

DELAWARE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES
Tuesday, April 12, 2016
George Campus, Wilmington

MINUTES

PRESENT: William G. Bush, IV, Member, Kent County; Scott A. Green, Chairman; Norman D. Griffiths, Member, City of Wilmington; Robert E. Hagerty, Member-at-Large; Lolita A. Lopez, Member-At-Large; John M. Maiorano, Vice Chairman and Member, New Castle County.

ABSENT: Patti A. Grimes, Member, Sussex County.

OTHERS PRESENT: Rachel L. Anderson, Assistant Director of Workforce Development and Community Education, Stanton/George Campus; Margaux Azzanesi, Director of Development, Terry Campus; Kristen Bacon, Workforce and Community Education Operations Manager, Owens Campus; Rodney Bailey, Workforce Training Operations Manager, Stanton/George Campus; Jo Ann Baker, Nursing Department Chair, Terry Campus; Carol Bancroft-Morley, Assistant Dean of Instruction, Stanton/George Campus; Bobbi J. Barends, Dean of Instruction, Owens Campus; Valencia L. Beaty, Assistant Vice President for Civil Rights and Acting Director of Human Resources, Stanton/George Campus; Jason Bentley, Director of Development, Owens Campus; Jennifer Blackwell, Academic Counselor, Owens Campus; Mark T. Brainard, President; John M. Buckley, Dean of Instruction, Terry Campus; Bonnie Ceban, English/Reading Department Chair, Terry Campus; Gail Charrier, English Instructor and Collegewide Learning Communities Coordinator, Owens Campus; Mary M.Y. Chen, Assistant Director of Business Services, Stanton/George Campus; Edward D. Cunningham, Assistant Director of Administrative Services, Stanton/George Campus; Joanne K. Damminger, Assistant Vice President for Student Affairs, President's Office; Kelly L. Davis, RN to BSN Project Coordinator, President's Office; Patricia A. DePlasco, Assistant Vice President for Human Resources, President's Office; Maribeth B. Dockety, Director of Human Resources, Owens Campus; Mary M. Doody, Assistant Dean of Instruction, Stanton/George Campus; Daniel R. Ehmann, Director of Business Services, Stanton/George Campus; Lisa Falconetti, Program Manager, Terry Campus; Tammy Fenimore, Human Resources Specialist III, Terry Campus; John A. Fogelgren, Director of Administrative Services, Stanton/George Campus; Kathern R. Friel, Dean of Instruction, Stanton/George Campus; Christine Gillan, Director of Communication and Planning, Owens Campus; Allison Hayes, Public Relations Manager, Stanton/George Campus; Kate Haynes, Math Instructional Coordinator, Stanton/George Campus; Regan Hicks-Goldstein, Dean of Student Affairs, Stanton/George Campus; Kimberly G. Holston, Executive Assistant to the President; Burt Hutchinson, Special Trustee; Courtney M. Hutt, Human Resources Operations Manager, Stanton/George Campus; Kathy A. Janvier, Vice President and Campus Director, Stanton/George Campus; Cornelia Johnson, Acting Director of Communication and Planning, Stanton/George Campus; Lora A. Johnson, Acting Assistant Campus Director, Stanton/George Campus; Robert Jones, Computing Support Specialist II, President's Office; Kimberly L. Joyce, Associate Vice President for Academic Affairs, President's Office; John Kaminski, Science Department Chair, Stanton/George Campus; Rachael Knotts, Academic Counselor, Stanton/George Campus; Lynda Kopishke, Nursing Instructor, Stanton/George Campus; Richard C. Kravevich, Associate Vice President for Information and Instructional Technology, President's Office; Daniel W. Larson, Director of Institutional Research, President's Office; Tom Lemon, Director of Development, Stanton/George Campus; Susan Lewis, Nursing Instructor, Terry Campus; Catherine Lombardozzi, Director of Instructional Design and Technology, President's Office; John McDowell, Biology/Chemistry Instructor, Stanton/George Campus; Gerard M. McNesby, Vice President for Finance, President's Office; Cindy Mitchell, Language Department Chair, Owens Campus; Christopher M. Moody, Director of Workforce Development and Community Education, Owens Campus; David R. Morris, Assistant Vice President for Development, President's Office; Paul T. Morris, Jr., Assistant Vice President for Workforce Development and Community Education, Stanton/George Campus;

