PRESENT: Mark T. Brainard, President; Kimberly G. Holston, Executive Assistant to the President; Kathy A. Janvier, Vice President and Stanton/George Campus Director; Lora A. Johnson, Acting Assistant Campus Director, Stanton/George Campus; Kimberly L. Joyce, Associate Vice President for Academic Affairs; Gerard M. McNesby, Vice President for Finance; Justina M. Sapna, Interim Vice President for Academic Affairs; Judith A. Sciple, Vice President for Institutional Effectiveness and College Relations; Brian D. Shirey, Chief Legal Counsel and Vice President for Human Resources; Ileana M. Smith, Vice President and Owens Campus Director; June S. Turansky, Vice President and Terry Campus Director.

ABSENT: Paul T. Morris, Jr., Assistant Vice President for Workforce Development and Community Education, Stanton/George Campus.

OTHERS PRESENT: Deborah St. Jean, Planning and Institutional Effectiveness Director, President’s Office; David Strawbridge, Director of Military and Veterans Services, President’s Office; Tammy K. Watkins, Assistant Vice President for Marketing & Public Relations, President’s Office; Timothy Winstead, Director of Public Safety, President’s Office.

 MINUTES: Minutes for the September 15, 2015 meeting were approved with edits.

ANNOUNCEMENTS:

Dr. Brainard requested campus directors to provide an estimated attendance for next Tuesday’s Board meeting to ensure there will be adequate seating at the offsite venue as several agenda items will generate a larger audience.

David Strawbridge reported that in just 22 days, Delaware Tech employees and students raised over $4,600 and logged more than 2,800 miles for the Delaware 22in22 campaign, an initiative to raise awareness of and prevent soldier suicide. These results reflect the compassion and support of our soldiers who put their lives on the line to protect our country. At the campaign’s concluding ceremony during the October 7 Stanton and George Alumni and Friends 5K, Representative Valerie Longhurst presented a proclamation honoring the College for its support of the Delaware 22in22 campaign. The high school junior, Jacob DiSabatino, who started the campaign was in attendance with his parents and sister.

The Owens Campus Run, White and Blue 5K raised $10,000 and had over 310 participants. Stanton/George’s Alumni and Friends 5K had 325 participants and raised approximately $12,000.

This Saturday, Stanton/George’s Flavors of the World will be held and the next Saturday, October 17, Terry Campus hosts its annual Gourmet Gala.

When planning campus events, campus directors, deans and/or directors should contact the President’s Office before a date is set to allow Dr. Brainard the opportunity to attend events collegewide. Also, whenever planning of an event involves a Board member, a discussion of available dates for the president should take place prior to selection.
Review of signatory items should take place by the appropriate vice president prior to the submission to the president. An email approval or initials will suffice documenting it has been approved and should accompany the packet sent to Dr. Brainard.

The College won 10 district awards from the National Council for Marketing and Public Relations:
- 3 gold - first place awards
- 5 silver - second place awards
- 2 bronze - third place awards

The award winning entries included initiatives related to Delaware Tech’s new advertising campaign, as well as several campus-based projects. This is a significant accomplishment as these entries are judged against all regional community colleges in the district and the College has never won this many NCMPR district awards. These entries have also been submitted as national award entries and the College will know in January if any entries have won a national award. Dr. Brainard congratulated the collegewide marketing team for all of their hard work and success with the new marketing campaign.

Dr. Sciple noted that President Brainard also attended the NCMPR awards ceremony where he accepted the 2015 Pacesetter Award, recognition reserved for a community college chief executive who has demonstrated an outstanding commitment to marketing and communications at his or her college, and who has demonstrated strong personal leadership in the institution's community outreach endeavors. As a district recipient, he will become one of seven finalists for the national Pacesetter Award that will be presented in March 2016 at NCMPR’s national conference in St. Louis, MO.

The Owens Campus Automotive Program has been selected the Northeast Region top post-secondary automotive training program. As one of the top 4 in the country, this program will now compete for the Best in the Nation Award to be presented in November. The search for the best program is sponsored by Tomorrow’s Technician magazine in conjunction with automotive tool manufacturers. Dr. Brainard congratulated the Owens Campus Automotive team for receiving this extraordinary recognition.

