

**DELAWARE TECHNICAL COMMUNITY COLLEGE  
BOARD OF TRUSTEES – FACILITIES COMMITTEE**

**Wednesday, July 10, 2019**

**Via Video Conference from:**

**Office of the President – Maiorano Boardroom  
Owens, George & Stanton Campus – VPCD Boardrooms**

Attendees: Bobbi Barends, Mark Brainard, Mary Chen, Mark DeVore, Jeanne DiAmico, Ted Dwyer, Daniel Ehmann, John Fogelgren, Joseph Gibbons, Scott Green, Michael Hare, Scott Iseman, Cornelia Johnson, Dan Levin, Gerard McNesby, Kelly McVeigh, Allan Nelson, Ray Parsons, Bill Smallwood, Noelle Sugalski and Amy Tucci.

Mr. Hare called the meeting to order at 3:14 p.m.

**1) REQUEST FOR APPROVAL OF MINUTES**

Mr. Hare asked for a motion to approve the minutes from the February 28, 2019 Board Facilities Committee meeting as submitted. Mr. Green made a motion and Mr. Levin seconded the motion. The motion carried unanimously.

**2) REVIEW OF FY20 CAPITAL PLAN**

Mr. McNesby reviewed the FY20 Capital Plan as it related to the overall deferred maintenance project list and projected available funding. In light of the recent passing of SS 2 to SB 50 legislation, the College is developing capital plans through fiscal 2024 that assume the receipt of at least \$10 million annually to address deferred maintenance. Mr. McNesby shared that the Board of Trustees was presented with a listing of deferred maintenance projects totaling \$10,444.7 for FY20. The projects were:

- Partial completion of the Student Success Center in the East Building at George Campus;
- Renovations of the B Wing and completion of the Student Success Center at Stanton Campus;
- Design of the major renovations and Student Success Center in the Terry Building at Terry Campus;
- Partial replacement of the campus chiller system at Owens Campus; and
- Paving, sidewalk and minor capital improvements throughout the College.

The committee discussed the key projects, their timelines and how projects are prioritized. Mr. Hare shared that the committee is moving toward a more formal process for prioritizing projects and the FY20 Capital Plan is the first step. Moving forward the committee will note completed projects/funded projects and then re-prioritize remaining and new projects. Mr. Gibbons reminded the committee that once a project is out for bid there is a legal obligation to complete the project so it is important to factor that in when reviewing the priority listing. Mr. Green

agreed on the importance of formalizing the prioritization process so the deferred maintenance needs are validated and the College can demonstrate proper management of additional funds allocated to address the issue. Another area that Mr. Hare would like to discuss at greater length with the committee is whether the College should develop a safety fund for emergency repairs needing immediate action.

### **3) LEGISLATIVE UPDATE**

Dr. Brainard shared that on April 11, 2019 the Delaware House of Representatives passed Senate Substitute 2 to Senate Bill 50 with a vote of 40-0-1. The bill sets a minimum annual bond bill appropriation dedicated to address maintenance issues on all four campuses. It is the intent of the General Assembly to allocate a minimum of \$10 million annually to the Community College Infrastructure Fund over the next five years, at which time the College will report on its progress. Governor John Carney signed the bill on May 16, 2019 at the College's Employee Recognition event.

The FY20 Bond Bill also appropriated \$20 million in the Higher Education Economic Development Investment Fund. The College will be competing with UDEL, DSU and other Delaware Higher Ed institutions this year for those funds. The first priority is the renovation and expansion of the Culinary Arts program at the Stanton Campus.

### **4) PROJECT UPDATES**

Mr. DeVore provided updates on the active projects at all four campuses. He provided a slide presentation with photos of the progress being made Collegewide to address deferred maintenance in areas such as ventilation, air handling, chillers, HVAC units, water intrusion, ADA compliance, safety improvements at the Child Development Centers and pavement repairs. Mr. Hare added that these photos will assist the College with reporting back to the legislatures and documenting the progress made on our deferred maintenance with the funds provided by the State.

### **5) OTHER BUSINESS**

#### ADA Compliance

Mr. DeVore shared that as a result of an audit at the Stanton and George campuses several areas are being addressed at those campuses. A new signage system was deployed Collegewide based on a successful system used at the Owens Campus. New staff have been trained for the northern campuses and new restroom signs are underway for both ADA compliance as well as a consistent College template. Larger projects such as restroom configurations are being designed by BSS+A. Mr. DeVore shared that the original deadline was November, but an extension would be requested and should be granted readily since the College can show that we are actively addressing the audit items.

## Personnel

Mr. McNesby updated the committee that Mr. William Smallwood now serves as the Acting Director of Campus Facilities at George Campus and Mr. Scott Iseman continues to serve as the Acting Director of Campus Facilities at Owens Campus. He also shared that Mr. John Fogelgren would be retiring as Director of Campus Facilities at Stanton Campus at the end of the summer. Also, two Facilities Administrative Coordinators recently retired: Ms. Diane Roberts from the Stanton Campus and Ms. Peg Schulties from the Terry Campus. Mr. Hare inquired about the status of the hiring process and Mr. McNesby shared that interviews are set for the Owens Campus positions and the positions for the Stanton and George Campuses will be posting in the near future.

## Work Order System

Mr. DeVore recapped that the Delaware Tech IIT division created a work order system which was piloted at the Terry Campus and has now been deployed at the Stanton and George Campuses. The Owens Campus continues to use the SchoolDude work system under an existing contract. Mr. DeVore stated that the staff using the in-house work order system is evaluating its effectiveness. Mr. Hare asked about the metrics the in-house system provides because solid data from a work order system can often validate staffing needs and other resource needs. Mr. DeVore shared that currently the in-house system can provide the total number of work orders and the turn-around time for completion.

Mr. Hare thanked the committee for all its efforts on behalf of the College. He believes that the team can show results from our efforts as well as a positive path forward. There being no further business to discuss, Mr. Hare called for a motion to adjourn. A motion was made by Mr. Green and seconded by Mr. Dwyer. The meeting adjourned at 4:23 p.m.

Respectfully submitted,

*Amy Tucci*

Assistant to the Vice President for Finance