

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

**SUSSEX COUNTY  
The Inn at Canal Square, Lewes, DE  
Waterview Room**

**Thursday, October 10, 2019**

**MEMBERS PRESENT:** Ms. Patti Grimes, board member and Nancy J. Shevock, board member

**MEMBERS ABSENT:** General Ernest G. Talbert, board member and personnel committee chair

**OTHERS PRESENT:** Dr. Mark T. Brainard, president; Brian D. Shirey, Esq., general counsel; Dr. Valencia “Lynn” Beaty, vice president for human resources; Ms. Justina M. Sapna, vice president for academic affairs, Ms. Janis Beach, assistant vice president for Title IX and director of human resources, Terry Campus; and Mr. Anthony Hall, director of human resources, George Campus;

Ms. Grimes called the meeting to order at 3:05 p.m.

**ITEM I: REVIEW OF MINUTES**

Ms. Grimes placed the minutes of the June 17, 2019, meeting up for discussion, questions, or corrections. There being none, Ms. Shevock moved and Ms. Grimes seconded the motion to accept the minutes as presented. The motion carried unanimously.

**ITEM II: REQUEST FOR APPROVAL OF REVISIONS TO SALARY PLAN D DESCRIPTION**

Dr. Brainard provided background information, as well as an organizational chart, for the request to create the position of associate vice president for workforce development and community education within the College’s administrative pay plan.

In 2014, he appointed an existing campus director of workforce development to serve in a supplemental capacity, as an associate vice president for workforce development and community education. Dr. Brainard noted with the subsequent growth of the workforce development and community education division, not just with additional sites (Woodbridge, Middletown), but also with expanded responsibilities in leading and operating the Office of Work-Based Learning, the College’s pathways initiatives, as well as increased customized training opportunities, the supplemental position now needs full-time capacity.

If approved, an existing position will be identified and reprogrammed before the new position is filled so that there will not be an increase in the total number of full-time positions at the College. The incumbent will report to the vice president for academic affairs and will be a Level IV position on the Salary Plan D Position Classification and Level Schedule appearing on the Salary Plan D tables. Additionally, there will be two campus directors of workforce development and community education; one each at the George and Stanton campus locations.

After discussion, Ms. Shevock made a motion to approve the request as outlined in Dr. Brainard's memo; Ms. Grimes seconded the motion. The motion passed.

**ITEM III: NEW ITEMS**

There were no new items presented for consideration.

**MOTION TO ADJOURN**

Ms. Shevock moved to adjourn the meeting at 3:12 p.m. Ms. Grimes seconded the motion. The motion carried unanimously.