**ITEM 1. PUBLIC SAFETY UPDATE – Mr. Winstead**

Director Winstead presented the following Public Safety update to President’s Council:

**Policy and Procedures:**

1. The development and implementation of a Public Safety policy manual is ongoing. Review and development of policies by Liz Olsen and Director Winstead continues.

2. Liz Olsen continues to review/edit polices associated with the requirements of the Violence Against Women Act (VAWA). The co-chairs of the VAWA committee (Liz Olsen, Lynn Beaty, Joanne Damminger, Director Winstead) created an informational video which was presented during the August 13th faculty in-service. A follow up informational brochure has been created and has been finalized for distribution to faculty.

**Equipment:**

No updates.
Projects/Updates:

1. Harvey Velott, the Delaware Homeland Security Weapons of Mass Destruction coordinator, will facilitate a collegewide table top exercise on November 10, 2015 at the Stanton Campus. It is anticipated that approximately 45 personnel will attend/participate.

2. Crime data for the College’s 2014 Clery Annual Security Report was submitted to the US Department of Education on October 1, 2015. The previous year’s annual report was updated and revised to include requirements related to the Violence Against Women Act (VAWA) and posted on the college web site.

3. Advantech will be providing surveillance capability upgrades at the Terry Campus. Approximately 40 analog surveillance cameras throughout the campus will be replaced with high definition IP cameras. An additional 12 IP cameras will be added. Honeywell MaxPro network video recorders (NVR) will also be installed. The upgrades will also enable the director of public safety to view surveillance camera images at all campuses from the OOP office.

4. Funding has been approved to enhance the surveillance/access management capabilities at the Owens Campus. Director Winstead and Chief Bill Wood met with several vendors and recommendations/proposals for the project are in the process of being submitted.

5. Director Winstead is researching the possibility of Public Safety personnel having the capability to administer the drug Naloxone (Narcan), which counteract the effects of opioid-related (including heroin) overdoses. Currently three law enforcement agencies in Delaware are issuing the drug to patrol personnel as part of a pilot program in the face of rising heroin overdose incidents. Considerations include: Narcan must be climate controlled, has a shelf life of approximately 2 years, should be administered within minutes to an unconscious subject (intravenous, intramuscular, intranasal), training, liability and expense. Director Winstead has reached out to DHSS and is awaiting a determination.

6. Sex Offender Registry – the Public Safety department currently receives email notification from DELJIS of enrolled sex offenders. The list is not limited to just Delaware Tech employees/students and must be reviewed by Public Safety personnel. Director Winstead contacted DELJIS to determine if the College could be notified by email when a sex offender registers and informs SBI they are enrolled as a student at Delaware Tech. He was advised programmers at DELJIS will review the request.

Training:

1. On September 28-29, an initial group of nine constables attended the Advanced Law Enforcement Rapid Response Training (ALERRT) program, which addresses response to active shooter incidents. Delaware State Police personnel facilitated the training which will be provided to all constables during several dates in October.

2. Director Winstead and Chief Bill Wood will attend a 3-Day FEMA course (Multihazard Emergency Planning for Schools) in November. The course will assist in the development of a unified collegewide Emergency Operations Plan.

3. Constables at the George Campus and Stanton Campus will participate in the fall qualification shoot on November 9-10. Constables at the Terry Campus and Owens Campus will participate on November 16-17.
**Human Resources:**

1. Two constable positions at both the Stanton Campus and George Campus were posted on 9/15/15 and closed on 9/29/15.

2. One public safety officer position was posted at the Stanton Campus on 9/18/15 and closed on 10/2/15.

**Notable Incidents:**

1. On September 11th a student at the Terry Campus reported to Public Safety that she was being stalked by another female student. The victim reported similar conduct on September 14th and the Dover Police Department was contacted. The Dean of Student Affairs and Title IX Coordinator were advised of the incidents and are conducting follow up.

