

DELAWARE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES
Monday, June 18, 2018
Terry Campus, Dover

MINUTES

PRESENT: William G. Bush, IV, secretary and member, Kent County; Scott A. Green, chairman; Patti A. Grimes, vice chair and member, Sussex County; Robert E. Hagerty, member-at-large; Lolita A. Lopez, member-at-large; Ernest G. Talbert, member, New Castle County.

ABSENT: Michael J. Hare, member, City of Wilmington.

OTHERS PRESENT: Margaux Azzanesi, director of development, Terry Campus; Bobbi J. Barends, vice president and campus director, Owens Campus; Valencia L. Beaty, vice president for human resources, Office of the President; Mark T. Brainard, president; Dawn Bonavita, director of human resources, Stanton Campus; Amber Bradley, special projects accountant, Office of the President; John Buckley, dean of instruction, Terry Campus; LeFeisha Cannon, director of business services, Owens Campus; Victoria Chang, academic counselor, George Campus; Mary Chen, assistant director of business services, Stanton/George Campus; Denise Devary, paralegal studies department chairperson, Owens Campus; Maribeth Dockety, director of human resources, Owens Campus; Dan Ehmann, director of business services, Stanton/George Campus; Tammy Fenimore, human resources specialist III, Terry Campus; Kathy Friel, dean of instruction, George Campus; Elizabeth Geller, assistant to the vice president for academic affairs, Office of the President; Christine Gillan, vice president for strategic communication and marketing, Office of the President; Kimberly G. Holston, executive assistant to the president; Kathy A. Janvier, vice president and campus director, Stanton/George Campus; Cornelia Johnson, dean of student affairs, Stanton/George Campus; Lora A. Johnson, assistant campus director, Stanton/George Campus; Sherri Johnson, academic counselor, Owens Campus; Darlene Johnston, assistant to the vice president for finance, Office of the President; Robert Jones, computing support specialist II, Office of the President; Richard Krlevich, vice president for information and instructional technology, Office of the President; David Lafazia, air conditioning/refrigeration department chair, Owens Campus; Kevin Lane, media services manager, Stanton Campus; Gerard M. McNesby, vice president for finance, Office of the President; Chris Moody, director of workforce development and community education, Owens Campus; Bill Morrow, assistant dean of instruction, Terry Campus; Paul T. Morris, Jr., associate vice president for workforce development and community education, Stanton/George Campus; Cheryl Norman, adjunct business administration instructor, George Campus; Ray Parsons, director of campus facilities, Terry Campus; Jennifer Pires, dean of student affairs, Terry Campus; Melissa Rakes, associate vice president for academic affairs, Office of the President; Mike Redfield, media production manager, Stanton Campus; Justina M. Sapna, vice president for academic affairs, Office of the President; Dana Sawyer, director of communication and planning, Terry Campus; Judith A. Sciple, vice president for institutional effectiveness and development, Office of the President; Brian D. Shirey, general counsel, Office of the President; John Slank, director of public safety, Terry Campus; Lisa Strusowski, director of workforce development and community education, Terry Campus; Noelle Sugalski, director of business services, Terry Campus; Darlene Winnington, mathematics instructional director, Stanton Campus; Timothy Winstead, director of public safety, Office of the President; Kristen Yencer, director of communication and planning, Owens Campus; Guests: Sam Johnston.

Chairman Green called the Board meeting to order at 4:00 p.m.

ITEM 1. REQUEST FOR APPROVAL OF MINUTES

Ms. Grimes moved to approve the Apr. 10, 2018, meeting minutes as written. Mr. Bush seconded the motion. Motion unanimously carried.

ITEM 2. COMMITTEE REPORTS

Chairman Green asked for the chair from each Board committee to report out on activity since April 2018.

