

**DELAWARE TECHNICAL COMMUNITY COLLEGE  
BOARD FINANCE COMMITTEE**

**The Boardwalk Plaza  
Rehoboth, Delaware**

**October 12, 2017**

Attendees: Bobbi Barends, Scott A. Green, Patti A. Grimes, Robert E. Hagerty, Michael J. Hare, Kathy Janvier, Gerard M. McNesby, Melissa Rakes, Justina Sapna and June Turansky

The meeting was called to order at 3:01 p.m. by Ms. Grimes.

**1. REQUEST FOR APPROVAL OF MINUTES**

Mr. Hare moved to approve the minutes of the June 19, 2017 Finance Committee meeting as submitted. Mr. Hagerty seconded the motion. Motion carried unanimously.

**2. RESULTS OF OPERATIONS: FISCAL 2017**

Mr. McNesby reported expending 100% of our \$80.96 million General Fund budget. Credit tuition revenues of \$37.0 million are up 5% compared to FY 2016 and overall spending was **down** 12.6%. All campuses exceeded their carryover projections. The final carryover figure of \$27.4 million exceeds the target figure of \$23.7 million. The final 26.7% Collegewide 15% test calculation exceeds the target level of 24.6% projected for the Fiscal 2017 budget.

**3. REVIEW OF SEPTEMBER 30, 2017 FISCAL REPORTS**

Mr. McNesby reported spending in the General Fund is on track at 25.8% of the annual budget 25% through the fiscal year. Credit tuition revenues of \$5.6m are up 11.5% compared to FY 2017 and overall spending is up 1.4%. The carryover figure of \$18.9 million is less than the \$27.2 million projected for the fiscal year. The \$18.9 million compares favorably with the \$15.4 million in carryover through the first quarter of Fiscal 2017 and the current 21.7% Collegewide 15% test calculation is less than the projected 23.2% for the fiscal year.

**4. DISCUSSION OF FISCAL 2018 OPERATING & CAPITAL BUDGETS**

Mr. McNesby discussed the FY 2018 Operating Budget highlights which include:

**Salary and Benefits Policies**

- Salary Plans A and D: Funding for statutory step and lane increases; and
- Salary Plan B: Credit for (a) earned degrees and (b) years of service.

**Financial Aid for Needy Students**

- Board of Trustee approved \$100,000 increase to financial aid to needy students;

- Increased funding of \$1.1 million for the SEED Scholarship Program.

### **Collegewide EMT Paramedic Program**

Continued funding of \$225,000 to support two EMT Paramedic Instructor positions to expand the size of the College's EMT Paramedic Program.

### **FY 2018 Capital Budget (\$5.5 Million)**

\$5,500,000 for capital improvements to facilities at all campuses to address increasing level of deferred maintenance.

### **Other Board of Trustees Actions**

- Increased support for minor capital improvements at all campuses
- Provided additional support for campus operations for marketing, ground repair, contractual services, ADA compliance, etc.
- Additional funding provided for public safety, wellness centers, tutoring services and other student centered activities.
- Additional funding to meet the technology demands both in the classrooms and supporting general operations.

## **5. Review of Request for Healthcare Program Fee**

The College continues to rely upon our healthcare partners – hospitals, long-term care facilities, out-patient facilities, and others – in providing clinical opportunities for our nursing and allied health programs throughout the state. The College was recently notified that many of these facilities will be assessing a clinical rotation fee ranging from \$30 to \$500 per clinical rotation. These charges are in addition to a number of costs already being absorbed by the College in maintaining state-of-the-art labs and high-quality programs at each of the campuses throughout the state. Ms. Sapna, Vice President for Academic Affairs, and Mr. McNesby recommended a \$25 per semester, non-refundable, healthcare program fee for the 1,438 students currently enrolled in the College's nursing and allied health programs to offset the costs associated with these clinical assessments. A motion was made by Mr. Hare and seconded by Mr. Hagerty to approve the healthcare program fee and present it to the Board of Trustees for their approval.

## **6. Update regarding Fiscal 2019 Budget Request**

Mr. McNesby discussed the College's FY 2019 request to the Office of Management and Budget which will include:

- A gradual expansion of the BSN Program from its baseline enrollment of 204 students to at least 360 students by the year 2021 which will increase the number of graduates by 75 each year. To accomplish this, the College is requesting two nursing instructors and one administrative assistant to support the program during the next two fiscal years; and
- The Capital Budget request of \$10.7 million for:
  - \$2.0 million for Collegewide Asset Preservation;
  - \$500 k for Excellence Through Technology;
  - \$1.2 million for critical capital needs/deferred maintenance at the Owens Campus;

- \$1.2 million for critical capital needs/deferred maintenance at the Terry Campus;
- \$2.4 million for critical capital needs/deferred maintenance at the Stanton/George Campuses;
- \$600 k for renovation of the East Building at the George Campus;
- \$2.5 million for Parking Garage Expansion at the George Campus; and
- \$300 k for study/design of a Child Development Center at the Stanton Campus.

There being no further business to discuss, motion was made by Mr. Hagerty and seconded by Mr. Hare to adjourn the meeting at 3:48 p.m.

Respectfully submitted,

*Gerard M. McNesby*

Vice President for Finance