2. On September 28th a student at the Owens Campus was observed acting disorderly and argumentative toward his father. The student was disoriented and apparently under the influence of unknown drugs. The Georgetown Police were contacted and responded. The student's backpack contained drug paraphernalia consistent with heroin use. Follow up to be conducted by Dean of Student Affairs.

3. On September 28th a student at the Terry Campus was attempting to exit the campus near the W. Denny’s Road exit and her vehicle ran over the curb and struck the metal post which supports the gate. The vehicle became disabled on the metal post. Dover PD was advised and responded.

4. On Sunday, October 4th, the FBI issued a warning to all Philadelphia area colleges and universities about a recent social media posting, threatening violence at a Philadelphia area college or university on Monday, October 5, 2015. This threat was not specific to any college or university. While no specific threat had been made to Delaware Tech or any of its campuses, Public Safety acted out of an abundance of caution and took this matter seriously. Campus Public Safety worked closely with the Delaware State Police to develop a response strategy if needed, and uniformed public safety patrols were increased at all Delaware Tech campuses on Monday, October 5.

Dr. Brainard advised the College will await confirmation of official facts from the proper authorities and not react to a media alert.

The chiefs of Public Safety will speak at the upcoming Campus Employee Updates in October to assure the campus community that there is a process in place and share the level of attention and training that is being exerted by Public Safety. The department’s webpage will maintain the link to view the Run, Fight, Hide video. As always, faculty, staff and students should be alert and report any suspicious activities by calling 911 or Campus Public Safety.

Director Winstead was thanked by the Council for his role in preparing the College’s Public Safety department through the offering of such extensive training and his due diligence in this particular instance and each day.
ITEM 2. MISSION STATEMENT RENEWAL – Ms. St. Jean

Ms. St. Jean advised that in accordance with the Middle States Commission on Higher Education accreditation standards, the College has conducted a review and recommended revisions to the Mission Statement and Mission Goals. To accomplish this, the College examined new developments and changing trends in higher education and considered the workforce needs of the State of Delaware to refocus the College Mission. In addition, Mission Goal Leadership groups representing employees across all divisions and campuses of the institution, as well as the College’s Planning Council, provided input to this process.

If approved by the Board of Trustees on October 13, the revised mission and mission goals below will be retroactive to July 1, 2015.

MISSION

Delaware Technical Community College is a statewide multi-campus community college committed to providing affordable, open admission, post-secondary education that is relevant and responsive to labor market and community needs. The College offers comprehensive educational opportunities that contribute to the economic vitality of the State, including career, general, developmental, and transfer education; workforce development; and lifelong learning. The College respects its students as individuals and as members of diverse groups and is committed to fostering student success in higher education as a means to economic and personal advancement.

MISSION GOALS

1. Academic programs will prepare students with knowledge and skills needed for employment in their career field of study and/or for transfer to a senior institution.

2. Developmental education will prepare students in mathematics, reading, and writing to be successful in entry-level College courses and workforce development programs.

3. Academic and workforce development programs will prepare and support a competitive workforce across a range of occupational levels.

4. Personal enrichment programs and events will support lifelong learning in the community.

5. The College will provide an inclusive environment that promotes respect for diverse cultures, abilities, and points of view.

6. Programs, activities, and services will cultivate student learning and success.

7. Public and private resources and partnerships will be identified, obtained, and utilized to advance the College Mission and Goals.

Dr. Brainard personally thanked Ms. St. Jean for her commitment to the quality outcomes she produces in both planning and assessment. He shared that Middle States self-study team chair, Dr. Randall VanWagoner, said to him as then campus director at the Stanton/George Campus, Delaware Tech has a culture of planning and assessment and it drives everything at the institution. Dr. Brainard said this is a testament to Ms. St. Jean’s leadership.
ITEM 3. REQUEST FOR APPROVAL, BSN PROGRAM DEVELOPMENT – Drs. Janvier and Turansky

Pursuant to the Board’s directive at the April 2015 board meeting, Drs. Janvier and Turansky reported that the College has completed a measured and comprehensive study to determine the feasibility of offering a BSN. The study involved consulting with a variety of stakeholders including the Board of Nursing, the Delaware Healthcare Association and healthcare employers, the College’s nursing accrediting body, the Middle States Commission on Higher Education, and current students and past graduates. There has been an overwhelming response from the stakeholders that Delaware Tech should proceed. Dr. Janvier and Dr. Turansky thanked members of President’s Council, nursing department chairs, Dan Larson and others across the College who were involved throughout the summer in the exploratory process to complete this study.