Sharon L. Mossman, Acting Assistant Dean of Student Affairs, Stanton/George Campus; Jamey O'Shea, Nursing Instructional Director, Terry Campus; Elizabeth Olsen, Senior Legal Counsel, President's Office; Cassell Parsell, Facilities Maintenance Mechanic II, Terry Campus; Alan Phillips, Workforce Research Analyst, President's Office; Jennifer M. Pires, Dean of Student Affairs, Terry Campus; Radhika Prout, Instructional Designer, Stanton/George Campus; Melissa L. Rakes, Dean of Student Affairs, Owens Campus; Bryan Rogers, Physical Plant Maintenance Supervisor, Owens Campus; Karen Rollo, Acting Nursing Instructional Director, Stanton/George Campus; Jeffrey R. Rose, Assistant Dean of Student Affairs, Stanton/George Campus; Justina M. Sapna, Vice President for Academic Affairs, President's Office; Nancy Shevock, Special Trustee; Judith A. Sciple, Vice President for Institutional Effectiveness and College Relations, President's Office; Brian D. Shirey, Chief Legal Counsel and Vice President for Human Resources, President's Office; Ileana M. Smith, Vice President and Campus Director, Owens Campus; Deborah St. Jean, Director of Planning and Institutional Effectiveness, President's Office; Sara Stephens, Instructional Designer, Owens Campus; David Strawbridge, Director of Military and Veterans Services, President's Office; Noelle Sugalski, Director of Business Services, Terry Campus; Trimika Tuckett, English/Reading Instructor, Stanton/George Campus; June S. Turansky, Vice President and Campus Director, Terry Campus; Hilary Valentine, Environmental Training Center Department Chair, Owens Campus; Natalie Washington, Program Manager, Stanton/George Campus; Tammy K. Watkins, Assistant Vice President for Marketing and Public Relations, President's Office; Richard Welsh, Legal Counsel, President's Office; Christine Wilborne, Senior Financial Aid Specialist, Terry Campus; Timothy Winstead, Director of Public Safety, President's Office; Jacquita Wright-Henderson, Director of Communication and Planning, Stanton/George Campus; Pamela Zickafoose, Nursing Instructional Director, Owens Campus.

Chairman Green called the Board meeting to order at 4:08 p.m.

ITEM 1. REQUEST FOR APPROVAL OF MINUTES

Mr. Bush moved to approve the October 13, 2015 Board meeting minutes as written. Mr. Griffiths seconded the motion. Motion unanimously carried.

Prior to delivering his President's Report to the Board, Dr. Brainard requested that he have an opportunity to provide some background and introduce a section of special guests joining in attendance at the meeting in response to a Board member's inquiry about the College's Leadership Development Program.

Delaware Technical Community College established a Leadership Development Program (LDP) in 1996 based on recommendations from a Board of Trustees' workshop. The Program prepares current employees for advancement and leadership opportunities in all areas of the College through a rigorous, 20 month curriculum that includes 13 seminars, 22 internal and external activities, and the creation of an electronic portfolio. Each participant is also assigned a mentor to assist with professional development and navigation through the Program.

Although LDP is preparatory in nature and does not guarantee promotion, it has been an important element of our succession planning efforts as demonstrated by the following results:

- A total of 134 employees have graduated from the Program to date. (There are 20 participants in the current class)
- 86 participants have been promoted within the College.
- 37 current administrators (out of 49) have graduated from the Program.
- 10 of the 11 members of President's Council are LDP graduates, including the president.

The College is currently administering our ninth LDP class.

The participants are as follows:

2015-2017 Leadership Development (Ninth Class)	
<u>Participant</u>	<u>Mentor</u>
<i>Office of the President</i>	
There are no participants from the Office of the President in this class.	
<i>Owens Campus</i>	
Gail Charrier, English Instructor & Collegewide Learning Communities Coordinator	Dr. Lora A. Johnson, Acting Assistant Campus Director (S/G)
Christine Gillan, Director of Communications & Planning	Dr. Kathy Janvier, Vice President & Campus Director (S/G)
Dr. Cynthia Mitchell, Department Chair, Language	Lisa Peel, Instructional Director/Chair, Education (Terry)
Bryan W. Rogers, Building Maintenance Supervisor	Charles L. Mundell, Academic Counselor (Terry)
Hilary Valentine, Instructor/Department Chair, Environmental Training Center	Jennifer M. Pires, Dean of Student Affairs (Terry)
<i>Stanton/George Campus</i>	
Rodney Bailey, Technical Training Operations Manager	Stephen C. Shirey, Director, Systems Administration (OOP)
Allison Hayes, Public Relations Manager	Dr. Melissa Rakes, Dean of Student Affairs (Owens)
Kate Haynes, Instructional Coordinator, Math	Jennifer Blackwell, Academic Coordinator (Owens)
Courtney Hutt, Human Resources Operations Manager	Tammy Watkins, Assistant Vice President for Marketing & Public Relations (OOP)
John Kaminski, Instructor/Department Chair, Science	Dr. Christopher M. Moody, Director of Workforce Development & Community Education (Owens)
Rachael Knotts, Academic Counselor	Maribeth B. Dockety, Director of Human Resources (Owens)
John McDowell, Instructor, Biology/Chemistry	Chris Hainsworth, Instructor/Department Chair, Allied Health (Terry)
Dr. Trimika Tuckett, Instructor, English	Dr. Leslie A Mergner, Instructional Director, Business, Entrepreneur, & Office Administration (Owens)
Natalie Washington, Program Manager, Workforce Development & Community Education	Dr. Kimberly L. Joyce, Associate Vice President for Academic Affairs, (OOP)

<i>Terry Campus</i>	
Bonnie Ceban, Instructor/Department Chair, English	Carol Bancroft Morley, Assistant Dean of Instruction (George)
Lisa Falconetti, Program Manager, Workforce Development & Community Education	Dr. Kathy A. Vezmar, Instructor/Department Chair, Math/Physics (Owens)
Tammy Fenimore, Human Resources Specialist III	Dr. Bobbi J. Barends, Dean of Instruction (Owens)
Cassell Parsell, Facilities Maintenance Mechanic II	Paul T. Morris, Jr., Assistant Vice President for Workforce Development & Community Education (S/G)
Jamey O'Shea, Instructional Coordinator, Nursing	Cornelia Johnson, Acting Director of Communication and Planning (S/G)
Christine Wilborne, Senior Financial Aid Specialist	Kristen Bacon, Workforce and Community Education Operations Manager (Owens)

ITEM 2. PRESIDENT'S REPORT

Dr. Brainard presented a compartmentalized president's report to reflect on what has been happening in the College across various divisions since the last board meeting in October.

In the area of Academic Affairs, Dr. Brainard reviewed a list of new, expanded and discontinued programs since 2012.

In response to Mr. Hagerty's request, President Brainard provided an update on the College's advisory committees and recent audit findings.

As discussed earlier at the Educational Foundation Board meeting, the College has grown the number of articulation (or transfer) agreements significantly. Mr. Maiorano, Vice Chairman of the Board, was quite taken aback with the president's statement that there are now 209 agreements with four-year institutions in the region, as he recalls when this total was in the single digits.

Dr. Brainard also gave an update on four important initiatives: McKinsey Generation Program, Tech Hire, Pathways Delaware and Dual Enrollment.

Since the October Board meeting, the report of annual statistics from the Board of Nursing was released with the licensure pass rates for those nursing students taking the NCLEX for the first time and President Brainard stated that for the first time, the passage rates for the programs at all three Delaware Tech locations exceeded the pass rates at University of Delaware, Delaware State University and Wesley College.

In the area of Development, President Brainard presented highlights from the 2015 Institutional Advancement Report as well as the 2016 Employee Giving Campaign results.

Dr. Brainard recapped the events which have taken place since the October 2015 Board meeting including the Gourmet Gala, Veterans Day, 5th Annual Taste of Delaware, 50th Anniversary kickoff and service projects, Chocloate 5k, Social Media Conference, Mardi Gras, Read Across America Day, Drones for Delaware, Student Ambassadors "Takeover", and a SEED Press Conference.

Dr. Brainard gave kudos for the College being recognized as a 2016 Military Friendly School for the second year in a row. Two academic programs received recognition: The automotive program at Delaware Technical Community College's Owens Campus was recently named the top school in the northeast region by Tomorrow's Tech in the 2015 School of the Year competition. The hospitality management program at the George Campus was ranked in the top 30 best colleges for an associate degree in hospitality by BestHospitalityDegrees.com.