- Development Committee – Ms. Grimes presented an update on the Development Committee’s work since the April Board meeting. The Committee’s recent meeting was held on May 23. Agenda items included:
 - Review of the fundraising results as of Apr. 30, 2018 – donations are tracking ahead of the same point last year and we are over halfway to meeting our goal for the number of donors this year
 - Update on the alignment of the Development Division – repurposing three current vacancies into three positions (senior director of major and planned gifts, director of development services, director of grants) to meet areas of most immediate need
 - Summary of FY18 development division achievements
 - Discussion of FY19 development division plan
 - Update on the Case for Support – remains in draft through the summer and recommendations are welcomed through August
 - Update on public affairs – overview of the April-May communication plans and impact of those initiatives
 - Update on alumni – summary of outreach events that recently occurred and plans for the coming year
 - Next meeting will be Sept. 12, from 3-5 p.m., via video conference locations at each campus
- Facilities Committee – In the absence of Mr. Hare, who serves as the Facilities Committee Chair, Dr. Brainard provided a summary of the Committee’s most recent meeting held on May 22:
 - Update on Collegewide Director of Facilities – interviews are scheduled and in progress
 - Overview of major projects including:
 - Education and Technology Building roof replacement, Terry Campus
 - Arts and Science Center ventilation project, Owens Campus
 - East Building water infiltration project, George Campus
 - B-wing corridor renovation project, Stanton Campus
 - Air handler and heat pump replacements throughout the College
 - Next meeting is scheduled for Sept. 24, at 3 p.m., via video conference locations at each campus
- Finance Committee – The agenda items were reviewed in advance, and discussed later in the meeting.
- Personnel Committee – The agenda items were reviewed in advance, and discussed later in the meeting.
- Technology Committee – Mr. Hagerty presented an update on the Technology Committee’s work since the April Board meeting. The Committee’s recent meeting was held on May 10, 2018 and included:
 - Summary of recent events:
 - 2018 Engineering Your Tomorrow, hosted by the Sussex County STEM Alliance, at the Owens Campus on April 14, 2018. The inaugural STEM event in Sussex County welcomed about 120 girls, parents, and volunteers for an activity-filled day of engineering, science, and motivational speakers, including Delaware First Lady Tracey Quillen Carney

- Overview of major projects:
 - Microsoft Exchange and Office 365 Migration
 - Upgrade to Banner 9 and Degree Works version 5
 - Nelnet Implementation
 - Windows 10 Installations
 - Desire2Learn (D2L) Rollout
- Review of the feedback for the College's instructional design team's involvement in the development of the RN to BSN program
- Update on the College's response to email outages and next steps
- Next meeting: Nov. 15, at 3 p.m., via video conference locations at each campus

ITEM 3. PRESIDENT'S REPORT

Dr. Brainard noted prior to his presentation of the President's Report that the Board is apprised of events and happenings at the College as they occur; therefore, his report is simply a digital compilation of that information.

Associate Degree Programs

New and Discontinued Programs - The Construction Management program was discontinued at the Owens Campus, the only change in programs since the April meeting.

Articulation Agreements

Delaware Tech has established 267 program-to-program transfer agreements, also called articulation agreements, which connect Delaware Tech associate degree programs with baccalaureate programs to create seamless transfer opportunities. These Connected Degree programs offer clear and economical pathways to high-quality educational attainment through partnerships with bachelor's-degree-granting colleges and universities. While there have been no new articulation agreements signed, several are in process and Dr. Brainard recognized Karen Deichert's efforts to maintain all of the existing agreements.

Achieving the Dream

Delaware Tech has been accepted into the Achieving the Dream (ATD) network. Focused on accelerating and advancing student success, ATD is a national organization that has worked with over 200 community colleges across 40 states, including Aspen Prize for Community College Excellence institutions.

By conducting strategic data analysis and providing customized coaching, ATD will support the College over the next three years to systematically improve student achievement and increase graduation rates, particularly for underserved populations.

A collegewide steering committee is attending the ATD Kickoff Institute in Cleveland, Ohio, from June 19-21. During this event, the steering committee will work with assigned ATD leadership and data coaches on how to develop integrated, strategic, aligned student success implementation plans.

International Education Update

The Office of International Education has just completed its FY18 study abroad program.

87 students enrolled in six study abroad courses in Vietnam, Dominican Republic, Italy, Vienna and Prague, and Brussels and Amsterdam. Travel dates ranged from spring break to June 7.

The College awarded \$74,900 in scholarships and awards to sponsor study abroad students' cost of participation. Three campus fundraisers for global understanding and international education initiatives raised over \$48,000 in net proceeds.

Partnering with the Diversity & Inclusion Committee, several targeted events were hosted in 2018. In fall 2018, a collegewide "Global Neighborhood" initiative will be implemented. Students from diverse backgrounds will be invited to join together once a month for a meal and activities/discussions related to diversity, understanding, and fostering a climate of mutual respect.

Workforce Development

On June 4, the Middletown Town Council voted to approve the lease agreement of the armory building to Delaware Tech. There will be meetings this summer to discuss the necessary next steps to outfit the space to meet the specific needs of programs and begin using the facility as soon as possible to help address workplace shortages and employer training needs.

Email Migration Update

The College's email will be unavailable beginning June 22, at 11 p.m. through June 25, at 6 a.m., for the College to migrate from its legacy email system to Microsoft Exchange.

Development

Dr. Brainard outlined recent contributions received through various corporate and individual sponsors, as well as grants received.

Corporate/Foundation Grants

- Bank of America – \$35,000 requested to supplement expenses for employment services specialists at each campus to provide support for students enrolled in short-term training programs.
- Four additional corporate/foundation grant requests totaling \$328,000 have been submitted, for which we are awaiting notification.