As a result of the findings in the report, it will be recommended to the Board of Trustees at the October 13 meeting that Delaware Tech begin the process of program development for a BSN. This will ensure that Delawareans continue to have the opportunity to pursue a nursing degree at an affordable cost and with the confidence that the College’s program will prepare them for employment in Delaware’s healthcare industry.

Dr. Brainard expressed his gratitude to Dr. Janvier and Dr. Turansky for their tremendous efforts in a very short timeframe. The recommendation is fact driven and the report is chronological and organized logically. If approved by the Board to begin development of the program, there will be a list of Frequently Asked Questions developed and a centralized point of contact for additional information to help ensure messaging is consistent across the campuses.

ITEM 4. COLLEGE’S 50th ANNIVERSARY ACTIVITIES UPDATE – Mr. McNesby and Dr. Sciple

Mr. McNesby and Dr. Sciple summarized the 50th Anniversary Plan which will be presented at next week’s Board meeting.

Theme: Delivering Excellence, Changing Lives

Kickoff date: Wednesday, January 27, 2016 – simultaneously at all four locations at 11:30 AM and 5:30 PM

A proposed program for the kickoff event was discussed.

The Task Force developed recommended visual elements which were included in the plan. The 50th anniversary celebrations will be incorporated into existing events rather than creating additional ones. Key audiences were identified to engage as part of the 50th anniversary, such as: employees, students, community members, advisory committees, retirees, alumni, business leaders, donors, K-12 and higher education leaders as well as government leaders.

President’s Council provided feedback on a variety of logo designs developed by collegewide marketing and reviewed by ab+c consultants. One logo was selected which will be unveiled to the Board during the October meeting.
### Inauguration Week: June 6-10, 2016

#### Recommended schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Attendees</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 6</td>
<td>5:00 PM Old Fashioned Picnic</td>
<td>Owens Campus</td>
<td>• College Employees&lt;br&gt;• Owens Campus Partners&lt;br&gt;• Government, Business, Community, Higher Ed Leaders&lt;br&gt;• Alumni&lt;br&gt;• Retirees</td>
<td>Significance: First event at the “birthplace” of Delaware Tech</td>
</tr>
<tr>
<td>Tuesday, June 7</td>
<td>10:30 AM Legislative Brunch</td>
<td>Terry Campus</td>
<td>• Government Leaders&lt;br&gt;• Terry Campus Partners</td>
<td>Program can showcase successful alumni?</td>
</tr>
<tr>
<td>Wednesday, June 8</td>
<td>NO EVENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, June 9</td>
<td>10:00 AM Installation Ceremony</td>
<td>Chase Center</td>
<td>• College employees&lt;br&gt;• Student leaders&lt;br&gt;• Alumni leaders&lt;br&gt;• Current and former Board members&lt;br&gt;• Past presidents&lt;br&gt;• Government, Business, Community, Higher Ed Leaders&lt;br&gt;• Donors and Partners</td>
<td>Delaware Tech Night at Blue Rocks?</td>
</tr>
<tr>
<td></td>
<td>12:00 PM VIP Luncheon (includes VIP processional guests)</td>
<td>George Campus</td>
<td></td>
<td></td>
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<tr>
<td>Friday, June 10</td>
<td>7:00 PM Cocktail Reception</td>
<td>Stanton Campus</td>
<td>• College Employees&lt;br&gt;• Stanton/George Campus Partners&lt;br&gt;• Government, Business, Community, Higher Ed Leaders&lt;br&gt;• Alumni&lt;br&gt;• Retirees</td>
<td>Significance: Final event at campus from which Dr. Brainard graduated</td>
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</table>
Next steps include:

