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; Paul T. Morris, Jr., Assistant Vice President for Workforce Development and Community Education, Stanton/George Campus; Justina M. Sapna, 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: None.

OTHERS PRESENT: Joanne K. Damminger, Assistant Vice President for Student Affairs, President’s Office; Richard C. Kralevich, Associate Vice President for Information and Instructional Technology, President’s Office; David R. Morris, Assistant Vice President for Development, President’s Office; Stephen C. Shirey, Systems Administration Director, 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 October 8, 2015 meeting were approved as written.

ANNOUNCEMENTS:
The Terry Campus Gourmet Gala was held on Saturday, October 17 and raised $220,000 for student scholarships. Dr. Brainard thanked Dr. Turansky and staff for hosting this successful event to support our students.

Events to honor our veterans for their service and sacrifices made for our country are scheduled at each campus as follows:

“Celebrating Women in the Military”
Stanton Campus
8:00 – 9:00 AM
Ceremonies, breakfast, and guest speaker – BGen Carol Timmons, Delaware National Guard

“Commemorating the End of WWII”
Owens Campus
8:30 – 10:00 AM
Ceremonies, breakfast, and guest speaker – Mr. Joseph Colgan, WWII Veteran

“Voices of Veterans”
George Campus
11:30 AM – 1:00 PM
Ceremonies, lunch, and Veterans Inspiring Progress lead student dialogue
“Three Words Campaign”
Terry Campus
12:00 PM – Flag Ceremony and POW/MIA table presentation
2:00 PM – Veterans Inspiring Progress sponsored movie – “Unbroken”

There will not be a President’s Council meeting in December.

Due to a lack of agenda items, there will not be a Board meeting on December 8.

In preparation for the upcoming 2016 year and with so many initiatives such as CCIF and the 50th Anniversary, Dr. Brainard thought it would be of value to gather the College's administrative team for a half day leadership summit on Tuesday, December 8.

The College's last day before the holiday break will be Friday, December 18; returning on Monday, January 4. Employees will be utilizing 2 floating holidays, 3 State holidays and 4 vacation days as Governor Markell declared Thursday, December 24 as a State holiday.

With the winter months quickly approaching, everyone is reminded that unpredictable and severe weather systems sometimes develop with little notice. Campus public safety teams will continually assess conditions during inclement weather, and in the event of changes to operational hours or class cancellations, announcements will be made through Delaware Tech ALERT, local media, MyDTCC and social media. Contact information can be updated in the Delaware Tech ALERT system via a link found at the top of the MyDTCC portal.

When the College is open during inclement weather, Dr. Brainard requests that employees use their best judgment when determining whether to drive to the campus and to remember to allow for extra travel time.

Winter driving tips can be found at AAA's website.

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). An informational brochure has been created for students, faculty, and staff.

**Equipment:**

1. Director Winstead, Judi Sciple, and Tammy Watkins viewed a demo by Media Sonar, which is a program capable of searching social media sites for postings of potential threats to the College. The program is currently used by the University of Delaware but could only search a limited geographic area and did not have the capability to search the entire state. The program would not be of significant value to the College and a demo by Meltwater will be scheduled to determine if the program capabilities would be beneficial from both a media and public safety perspective.
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. Approximately 54 personnel are currently scheduled to attend/participate.

2. Director Winstead researched the possibility of Public Safety personnel having the capability to administer the drug Naloxone (Narcan), which counteracts the effects of opioid-related (including heroin) overdoses. The process for the College to become a participant in the program has been obtained from DHSS and Liz Olsen is reviewing a draft Delaware Tech policy.

3. 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. DELJIS was contacted 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 Del Tech. Programmers at DELJIS will review the request. No update from DELJIS.

4. The College has received grant funding for a Kryptos Bluelight Emergency App. The cell phone app will provide students/faculty with the ability to contact 911/Public Safety in the event of an emergency with a touch of the device screen, as well as provide location. This app can be used as a “panic button” and does not tie the person to a computer keyboard.

5. A collegewide Emergency Procedures Quick Reference guide has been finalized and will be posted in all classrooms.

6. The Run-Hide-Fight video which provides information regarding action for students/faculty/staff to take in the event of an armed intruder is now on the portal in Public Safety.

Training:
1. As of October 22, 2015 all constables have attended the Advanced Law Enforcement Rapid Response Training (ALERRT) program, which addresses response to active shooter incidents. The training was provided by the Delaware State Police and the FBI standardizes the police response to active shooter incidents on a local, state, and national level. The training was provided at no cost to the College.

