

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

Wednesday, September 18, 2019

Via Video Conference from:

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

Attendees: Amber Bradley, Mark Brainard, Mary Chen, Brad Cowen, Mark DeVore, Jeanne DiAmico, Ted Dwyer, Daniel Ehmann, Joseph Gibbons, Michael Hare, Bruce Henderson, Scott Iseman, Kathy Janvier, Cornelia Johnson, Lora Johnson, Gerard McNesby, Kelly McVeigh, Melissa Rakes, Carol Rhodes, Judith Sciple, William Smallwood and Noelle Sugalski.

Mr. Hare called the meeting to order at 3:00 p.m.

1) REQUEST FOR APPROVAL OF MINUTES

Mr. Hare asked for a motion to approve the minutes from the July 10, 2019 Board Facilities Committee meeting as submitted. A motion was made and seconded; the motion carried unanimously.

2) FY20 CAPITAL PLAN UPDATE

Mr. DeVore provided an FY20 Capital Plan update for major capital projects, collegewide paving projects, collegewide surveillance project, as well as minor capital projects at each campus. Mr. Hare asked about the specifications for the surveillance project. Mr. DeVore explained that the project focused on the campuses parking lots and that the Delaware Tech Information Technology team would generate the project specifications to ensure that the system could be maintained by the College for the long-term.

Also, the progress of the Middletown Center and the Automotive Center for Excellence, funded by the Higher Education Economic Development Fund, were reviewed. Mr. DeVore noted that the Middletown Center was holding classes and that an official ribbon cutting was being scheduled for late-October. He stated that the construction team for the Auto Center for Excellence project was mobilizing. He noted that Becker Morgan Group, Inc. was selected for the architectural services. A total of seven bids were received for the Auto Center construction and Richard Y. Johnson (RYJ) was selected. All of the bids received were higher than the estimated \$3 million; the RYJ bid totaled \$4.8 million. Mr. Cowen noted that the bids were higher across all trades.

3) 2020-2024 CAPITAL PLAN DRAFT

2020 Higher Education Economic Development Fund

Mr. McNesby shared that the College submitted proposals for the 2020 Higher Education Funds and the Stanton Culinary renovation project was among them. The College competes against the State's other higher education institutions for the available funding. Nonetheless, he feels the project has a high likelihood of being funded since the culinary program has a direct impact on employing Delawareans.

Prioritization Process

In response to the Committee's request to structure the prioritization process, the Facilities Division developed a draft Capital Prioritization System. It provides a point scoring system; each project will be given points based upon the characteristics of the particular project to develop an overall ranking. More points would result in a higher ranking for funding priority. Mr. McNesby shared that it was developed as a guide to justify the priority order of the existing and future projects. Mr. Hare asked how a major, emergency repair would affect the priority listing; Mr. McNesby stated that if contingency funding were not available then it would impact other projects on the listing. Several committee members asked who at the College contributed to the rating of the project list and Mr. McNesby explained that it is a committee of employees that prepares the suggested listing for Dr. Brainard's consideration. The listing would then be reviewed by the Board Facilities Committee and Board Finance Committee before ultimately being reviewed and approved by the Board of Trustees.

Capital Needs Update

Mr. DeVore explained that the College had a Capital Needs Plan done for each campus in 2015. Options moving forward were to hire four architectural firms to review the existing campus plans, which would cost the College and estimated \$160,000. An alternate plan would be to hire a company called Sightlines that specializes in capital strategic planning for \$109,000. The Sightlines proposal would include a needs assessment and multi-year capital plan through 2024 for all campuses essentially providing a roadmap for the College. Mr. DeVore noted that the College had not yet committed to Sightlines as they wanted the Board Facilities Committee's feedback on the proposal. Mr. Gibbons said he thought the proposal was well done and was glad to see that it included staff interviews because he feels looping in the end-user staff is critical. Mr. Hare was concerned with how that piece of the process would be managed with the vendor; Mr. DeVore stated that he would be aware of all site visits and would speak with the staff about the process and the need for their input. Mr. Dwyer asked about the timeline and Mr. DeVore shared that the proposal was for one year of service. Mr. Hare asked for consensus among the committee and they all supported moving forward with the Sightlines contract.

Draft 5-Year Capital Plan

Mr. McNesby reviewed the draft 5-year Capital Plan and provided the rationale and need for each project.

4) OTHER BUSINESS

Personnel

Mr. McNesby updated the committee that efforts continue at all campuses to attract quality employees in all trades as well as custodial. He also noted that a selection committee was established for the Director of Campus Facilities for New Castle County position.

ADA Compliance & Signage Project

Mr. DeVore shared that as a result of an audit at the Stanton and George campuses several areas are being addressed at those campuses. Smaller scale projects are being tackled directly by College staff, whereas for larger projects such as restroom configurations and fume hoods the College is hiring vendors for their expertise. The College is also working with the landlord of the Innovation and Technology Center (ITC) on the areas that need to be addressed at that site.

The signage project is being rolled out in phases:

Phase 1 – ADA compliance for interior offices/classrooms

Phase 2 – Directories and staff name plates

Phase 3 – Outdoor signs.

Mr. Hare suggested a full signage presentation at a future meeting so the Committee could better appreciate the scope of the work.

There being no further business to discuss, Mr. Hare called for a motion to adjourn. The meeting adjourned at 4:10 p.m.

Respectfully submitted,

Amy Tucci

Assistant to the Vice President for Finance