- Communication – Communicate 50th Anniversary Plan to employees and students to encourage involvement.
- Marketing collateral – Collaborate with the Collegewide Marketing and Public Relations team to produce the visual elements and acquire anniversary promotional items needed for the January kickoff.
- Board of Trustees – Continue collaboration with the Board of Trustees to determine its role in various anniversary initiatives throughout the year.
- Budget – Develop budget for anniversary initiatives and activities.
- Timeline – Develop a timeline for the anniversary initiatives that clearly defines planning and implementation time required.
- Metrics – Identify metrics that will measure the effectiveness of the 50th anniversary celebration and its various initiatives.
- Subcommittees – Finalize subcommittees needed to implement the Plan and individuals to serve on them. The following subcommittees were proposed:
  o Installation Ceremony
  o 50 Campus/Community Service Projects
  o Alumni Success Stories
  o Delivering Excellence, Changing Lives Video
  o Incorporating anniversary into Existing Campus Events
  o Campus Artifact Exhibits

The President thanked the Steering Committee and the Task Force members for their enthusiasm and creativity and developing such an organized plan. Below is a list of the Steering Committee and Task Force members.

**Steering Committee:**
Jerry McNesby, vice president for finance, co-chair
Judi Sciple, vice president for institutional effectiveness and college relations, co-chair
Mary Doody, assistant dean of instruction, Stanton Campus
Christine Gillan, director of communication and planning, Owens Campus
Regan Hicks-Goldstein, dean of student affairs, Stanton and George Campuses
Bill Morrow, assistant dean of instruction, Terry Campus

**Task Force members:**
**Owens Campus**
Kristen Bacon, special programs director
Carol Bunting, human resources specialist III
Kerri Faucett, acting department chair, developmental studies
Bob Kime, instructional coordinator, education

**Terry Campus**
Tammy Fenimore, human resources specialist III
Michelle Garey, department chair, mathematics
Paula Mundell, instructional coordinator, nursing
Lisa Peel, instructional director, early childhood education
ITEM 5. WORK/LIFE BALANCE INITIATIVE UPDATE – Mr. Shirey

On November 11, 2014, the Board adopted a Flexible Work Arrangements policy that authorizes College officials to develop non-traditional work arrangements as a means of promoting employee job satisfaction and operational efficiency.

Mr. Shirey summarized that this initiative has been extremely well received by Delaware Tech employees since it became available on June 1, 2015. A total of 98 employees across the College have requested and received a flexible work arrangement of one type or another.

The following procedures, guidelines and forms helped facilitate the implementation of this initiative:


The directors of human resources are currently working on some of the unique challenges presented by telework and anticipate the finalization of guidelines for this area prior to the end of the fiscal year.

President Brainard thanked Mr. Shirey, the human resource directors and their staff for the development of the policy and forms based on feedback received collegewide and for the effective implementation of the process to begin use in the highly desired summer season.
ITEM 6. ACADEMIC AFFAIRS UPDATE – Ms. Sapna

Ms. Sapna delivered an overview of recent and upcoming events within Academic Affairs which included:

- September 25 – Collegewide math department chairs attended a morning training for new math tracks on Friday, September 25. Courses have been redesigned and the number of math credits has been reduced from 12 down to 8. A student can identify which math courses will assist the most in his/her chosen program and career path. The new tracks will be available in fall 2016.
- September 25 – Following the design by Dr. Spamipato and Mr. Hayes of the first of its kind collegewide program, the New Department Chairperson Orientation was held in the afternoon on Friday, September 25. Some existing department chairs brought added value to the program by attending as well as those new to serving in their role.
- October 12 – Although the work is well underway, an official Blueprint for the Future implementation kickoff is planned to take place on Monday, October 12.

