

**DELAWARE TECHNICAL COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
PERSONNEL COMMITTEE MEETING**

**NEW CASTLE COUNTY  
Stanton Campus  
Room A114**

**Monday, April 9, 2019**

**MEMBERS PRESENT:** General Ernest G. Talbert, (Board Member and Personnel Committee Chair); Ms. Patti Grimes (Board Member) and Nancy J. Shevock, (Board Member.)

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mr. Scott A. Green, Chairman; Brian D. Shirey, Esq., General Counsel; Dr. Valencia “Lynn” Beaty, Vice President for Human Resources; Ms. Janis Beach, Director of Human Resources, Terry Campus; Ms. Maribeth Dockety, Director of Human Resources, Owens Campus; Mr. Anthony Hall, Director of Human Resources, George Campus; and Ms. Courtney Hutt, Director of Human Resources, Stanton Campus.

General Talbert called the meeting to order at 2:01 p.m.

**ITEM I: REVIEW OF MINUTES**

General Talbert placed the minutes of the October 25, 2018, meeting up for discussion, questions, or corrections. There being none, Ms. Grimes moved and Ms. Shevock seconded the motion to accept the minutes as written. The motion carried unanimously.

**ITEM II: REQUEST FOR APPROVAL OF REVISIONS TO OVERTIME POLICY (PPM 6.02)**

Mr. Shirey spoke to the request noting the current policy, requiring compensatory time to be used within 180 days or is forfeited, created a hardship for employees who have dual employment with the State. This requirement has created an unanticipated hardship for College employees who serve in elected or appointed positions subject to the College’s dual employment policy. The proposed modification would give this category of employees one year to use their compensatory time.

Discussion ensued including the clarification that Salary Plan A employees do not earn compensatory time, consistent with the provisions of the Fair Labor Standards Act; the rationale for the six months limitation (i.e., to curtail the impact of high payouts upon separation from the College); the current limitation on the amount of compensatory time that can accrue; and the consideration of other options. After discussion, Ms. Shevock made a motion to approve the request for purposes of further discussion; Ms. Grimes seconded the motion.

Further discussion continued, resulting in the Committee requesting additional information. Ms. Shevock moved to table the request until the June meeting. Ms. Grimes seconded the motion. The motion carried.

**ITEM III: REQUEST FOR APPROVAL OF REVISIONS TO SALARY PLAN D DESCRIPTION, SECTION E. "ENTRY SALARIES"**

Mr. Shirey provided background information regarding this recommendation, noting there are challenges in recruiting qualified individuals from outside the College to serve in senior administrative positions due to a lack of competitiveness between our compensation plans and those of other public and private sector institutions. This request would provide the President with flexibility to pay above the rate specified in the Plan D table for administrators who come to the College from other institutions of higher education, school districts, or federal, state or local government.

After discussion, Ms. Grimes moved and Ms. Shevock seconded the motion to approve the request. The motion carried unanimously.

**ITEM IV: NEW ITEMS**

There were no new items presented for consideration.

**MOTION FOR EXECUTIVE SESSION (CLOSED TO THE PUBLIC)**

Ms. Grimes moved and Ms. Shevock seconded the motion to adjourn the personnel committee meeting and convene an executive session at 2:21 p.m. to discuss personnel and legal matters. The motion carried.

**MOTION TO RECONVENE THE PERSONNEL COMMITTEE MEETING**

Ms. Shevock moved and Ms. Grimes seconded the motion to reconvene the open session at 2:24 p.m. The motion carried.

**MOTION TO ADJOURN**

Ms. Shevock moved to adjourn the meeting at 2:25 p.m. Ms. Grimes seconded the motion. The motion carried unanimously.