

**Delaware Technical Community College
Facilities & Campus Infrastructure Committee
Office of the President, Owens, Stanton, and George Campus**

Via Videoconference

Tuesday, May 22, 2018

PRESENT: Mark T. Brainard; Gerard M. McNesby, Bobbi Barends; Brad Cowen from Richard Y Johnson & Sons; Eddie Cunningham, Ted Dwyer, Dan Ehmann; John Fogelgren; Christine Gillan; Joe Gibbons from DRBA; Scott Green; Mike Hare; Scott Iseman; Kathy Janvier; Lora Johnson; Dan Leviin from SoDel Concepts; Allan Nelson; Ray Parsons; Brian Shirey; Amber Bradley; Peg Schulties; Amy Tucci

CALL TO ORDER:

Mr. Hare called the Facilities & Campus Infrastructure Committee meeting to order at 3:00 p.m.

MINUTES:

Minutes for the September 8, 2017 meeting were approved as written.

ITEM 1. COLLEGEWIDE FACILITIES DIRECTOR UPDATE

Twenty-eight individuals applied for the posting of Collegewide Facilities Director. Nine interviews were scheduled; however, two individuals withdrew their applications. Seven interviews will be held on June 13, 2018 and June 15, 2018 with a recommendation for hire to be presented to Dr. Brainard by June 30, 2018.

The committee will be considering the candidates' experience in operation systems, the state procurement process as well as experience in managing projects.

Mr. Hare inquired whether members of the committee could provide some assistance in the interview process, suggesting that their expertise might be helpful in interviewing candidates. Dr. Brainard asked Brian Shirey to investigate the legality of committee members serving on interview committees in keeping with state agency guidelines.

ITEM 2. SENATE BILL 50

Dr. Brainard discussed the status of SB 50. The bill is currently two votes short. There is support for SB 50 in New Castle County, but less support in Kent or Sussex counties. Dr. Brainard and Dr. Barends have been attending Rotary, Chamber of Commerce and the Sussex County Economic Development hearings to speak about the need for SB 50.

The internal deadline for SB 50 is mid-June, if votes are not secured, outreach will be suspended and the College will revisit this next spring.

ITEM 3. GOVERNOR'S BUDGET

There has been positive discussion within the Joint Finance Committee (JFC) and Bond Bill Committee meetings regarding deferred maintenance issues. Governor Carney's recommendation is for \$6.5 million dollars. If additional monies are provided, Mr. McNesby will direct more funds to deferred maintenance at each campus location.

ITEM 4. CAPITAL PROJECTS

- Automotive Center of Excellence – The initial EDA (Economic Development Administration) grant submission was denied in the Fall of 2017; however, the grant has been resubmitted with additional information provided as needed. The College anticipates this grant will be approved and awarded in June. Dr. Barends informed the committee that \$300,000 has been contributed from the private sector, and \$120,000 from Sussex County for this project.
- In January 2018, the Town of Middletown proposed the use of the Delaware National Guard Amory for the Diesel Program at no cost. The finalization of the lease will be on the June Town Council agenda. The architect's estimate to get up and running is \$100,000 - \$150,000, using FY 19 Bond Bill money. Dr. Brainard's goal is to offer programs in January 2019.
- Del-Dot project in front of Owens Campus – The entrances to the Owens Campus are being realigned due to the commercial development across the street from the Campus. The campus will lose an entrance but will gain an additional 28 parking spots. Construction should be completed by the end of summer 2018.

ITEM 5. CURRENT ISSUES

- The Capital Needs Report is three years old. Projects and facility conditions should be reviewed and updated.
- The Capital Needs list is a fluid list based on priority with safety being the key issue. The College is changing the way that state-allocated monies are distributed. Money will now be allocated based on campus needs.
- The Owens Campus ventilation project expense has grown to \$5 million dollars due to air circulation problems noted on a Gipe Associates report.
- The Terry Campus ETB Roof Project is underway with a late summer 2018 estimated completion timetable.
- The Board gave a "hats off" to the staff of the Administrative Services teams on each campus for keeping the buildings running and safe.

ITEM 6. THE ROLE OF THE FACILITIES & CAMPUS INFRASTRUCTURE COMMITTEE

The committee discussed the need to further define the role of the Board Facilities committee. The thoughts were twofold: better define the responsibilities for reporting up to the Board of Trustees as well as better define its role in service to the campuses as a collective resource. Several suggestions included using the external members of the committee to review projects and consult with vendors, vetting of the Capital Needs priorities list as well as external review of emergency projects as they occur and finally assisting with the development of campus reporting standards to add transparency and uniformity to processes which will aid in discussions with legislators, etc. Dr. Brainard reiterated that the College has always assessed projects based on safety needs, disruption to operations and aging. In addition, the College invested in a consultant to vet the Capital Needs list in July 2017. He agreed that with the addition of the Director of Facilities and the creation of the Board Facilities committee the time has come to weave all these efforts together for optimal processes. Mr. Hare suggested that further process discussion be tabled for once the new Facilities Director is on staff. He also suggested the committee meet quarterly at a minimum, and its next meeting be scheduled for September.

Dr. Brainard thanked everyone for attending. With no further business to discuss, the meeting adjourned at 4:00 p.m.

Respectfully submitted,

Peg Schulties

Administrative Coordinator for Facilities Management

Amy Tucci

Assistant to the Vice President for Finance