ITEM 7. REQUEST TO AMEND THE PERSONNEL POLICY MANUAL REGARDING BENEFITS FOR REGULAR PART-TIME EMPLOYEES – Mr. Shirey

The College has a tradition of closing for two weeks at the end of December and reopening after the first of the year, which is one of the more popular benefits of College employment that distinguishes Delaware Tech from other state agencies. The salaries of full-time employees continue to be paid during this time off through a combination of annual leave and holiday pay. However, part-time employees do not accrue leave and are not given paid holidays at Delaware Tech, so they receive no compensation from the College during the holiday break. In order to alleviate this hardship, Dr. Brainard is proposing an amendment to the Personnel Policy Manual (PPM) that will allow regular part-time employees one week of wage continuation during this time.

Enhancing wages and benefits for support staff is one of Dr. Brainard’s priorities as president, and this is an excellent opportunity to demonstrate gratitude to a segment of Delaware Tech’s workforce that receives very few benefits of employment at a reasonable cost to the College. If approved by the Board on October 13, the following change will be made in the PPM:

“For reasons such as energy savings, the President may specify days on which College facilities will be closed. The President may require that various holidays, including floating holidays, be taken on such days. Regular, part-time employees who are active in the state payroll system on the day before the College closes pursuant to this paragraph will be paid their normal wages while the College is closed for a period of one week based upon their standard work schedule.” (Proposed language is in bold)

ITEM 8. REVIEW OF FISCAL REPORTS – Mr. McNesby

President’s Council reviewed results of FY15 operations and the FY16 Financial Plan.

ITEM 9. DISCUSSION OF FY17 BUDGET – Mr. McNesby

Mr. McNesby discussed the Fiscal 2017 Operating and Capital Budget requests. The College’s top operating budget priority is to continue the funding for the College’s expanded Nursing and Allied Health Programs that are funded with a combination of support from the Health Fund (aka Tobacco Fund), Tuition Fund and General Fund.
The College’s proposed budget request to the Board of Trustees is to:

- Continue to provide open access for all Delaware residents;
- Support existing number of General Fund positions (785) as directed in budget guidelines;
- Support increase of $810.7k in the operating budget to address deferred
- Continue to provide financial support for the College’s partnership with the University of Delaware; and
- Outline potential impact of 1% budget reduction in non-personnel General Fund Budget ($36.9k) on programs and operations.

**Fiscal 2017 Capital Budget**

A total of $14,163.6 is being requested for:

- Campus improvements at all campuses to address deferred maintenance;
- Enhancing technological capabilities and information dissemination across the State;
- Transforming the 41,750 square foot Library at the Owens Campus into a Learning Commons while addressing the major systems issues;
- Planning and designing a new Student Services Center at the Terry Campus;
- Renovating and expanding the East Building at the George Campus by enclosing the Plaza;
- Expanding the Parking Garage at the George Campus;
- Planning and designing a new Child Development Center at the Stanton Campus; and
- Planning and designing an expansion to the Trades and Industry Building at the Owens Campus.

President Brainard will request approval from the Board of Trustees at next week’s meeting. The College’s Hearing with the Office of Management and Budget is scheduled for November 19, 2015.

**ITEM 10. DISCUSSION OF 2016 ADMINISTRATIVE RETREAT – Dr. Brainard**

This item is deferred to the November 10th President’s Council meeting due to the adjusted timeline to the Leadership Development Program (LDP) participant selection process.

**ITEM 11. REVIEW OF OCTOBER 13, 2015 BOARD RETREAT – Dr. Brainard**

Details of the Annual Board Retreat were reviewed. Everyone is looking forward to the day-long agenda with the Board of Trustees and several internal and external guests.

**ITEM 12. REVIEW OF DRAFT OCTOBER 13, 2015 BOARD MEETING AGENDA – Dr. Brainard**

The president reviewed the agenda for the October 13 Board meeting.
ITEM 13. REVIEW OF DRAFT NOVEMBER 10, 2015 PRESIDENT’S COUNCIL MEETING –
Dr. Brainard

The next President’s Council meeting will be held on Tuesday, November 10, 2015 at the Stanton Campus. A draft agenda was discussed.

ADJOURNMENT – The meeting adjourned at 11:32 a.m.

Submitted by:

Kim G. Holston
Kim G. Holston
Executive Assistant to the President