Federal Grants

- EDA grant - \$3.3 million requested to fund the Automotive Center of Excellence at the Owens Campus. The application was approved by the agency's Internal Review Committee (IRC) on May 24, 2018.
 - EDA sent the submission to Washington, D.C., for processing. Grant award will not be final until it has been signed.

Individual Donations

- Two endowed scholarships have been established since the April 2018 Board meeting.
- Over \$44,000 in contributions to the A. Richard Heffron Scholarship Endowment to honor Mr. Heffron's retirement after 26 years of service to the Delaware State Chamber of Commerce.
- \$120,000 was received as a pledge from the Sussex County Council for the Automotive Center of Excellence.

Fundraising Events

- **Starry, Starry Night**, April 21, 2018, Owens Campus
 - Net raised \$193,800

Upcoming Fundraising Events

- **Run, White and Blue 5k**, Sept. 6, 2018, Owens Campus
- **Taste of Sposato 5K**, Sept. 23, 2018, Sussex County
- **Alumni and Friends 5k**, Sept. 30, 2018, George Campus
- **Gourmet Gala**, Oct. 20, 2018, Terry Campus

Other Campus Events

Recent events included:

Graduations

Terry Campus, Dover - Monday, May 14, 2018

Commencement Speaker: Lieutenant Governor Bethany Hall-Long

Total Degrees: 430 Total Diplomas: 30 Total Certificates: 30

Owens Campus, Georgetown - Tuesday, May 15, 2018

Commencement Speaker: Nicole Sherry, Camden Yards head groundskeeper/Owens Campus graduate

Total Degrees: 536 Total Diplomas: 50 Total Certificates: 87

Stanton and George Campuses, Newark and Wilmington - Wednesday, May 16, 2018

Commencement Speaker: Governor John Carney

Stanton Total Degrees: 347 Total Diplomas: 17 Total Certificates: 11

George Total Degrees: 393 Total Diplomas: 2 Total Certificates: 45

Paul K. Weatherly Award

The College's Board of Trustees presented the Paul K. Weatherly award to Blanche Williams Baker during the Owens Campus graduation. Mrs. Baker joins the following past recipients:

1995 Jack F. Owens

1996 William A. Carter

1997 William A. Faucett

2000 James B. Porter, Jr.

2001 John M. Maiorano

2006 Robert J. Laskowski

2008 The Honorable Ruth Ann Minner

2010 Howard R. Layton -- posthumously

2011 James R. Soles -- posthumously

2014 Orlando J. George, Jr.

2016 The Honorable Harris B. McDowell, III

2017 General Francis D. Vavala

Employee Recognition

Owens Campus, Georgetown - Thursday, May 17, 2018

For the first time in 20 years, an external speaker joined Delaware Tech for its annual Employee Recognition event. Former NFL player Kevin Reilly, who is an acclaimed inspirational speaker, author and former broadcaster for Philadelphia Eagles Network, took employees through his early years after being drafted by the Miami Dolphins in 1973 and later playing for the Philadelphia Eagles, where he captained the special teams. He also described his battle with cancer, which led to the amputation of his left arm.

Employees left feeling inspired and motivated, the goal for this end-of-year celebration. Mr. Reilly stayed after the event to sign copies of his new book, "Tackling Life", which captures not only his life of survival, but "a journey of overcoming seemingly impossible difficulties to become a real champion and inspiration to others."

Appointments

The College has made the following appointments since the April meeting:

- **Darlene Winnington**, acting director of planning and communication, George Campus (Effective 7/1/18)
- **Kerri Faucett**, collegewide learning communities coordinator (Effective 8/13/18)

Important Dates

Thursday, Oct. 25, 2018

Sussex County

Annual Board Retreat/Board Meeting (Location/Time TBD)

Friday, Dec. 7, 2018

Sussex County

Board Meeting (only if necessary)

4 p.m.

Tuesday, April 9, 2019

New Castle County

Committee Meetings at 1 p.m. and 2 p.m.

Educational Foundation Meeting at 3 p.m.

Board Meeting

4 p.m.

Monday, June 17, 2019

Kent County

Committee Meetings at 3 p.m.

Board Meeting

4 p.m.

A listing of external meetings and events from the president's schedule from April 2018 – June 2018 was provided.