Recent appointments included Kelly Davis to RN to BSN Project Coordinator and Noelle Sugalski to Terry Campus Director of Business Services.

Bids over \$100,000 approved by the President since the October 2015 Board of Trustees meeting included:

Stanton Campus:

Courtyard Renovation, Whiting-Turner; \$1,560,000

Owens Campus:

Carter Partnership Building Mechanical, Electrical and Plumbing (MEP), Joseph T. Richardson; \$214,000

Terry Campus:

Surveillance systems, Advantech; \$190,250

The president provided the below as important dates for the Board:

Saturday, April 30, 2016	Owens Starry, Starry Night, 5:30 PM
Monday, May 16, 2016	<u>Terry Campus</u> Graduation, 6:00 PM Terry Campus Grounds Speaker: Terry Pepper
Tuesday, May 17, 2016	<u>Owens Campus</u> Graduation, 6:30 PM Carter Partnership Center Speaker: Penny Short
Wednesday, May 18, 2016	<u>Stanton/George Campus</u> Graduation, 7:00 PM UD Bob Carpenter Center Speaker: Lolita Lopez
Thursday, May 19, 2016	Employee Recognition, 9:30 AM, Terry Campus
Monday, June 6, 2016	Old-Fashioned Picnic, 5:00 PM, Owens Campus
Tuesday, June 7, 2016	Legislative Brunch, 10:30 AM, Terry Campus
Thursday, June 9, 2016	Installation Ceremony, 10:00 AM, Chase Center at the Riverfront
Thursday, June 9, 2016	VIP Lunch, 12:00 noon, Chase Center at the Riverfront
Friday, June 10, 2016	Cocktail Reception, 7:00 PM, Stanton Campus
Monday, June 20, 2016	Board Meeting , Terry Campus, 4:00 PM Committee Meetings, 3:00 PM

ITEM 3. REQUEST FOR APPROVAL OF REVISIONS TO THE BOARD OF TRUSTEES BYLAWS

Mr. Shirey advised that Board members have reviewed draft revisions to the by-laws in advance of today's meeting and their feedback has been incorporated.

A summary of the substantive changes are as follows:

1. Authorization to transact business as "Delaware Technical Community College" (Article I)
2. Authorization to confer the degree of Bachelors of Nursing (Article IV)
3. Designation of officers and description of duties (Article VI, Section 2)
4. Committees (Article VII, Sections 1-9)
 - Executive
 - Finance
 - Development and Public Affairs
 - Technology
 - Personnel
 - Facilities
5. Ability to appoint non-trustee members to committees (Article VII, Section 10)
6. Reduction of mandatory meetings from 4 to 2 per year (Article VIII, Section 1)
7. Majority vote of members present to take action rather than minimum of 4 trustees (Article VIII, Section 1.A.)
8. Deleted mandatory order of business
9. Authorization to participate by videoconference (Article VIII, Section 4)
10. President's authority to make non-substantive changes to Board policy or changes required to conform to applicable law. (Article IX, Section 2)
11. Presidential succession (Article IX, Sections 3 and 4)

Mr. Bush moved to approve the amendments to the Board of Trustees by-laws as written. Mr. Griffiths seconded the motion. Chairman Green asked if there were any questions or additional comments. With there being none, the motion unanimously carried.

ITEM 4. REQUEST FOR APPROVAL OF REVISIONS TO THE PERSONNEL POLICY MANUAL REGARDING MILITARY LEAVE

Mr. Bush, Personnel Committee Chairperson, reported that the matter comes moved and seconded by the Board Personnel Committee to approve the recommended revisions to Personnel Policy Manual regarding military leave which increases the number of days the College provides to employees for paid military leave from 10 days to 15 days.

The initial request was made to Dr. Brainard by the director of military and veterans services to alleviate potential hardships that may be created when an employee is required to fulfill his or her military commitment and to bring the College in line with the military leave benefit offered to state merit employees.

Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

ITEM 5. REQUEST FOR APPROVAL OF CAMPUS SaVE ACT POLICIES

Mr. Bush reported that the matter comes moved and seconded by the Board Personnel Committee to approve the recommended revisions to the Campus SaVE Act policies in the Personnel Policy Manual Sections 1.02, 13.05 and 13.06 that are required to bring the College into compliance with federal law related to campus sexual misconduct. Chairman Green asked if there were questions or concerns. With there being none, the motion carried unanimously.

ITEM 6. REQUEST FOR APPROVAL OF HUMAN RESOURCES/LEGAL AFFAIRS REORGANIZATION

Prior to 2011, the senior administrative team within the Office of the President consisted of a vice president for academic affairs; a vice president for finance; a vice president and chief legal counsel; and a vice president for human resources and college relations.

That structure was revised in 2011 upon the retirement of the vice president for human resources and college relations and currently consists of four vice presidents with responsibility for the following areas: academic affairs; finance; legal and human resources; and institutional effectiveness and college relations.

Although this structure has had its benefits, those benefits are now outweighed by the risks associated with having legal counsel serve as the head of an operational division.

Dr. Brainard requested the Board's approval to reorganize the Legal Affairs/Human Resources Division within the Office of the President by separating the two areas once again and having collegewide human resources led by a different vice president.

Mr. Bush reported that the matter comes moved and seconded by the Board Personnel Committee to approve the recommended reorganization of the human resources and legal affairs divisions. Mr. Bush provided a verbal explanation of the proposed structure as illustrated on a flow chart, which streamlines campus human resources to fall under the purview of one collegewide vice president which will report to the president. The campus public safety chiefs will report direct to the director of public safety and that director will report direct to the president. Chairman Green asked if there were any questions or concerns. With there being none, the motion unanimously carried.

ITEM 7. REQUEST FOR APPROVAL OF RN TO BSN PROGRAM

President Brainard spoke about the significance of such an agenda item, request for approval of the RN to BSN program, and the due diligence performed by the administration and nursing program leadership, faculty and staff, exploring all factors prior to making the decision to pursue the development of the College's only bachelor's degree offering.

This historic initiative is in direct response to state workforce demands and aligns with the College's mission to provide education that is relevant and responsive to labor market and community needs. Since 1966, Delaware Tech has prepared thousands of nurses for the workforce, and the College graduates more nurses annually than all of the other higher education institutions combined. Recently, three of Delaware's largest hospitals, and employers of our graduates, earned Magnet status which requires that 80% of their direct care nurses obtain a

bachelor's degree by the year 2020. With this shift in the labor market, it is Delaware Tech's responsibility to ensure that our graduates and Delawareans continue to have access to an affordable, quality program that will prepare them for employment in Delaware's healthcare industry.

Not only does the workforce demand it, but Delaware Tech has the ability to deliver high-quality nursing education. In 2015, Delaware Tech's nursing graduates had the highest pass rates on the national licensure exam among all of Delaware's higher education institutions.

Mr. Maiorano said the matter comes moved and seconded by the Board Finance Committee to approve the program proposal as presented. Chairman Green asked if there were any objections. With there being none, the motion unanimously carried.

The decision was met with excitement and applause from a large audience of employees and administrators. Board Vice Chairman, Mr. Maiorano, described the action as a "watershed moment" and stated: "This is a very important and significant day in the College's history and for the future of Delaware Tech and all Delawareans."

Ms. Lopez reiterated the necessity for this new program in response to the needs of the hospitals with three local facilities having already attained magnet status, requiring that a certain percentage of those hospital's staff nurses must have a BSN in order for the hospital to maintain magnet status.

The College will now submit a substantive change request to offer a baccalaureate degree to the Middle States Commission on Higher Education and a candidacy application to the Accreditation Commission for Education in Nursing. Pending accreditation decisions, potential students will apply to the program in the fall with an anticipated first cohort starting January 2017. Next steps also include finalization of the projected cohort size and specific admission criteria. Tuition rates will be further discussed at the June Board meeting.

Dr. Brainard thanked the Board of Trustees for their support and vision for the future of Delaware Tech and expressed his appreciation also to President's Council, especially Dr. Janvier and Dr. Turansky for their guidance and expertise as former nurses and department chairs, and Dr. Joyce and Ms. Sapna for their instructional leadership. He acknowledged Ms. Davis, RN to BSN project coordinator, for her organization and exceptionally high caliber of work in a very short time following the Board's approval of the program development last October.