2. Director Winstead and Chief Bill Wood attended a 3-Day FEMA course (Multihazard Emergency Planning for Schools) on November 2-4. The course will assist in the development of a unified collegewide Emergency Operations Plan.

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

4. The Ocean View Police Department hosted a Safariland Baton and Handcuffing instructor’s course the last week of October. Two constables attended the training which will eliminate the need for an outside vendor to provide the ongoing training at additional cost. For the first time, the College now has Public Safety constables providing in-house instruction and training in baton, handcuffing, and firearms.
Human Resources:
1. Constables positions at both the Stanton Campus and George Campus were posted on 9/15/15 and closed on 9/29/15. Applicants moving forward to an initial interview have been selected.

2. One Public Safety Officer position was posted at the Stanton Campus on 9/18/15 and closed on 10/2/15. Applicants moving forward to an initial interview have been selected.

3. A regular part-time Public Safety Officer position at the Owens Campus will be posted.

Notable Incidents:
1. On October 15th a student at the George Campus was observed by an employee viewing assault weapons on a college computer in the library. The incident was addressed by CARE team and Public Safety personnel and found to be of no threat.

2. A student at the Stanton Campus became disorderly when asked to produce her student ID by Public Safety personnel. The student pushed one of the constables and was escorted from campus. The incident has been addressed by Student Affairs.

3. On October 30, 2015 there was a march by approximately 50 people to bring attention to the shooting investigation of an individual in a wheel chair by officers of the Wilmington Police Department. The march went past the Campus on 4th street and was uneventful.

President’s Council requested the Sexual Violence Elimination (SaVE) Act brochure be disseminated electronically for further distribution at the campuses. Director Winstead was commended for the significant levels of on-going and varied types of training provided to public safety collegewide.

ITEM 2. DEVELOPMENT UPDATE – Mr. Morris

Mr. Morris provided the following overview of Development:

1. Scorecard and Narrative
   a. Cash and donors trail slightly behind FY15.
      i. At this point last year, there were a couple of significant gifts that impact the change in cash in FY16 – namely Perdue, Dresher and Discover.
      ii. The key will be for donors and cash to show an increase by the end of December.
   b. Annual Giving efforts in November/December should help close this gap.
   c. Year-end efforts include:
      i. Mailing from President to all past donors
      ii. Email to all – including new email addresses obtained in data cleanup
      iii. Calls in December to all FY15 lapsed donors and some FY14 donors

2. Development Project Updates
   a. Database Cleanup
      i. Halfway through the process
      ii. High non-match on addresses (nearly 18%) proves this was a worthwhile effort – more than double what is typically seen
iii. Address retrieval complete
iv. Upcoming – phone append (cell and home), employer append, email append and deceased finder.
v. This cleanup will have additional benefits, namely increased engagement with the Delaware Tech community. More magazines and invitations will reach homes. This will also benefit with 50th Anniversary efforts.

b. Raiser’s Edge Training 11/23 and 11/24
   i. This will allow for better utilization of the database and standardize processes.
   c. LexisNexis is live and being utilized quite well.
   d. Stewardship and Leadership Annual Giving

3. Major Gifts and Grant Efforts
   a. Pipeline Meeting to discuss prospects and potential overlap
   b. Prospect overlap is then raised with campus director
   c. These meetings have the staff thinking about what will provide the biggest impact on the campuses and collegewide – i.e. sharing of potential prospects for other campuses or trying to identify when a collegewide ask makes the most sense
   d. Strategy for prospects is discussed – i.e., how to structure an ask or what are potential next steps
   e. The same collegewide thinking holds true for grant efforts. The staff is identifying potential grant opportunities and the staff works closely with the directors of communication and planning to determine which grants should be pursued at a collegewide or campus level and which don’t make sense for the College.

President’s Council requested the scorecard reflect the same time frame as the Educational Foundation to avoid any confusion in what is reported. Mr. Morris will modify the report and goals will be set accordingly, on a January to December calendar year model.

ITEM 3. COLLEGE’S 50th ANNIVERSARY ACTIVITIES UPDATE – Mr. McNesby and Dr. Sciple

Mr. McNesby and Dr. Sciple provided the following update on the 50th anniversary:

A video is being produced to reflect on the many lives that have been positively impacted by the educational and workforce development initiatives of the College and to commemorate this important milestone. Feedback was sought from President’s Council to identify those who played a significant role in the College’s journey over the last 50 years, so that the individuals can be invited to be a part of the video. The video will be aired during the January 27 kickoff events collegewide.