Bids over \$100,000

The following are bids over \$100,000 that the president approved since the April 2018 Board of Trustees meeting:

Owens Campus:

Ventilation Project in the Arts and Science Center:
Fearn-Clendaniel Architect, Inc. - \$557,600.00

George Campus:

Child Development Center Playground Project:
Greenlane of South Jersey - \$172,000.00

Collegewide:

Printing Services, Workforce Development and Community Education booklets:
Indiana Printing and Publishing Company, Inc. - \$169,083.00

Kudos

Mike Redfield and Kevin Lane, 2018 Telly Award recipients

The Telly Awards honor excellence in video and television across all screens. The two videos that have been chosen for recognition are:

- Innovation in Action 2017 (children's book)
<https://vimeo.com/217019111/96a9d53af3>
- Over the Edge (Special Olympics service project)
<https://vimeo.com/167009044/e1e927b85d>

They previously won a Telly Award for another video, *Superheros of Delaware Tech*
<https://vimeo.com/138895282/d8da7ee39c>

ITEM 4. 2017 COLLEGEWIDE GRADUATE EMPLOYMENT SURVEY REPORT

Ms. Sapna presented a summary of the 2017 Collegewide Graduate Employment Report. This survey is conducted annually to ascertain employment after graduation. A few highlights included:

- With an 84 percent response rate of all graduates, 91 percent are employed.
- Of those employed, 82 percent are within their field of study.
- 36 percent of graduates who completed the survey transferred to a senior institution.

Ms. Sapna also gave an overview of the student indebtedness collegewide. Next year, all students will be asked to respond to this area, rather than graduates only.

The Board requested that the Graduate Employment Report be further reviewed in detail during this year's Annual Board Retreat.

ITEM 5. REQUEST FOR APPROVAL OF REVISIONS TO THE COLLEGE'S NON-DISCRIMINATION POLICY

Mr. Bush reported that the Board Personnel Committee moved and seconded a motion to approve the recommended revisions to the non-discrimination policy. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

ITEM 6. REQUEST FOR APPROVAL OF COMPREHENSIVE CAMPAIGN

Ms. Grimes reported that the Board Development and Public Affairs Committee moved and seconded a motion to approve the fundraising goal of the comprehensive campaign, as well as the funding priorities. The Case for Support is still in draft and will be presented to the Board for final approval. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

ITEM 7. DISCUSSION OF 2018 BOARD RETREAT TOPIC

Discussion took place regarding several Board retreat topics of particular interest to the College this year. Chairman Green requested that any additional feedback be emailed to Ms. Holston, so planning may get underway in early July.

ITEM 8. CAPITAL NEEDS UPDATE

Dr. Brainard shared feedback from his recent Senate Bill 50 outreach events in Sussex County. There will be further updates communicated through the College portal, as there are only six days remaining in the current legislative session that ends on June 30.

ITEM 9. REPORT TO TRUSTEES ON SCHOLARSHIPS

This is the second year that the report to trustees on scholarships was expanded to a comprehensive report on all of the scholarships, rather than its prior, single focus on the trustees' scholarship. The Student Excellence Equals Degree (SEED) scholarship awards are also included in the overview provided to the Board.

ITEM 10. REQUEST FOR APPROVAL OF TUITION POLICY

Ms. Grimes reported that the Board Finance Committee moved and seconded a motion to approve the request to increase tuition for the 2018-2019 academic year. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously. The below schedule of rates reflects a 3.1 percent increase in tuition which is a lower percent than in the last several years. There was no change in the student fee structure.

In-state students: \$149.50 per credit, up to 15 credit hours
Out-of-state students: \$373.75 per credit, up to 15 credit hours

In-state students: \$1,794.00 per semester, 12 credits (Full Time)
Out-of-state students: \$4,485.00 per semester, 12 credits (Full Time)

ITEM 11. REVIEW OF FISCAL REPORTS

The Board received copies of the following reports on the financial condition of Delaware Technical Community College through May 31, 2018: general fund state appropriation, tuition (credit and non-credit), contract training, special funds, and federal funds.

Ms. Grimes said the Finance Committee reviewed these reports in detail and noted the revenue and activity are tracking according to plan and that all campuses are expected to meet and/or exceed their budget targets.

ITEM 12. REQUEST FOR APPROVAL OF 2018-2019 BOARD MEETING SCHEDULE

Ms. Lopez moved and Mr. Bush seconded a motion to approve the 2018-2019 Board meeting schedule. Chairman Green asked if there were questions or concerns. The motion carried unanimously.

ITEM 13. NEW BUSINESS

There were no items to discuss as new business.

ITEM 14. MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL & LEGAL MATTERS – Closed to the Public

Ms. Grimes moved and Mr. Bush seconded a motion to adjourn the regular meeting and convene an executive session at 5 p.m. to discuss personnel and legal matters. The motion carried unanimously.

MOTION TO RECONVENE REGULAR BOARD MEETING

Ms. Lopez made and Mr. Bush seconded a motion to adjourn the executive session and reconvene the open session at 5:39 p.m. The motion carried unanimously.

ADJOURNMENT

Ms. Grimes moved to adjourn the regular meeting at 5:39 p.m. Ms. Lopez seconded. The motion carried unanimously.

Submitted by:

Mark T. Brainard

Mark T. Brainard
President