ITEM 8. REQUEST FOR APPROVAL OF 2016-2020 VISION STATEMENT

Dr. Sciple provided an overview of the series of communications sent to the Board which detailed the College's vision process and emphasized the Middle States Commission on Higher Education's expectations of the planning process which are clearly spelled out in their standards related to Mission and Planning. They also outline in the Governance standard the board's role in the planning process by stating that the institution have "a governing body that is ultimately accountable for the academic quality, planning and fiscal well-being of the institution."

Middle States requires that the College periodically assess and renew its mission and planning process with involvement, approval and support from the Board of Trustees. Delaware Tech's planning structure is built on the College's mission, vision and strategic directions.

In October 2015, the Board of Trustees approved a renewed mission for Delaware Tech. Immediately after that meeting, the College began the process for renewing its vision. This new vision will serve as a guiding force for what Delaware Tech aspires to be and establish commitment and expectations for moving the College forward.

Ms. St. Jean explained the vision renewal process she led which involved research and input from all College matrix divisions on trends in higher education, current and future workforce needs and population demographics in Delaware. Their work resulted in the compilation of 18 aspirational statements which were sent via survey to President's Council and the Board of Trustees for prioritization and comment. Survey responses were used to inform the below proposed 2016-2020 vision.

Vision 2016 through 2020

Delaware Tech will be:

An institution dedicated to providing innovative instructional practices and high-impact engagement strategies to support student success.

An institution that fuels the economic success of the State and well-being of Delawareans through programs that respond to increasingly rigorous and evolving industry requirements and workforce needs.

An educational leader in creating and facilitating innovative pathways that advance career and transfer opportunities for students.

An institution that cultivates and leverages industry, government, donor, and individual partnerships to advance the College's immediate and long-term priorities.

An institution that effectively harnesses traditional and new media to elevate its reputation for program excellence, value, and job-ready graduates.

An institution driven by a culture of inquiry and innovative data analysis to inform decision-making.

An institution in which the organizational and governance structures support flexibility and responsiveness to adapt to changing educational and economic environments.

Mr. Griffiths moved to approve the above 2016-2020 Vision Statement as written. Mr. Bush seconded the motion. Chairman Green asked if there were any questions or additional comments. With there being none, the motion unanimously carried.

Dr. Brainard acknowledged Ms. St. Jean's efforts to go above and beyond with sharing the culture of planning with the Board members through a webinar which summarized the college planning process, the achievements on the 2010-15 Vision and explained the Vision development process. Ms. St. Jean is retiring effective May 30, 2016. President Brainard recognized her one last time for all of the behind-the-scenes work she has been so passionate about for such a long tenure. Ms. St. Jean stated, that while she is leaving her position with the College, she will remain an avid supporter of the people at Delaware Tech, its mission and all of the students the College has and will continue to impact.

ITEM 9. REVIEW OF GOVERNOR’S RECOMMENDED FY17 OPERATING BUDGET AND BOND BILLS

Mr. Maiorano said the following Governor’s FY2017 Recommended Budget narrative was reviewed:

The College will continue its work with both the Joint Finance and Bond Bill Committees to finalize the operating and capital budgets.

1. Total of 785 General Fund (GF) and 359 non-GF positions were recommended for Fiscal 2017 which is the same level as FY 2016.
2. General Fund Operating Budget proposed of \$78,745.7 is the same level as Fiscal 2016.
3. Proposed salary increase of the greater of 1% or \$500. Funding of steps in salary plans A & D continues.
4. Twenty five (25) Nursing Expansion Program positions and \$1,861.3 in funding has been recommended to be funded by the Health Fund. In spite of having the highest licensure pass rates in the state, the program was cut \$115.7 k.
5. No recommended funding for continued expansion of statewide Paramedic Program and reduced funding of \$350.0 k.
6. Funding for the 11th year of the SEED Scholarship Program has been recommended for \$6,156.6, an increase of \$1,562.6.
7. Funding for the continued expansion of the collegewide Paramedic Program in the amount of \$350.0k was not recommended.
8. Capital support of \$6.0 million (\$6.0 m in FY 2016) for:
 - Enhancements to technology and minor capital improvements College-wide (\$700.0k);
 - Library renovation at Owens (\$1.4 m);
 - Funding for design of Student Services Center at Terry and East Building Expansion at George (\$600k) and
 - Campus Improvements totaling \$3.3 million.