Weekly video blogs have already begun, continuing through January 2016, and are available on the MyDTCC portal. The videographers from Teleduction, who have traveled to the campuses for the filming, expressed their appreciation to Public Safety and staff at each location who were so helpful and organized.

Metrics will be developed in order to gauge the success of the many initiatives put forth.

The collegewide marketing team has accomplished a lot on the front end with several promotional items already designed and on order.
Logistic teams have been identified to lead the efforts for the January 27 kickoff to be held at each campus at 11:30 AM and 5:30 PM.

Dr. Brainard thanked Mr. McNesby and Dr. Sciple and is pleased with the progress made already thus far.

ITEM 4. BSN UPDATE – Drs. Janvier and Turansky

Dr. Janvier and Dr. Turansky advised following the Board’s approval to develop the BSN program and curriculum, several meetings have taken place to inform the College community about the next steps forward and what the process will entail. A project coordinator will soon be identified and announced on the portal.

ITEM 5. ACADEMIC AFFAIRS/STUDENT SUCCESS UPDATE – Ms. Sapna

The U.S. Department of Labor’s (DOL) Office of the Inspector General (OIG) conducted an audit of TAACCCT Round 1 from November 2 – 6, 2015. According to the College’s three on-site auditors, the OIG chose 5 of 49 TAACCCT Round 1 grantees/states to conduct on-site audits in efforts to specifically determine if the TAACCCT Grants Program (at a national level) developed, expanded, and improved programs so that participants could obtain skills and credentials to prepare them for employment in high-wage and high-skill occupations (https://www.oig.dol.gov/about.htm). The OIG’s audits focus on compliance, efficient and economical use of resources, and achievement of outcomes; thus, throughout the week, our onsite auditors reviewed payroll and fiscal records, participant tracking records, reporting documents, internal protocol and procedures; visited Owens and Terry TAACCCT program sites; and conducted a follow-up desk review of overall operations.

Very minor follow-up documentation has been requested, at this time. The lead auditor explained that at the conclusion of its 5 onsite reviews, likely in May 2016, the OIG will publish a final report with findings and recommendation, and indicated that the audited colleges would likely remain unnamed in the report. Mrs. Sapna stated that the on-site visit went very smoothly, thanks to tremendous help from multiple divisions, departments and individuals at all campus locations.

ITEM 6. DISCUSSION OF FY2017 BUDGET HEARING – Mr. McNesby

The College’s budget hearing with the Office of Management and Budget is scheduled for Thursday, November 19 at 9:30 AM in the House Chambers at Legislative Hall.

The Joint Finance Committee hearing will take place on Tuesday, February 16 at 12:30 PM on the lower level of Legislative Hall. The Bond Bill hearing is scheduled for Wednesday, April 27 at 10:30 AM on the lower level of Legislative Hall.

ITEM 7. LEADERSHIP DEVELOPMENT PROGRAM UPDATE – Mr. Shirey

President Brainard approved the selection of mentors and mentees for the 9th Leadership Development Program class as recommended by AdHoc. An announcement of selections will be posted.

The 2016 Administrative Retreat will take place on Thursday, April 21 at Terry Campus in Corporate Training Center (CTC), room 400 A/B.
President’s Council reflected on the changes made to the selection process and agreed it worked very well. Program changes vetted during Ad Hoc President’s Council will soon be forwarded to President Brainard for consideration.

ITEM 8. REVIEW OF DRAFT JANUARY 26, 2016 PRESIDENT’S COUNCIL AGENDA – Dr. Brainard

A draft agenda for the January 26, 2016 President’s Council meeting was reviewed.

ITEM 9. STANTON SERVER ROOM RIBBON CUTTING – Dr. Kralevich

Dr. Kralevich provided a summary of the concerning factors of the old server room and the importance of investing in technology. He highlighted some of the benefits which were a result of this impressive project.

Dr. Kralevich also shared that Bob Hagerty, board member and technology director and managing director at J.P. Morgan Chase visited the server room while touring the campus and he loved it. President’s Council will visit the new server room following the adjournment of the meeting.

ADJOURNMENT – The meeting adjourned at 12:08 PM.

Submitted by:

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