits and staff interviews and developed a draft plan which is now with Dr. Brainard for final review. Upon completion of the plan, the College should have a list of identified needs by campus with a ten-year planning period.

6) OTHER BUSINESS

Personnel & Professional Development

Mr. Devore shared that there are currently 29 vacancies in the Facilities Division with 12 in the sanitation area. A proposed reorganization of the division has been presented to Dr. Brainard for his consideration. Mr. DeVore noted that each campus now has a dedicated painter and continues to recruit candidates in the technical areas such as HVAC and electrical. Dr. Brainard shared that the division is also looking at creative ways to cross-train current staff and/or take advantage of training opportunities offered by the College. For example, he shared that Bill Smallwood, Director of Facilities for George Campus, has his staff painter enrolled in a basic trades course through the Innovation and Technology Center. Dr. Brainard praised Mr. Smallwood for leveraging the College's training offerings to develop an existing staff member and looks forward to finding more opportunities to do this for additional staff.

Covid-19 Preparedness

Mr. Hare asked what the College is doing in response to the rising concerns regarding the Covid-19 virus. Dr. Brainard shared that the College while currently on Spring Break was preparing as follows:

- All international/study abroad trips are cancelled.

- The College is requiring anyone who traveled over Spring Break to a level two or three country to self-disclose and quarantine for 14 days.
- All regional programs and trips are under review to determine the safety and feasibility.
- The senior leadership is determining how the semester could be converted to an on-line platform to save the remaining seven weeks of the semester if face-to-face classes cannot resume.
- The campus facilities teams are ramping up efforts with continuous cleaning and installation of hand sanitizing stations.
- Senior leadership is participating in all higher ed designated conference calls with the Department of Health and has created a repository on the College's website for all pertinent information for the College community at-large.

Mr. Hare reminded the committee that the Board voted in October 2019 to develop a Restricted Infrastructure Fund (RIF) which is in development. Ms. Grimes complimented the committee on its vision and planning and noted that she would support further partnerships with community organizations. Dr. Brainard thanked the committee for their time and expertise.

There being no further business to discuss, Mr. Hare called for a motion to adjourn. The meeting adjourned at 4:11 p.m.

Respectfully submitted,

Amy Tucci

Assistant to the Vice President for Finance