President Brainard advised that during the April 27 Bond Bill Hearing, the College will address the committee and provide an accurate reflection of the impact from a shortage in funding to maintain its aging infrastructure.

ITEM 10. DISCUSSION OF DRAFT FY17 FINANCIAL PLAN

Board Members received for discussion purposes only copies of documents representing an overview of Collegewide challenges, initiatives and an FY17 outlook. They also reviewed historical costs of attendance, regional comparisons and option tables. The Board Finance Committee reviewed these documents in detail twice prior to this Board Meeting.

Challenges

- Identifying a stable and reliable revenue source to fund the cost of the College’s aging facilities and expand to meet current and future demand for education and training services through the creation and funding of a Community College Infrastructure Fund (CCIF);

- Implementing the 50th Anniversary Plan approved in 2015;
- Implementing recommendations contained in the marketing consultants report and expand our efforts statewide through various mediums;
- Balancing the pressing and competing fiscal needs in all areas of the College while maintaining a state-of-the-art technological environment for instructional programs;
- Continuing to be responsive to Delaware's workforce needs with reduced support from the State; and
- Providing a clean and safe environment for students and all College employees.

FISCAL 2017 OUTLOOK

Collegewide Initiatives

- Developing and implementing plans for a RN to BSN Program to meet Delaware's workforce needs in healthcare;
- Implementing recommendations in the Collegewide "Blue Print for the Future" task force report;
- Administering the eleventh year of the Student Excellence Equals Degree (SEED) Scholarship Program;
- Enhancing public safety efforts with pro-active plans that result in a safe environment for students, staff, and visitors to all campuses throughout the state;
- Continuing the work of the 50th Anniversary Planning Committee; and
- Adhering to the six principles contained within the College's Financial Management Philosophy.

Areas of Projected Need

- Support increased personnel costs of non-general funded positions in instruction, student services, technology, and administrative services;
- Expand services to veterans;
- Implement the RN to BSN Program;
- Provide financial aid to needy students; and
- Fund increase cost of operations for contractual services, insurance, communication, staff development, grounds repair, capital improvements, etc.

Summary

- Projected need is between \$1.5 and \$1.8 million.

Mr. Maiorano explained that it is important for the audience to realize there are separate meetings where the materials are reviewed in great detail and discussed; therefore, there is not as much discussion which takes place during the regular Board meeting.

ITEM 11. REVIEW OF FISCAL REPORTS

The Board received copies of the following reports on the financial condition of Delaware Technical Community College for FY16 through February 29, 2016: General Fund State Appropriation, Tuition (credit & non-credit), Contract Training, Special Funds, Federal Funds and Bond Bill Funding.

Mr. Maiorano said the Finance Committee reviewed these reports in detail and noted the financial spending is in line with fulfilling the College's mission. President Brainard expressed appreciation to Mr. McNesby and his staff, campus directors, directors of business services and their staff for such outstanding efforts in managing the budget during difficult financial times.

NEW BUSINESS

Chairman Green proposed a resolution of appreciation by the Board of Trustees to recognize the past Board member, Ms. Audrey Van Luven, for her commitment and service to the College and its students. Mr. Griffith moved and Mr. Bush seconded the motion. Motion unanimously carried. Ms. Grimes' signature will be obtained and Dr. Brainard will present the resolution to Ms. Van Luven.

ITEM 12. MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL & LEGAL MATTERS – Closed to the Public

Mr. Bush moved and Mr. Griffiths seconded a motion to adjourn the regular meeting and convene an executive session at 5:43 p.m. to discuss personnel and legal matters. Motion unanimously carried.

MOTION TO RECONVENE REGULAR BOARD MEETING

Mr. Griffiths moved and Mr. Maiorano seconded a motion to adjourn the executive session and reconvene the open session at 6:15 p.m. Motion unanimously carried.

ADJOURNMENT

Mr. Griffiths moved to adjourn the regular meeting at 6:16 p.m. Mr. Maiorano seconded. Motion unanimously carried.

Submitted by:

Mark T. Brainard

Mark T. Brainard
President