

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

GEORGE CAMPUS – SE111

April 10, 2018

MEMBERS PRESENT: William G. Bush, IV, Esq., (Board Member and Personnel Committee Chair), Ms. Lolita A. Lopez (Board Member) and General Ernest G. Talbert (Board Member.)

MEMBERS ABSENT: None.

OTHERS PRESENT: Scott A. Green, Chair; Brian D. Shirey, Esq., General Counsel; Dr. Valencia “Lynn” Beaty, Vice President for Human Resources; Ray Parsons, Johnnie Burton, Dustin Abshire, Deneice Berry, Heidi Baist, Mary Paris, Laura Bianco, and David Hall, Leadership Development Program participants; and Allan Nelson, Assistant Director Administrative Services.

Mr. Bush called the meeting to order at 2:04 p.m.

ITEM I: REVIEW OF MINUTES

Mr. Bush placed the minutes of the October 12, 2017, meeting up for discussion, questions, or corrections. There being none, Ms. Lolita Lopez moved and General Talbert seconded a motion to accept the minutes as written. Motion carried unanimously.

ITEM II: REQUEST FOR APPROVAL OF REVISIONS TO EMPLOYEE TRANSFER POLICY

Dr. Beaty provided background information for the request to revise the employee transfer policy. Over the past several years, the College has undergone reorganizations to improve operating efficiencies. As such, a review of the employee transfer policy was in order. The result was a simplification and clarification of the policy, including conformance to the new format as outlined in the College’s Policy on Policies. Dr. Brainard also added that the policy is more customer friendly for our employees living and working in different counties.

After discussion, General Talbert made a motion to approve the request; Ms. Lopez seconded the motion. The motion carried unanimously.

ITEM III: REQUEST FOR APPROVAL OF REVISIONS TO THE SALARY PLAN D
DESCRIPTION

Dr. Beaty explained the request is a minor change to the policy to avoid potential inequities to those assigned to collegewide duties, and to address an apparent oversight in the drafting of Section O in the original policy. Dr. Brainard also spoke to the importance of everyone understanding there was a seamless relationship between academic affairs (credit-side) and workforce development (non-credit.)

In response to Ms. Lopez’ question about updating the review process of the Personnel Policy Manual, Dr. Beaty noted the College’s Human Resources Personnel Policy Manual subcommittee is tasked with

that responsibility. Any proposed changes substantive or non-substantive, undergo legal review prior to coming before the Board. Such was the case with the Death in Family (PPM 7.05) and Return to Work Upon Termination of Leave (PPM 7.13a) policies; both policies, as presented, had non-substantive policy changes.

After further discussion, Ms. Lopez made a motion to approve the request; General Talbert seconded the motion. The motion carried unanimously.

NEW ITEMS

There were no new items presented for consideration.

MOTION FOR EXECUTIVE SESSION (CLOSED TO THE PUBLIC)

Ms. Lopez moved and General Talbert seconded the motion to adjourn the personnel committee meeting and convene an executive session at 2:16 p.m. to discuss personnel and legal matters.

MOTION TO RECONVENE THE PERSONNEL COMMITTEE MEETING

Ms. Lopez moved and General Talbert seconded a motion to reconvene the open session at 2:40 p.m. The motion carried.

MOTION TO ADJOURN

Ms. Lopez moved to adjourn the meeting at 2:42 p.m. General Talbert seconded. The motion carried unanimously.

APPROVED 06.18.18