

**DELAWARE TECHNICAL COMMUNITY COLLEGE
BOARD EXECUTIVE COMMITTEE**
Friday, January 10, 2020
Office of the President, John M. Maiorano Boardroom and
Owens Campus Director's Boardroom via videoconference

MINUTES

PRESENT: Lolita A. Lopez, member-at-large; Patti A. Grimes, vice chair and member, Sussex County; Nancy J. Shevock, chair.

ABSENT: None.

OTHERS PRESENT: Valencia "Lynn" Beaty, vice president for human resources, President's Office; Mark T. Brainard, president; Kimberly G. Holston, executive assistant to the president; Brian D. Shirey, general counsel, President's Office.

Chair Shevock called the Board Executive Committee meeting to order at 10:01 a.m.

ITEM 1. REQUEST FOR APPROVAL OF REVISIONS TO PERSONNEL POLICIES

The College has been struggling to retain highly qualified individuals to fill key positions due to its inability to compete with the salaries offered by the private sector and other state agencies such as DTI and the public school districts. State law allows the College to hire a Plan B employee at 100% of midpoint of an assigned paygrade, but Delaware Tech's salary policy only allows this when the person comes from outside of the College as an external candidate. This inequity places the College at a competitive disadvantage when attempting to recruit and retain highly qualified support staff and penalizes current employees who go through the same process as an external candidate. As a result, the president proposed the two amendments to the College's salary policies.

The first would add the following new provision to Salary Plan B to give the president the authority to grant exceptions to the salaries paid to Plan B employees when strict application would result in inequitable treatment or would not be in the best interests of the College. The president current has similar authority for Plan D employees.

S. EXCEPTIONS TO SECTIONS J. THROUGH N.

Exceptions to the policies contained in Sections J through N may be authorized by the president, after review by the Human Resources Department, in cases where, in their judgment, application of these policies would result in inequitable treatment of an employee and/or would not be in keeping with the best interests of the College.

The second deals with Salary Plan D. At its meeting last June, the Board authorized the president to pay an external candidate for an administrator's position more than what appears on the College's salary tables when their immediate former employer was another college, university, school district, or a unit of federal, state, or local government. However, the president does not have the same authority to "level up" existing employees with equal or greater experience as the president does with Plan B support staff. This inequity can be resolved with the addition of the following language in Section E of the Salary Plan D Description:

In the event a starting salary that exceeds the Index Salary Schedule is approved by the president, the Office of the President Human Resources Department shall identify all equally or more qualified incumbents who are on the same level on the Administrative Responsibility Schedule and receiving a lower rate, if any. The president may provide that the annual base rate of those employees be increased to the higher pay rate.

Ms. Lopez moved and Ms. Grimes seconded to approve the proposed exceptions to be included in both of the salary policies. These two amendments to Delaware Tech's salary policies will provide consistency as it relates to the president's authority when hiring candidates for highly competitive positions. The motion carried unanimously.

ADJOURNMENT

Ms. Grimes moved to adjourn the meeting at 10:16 a.m. Ms. Lopez seconded. Motion unanimously carried.

Submitted by:



Mark T. Brainard
President