

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

**Multi-Locations via ZOOM**

**Thursday, October 22, 2020**

**MEMBERS PRESENT:** General Ernest G. Talbert, board member and personnel committee chair, Ms. Patti Grimes, board member and Diane Glenn, board member.

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** Mr. Brian D. Shirey, Esq., general counsel; Dr. Valencia “Lynn” Beaty, vice president for human resources; Ms. Kelly McVeigh, vice president for information and instructional technology; Ms. Janis Beach, assistant vice president for Title IX and civil rights, and director of human resources, Owens Campus; Ms. Tamesha Broughton, director of human resources, George Campus; Ms. Courtney Hutt, director of human resources, Stanton Campus; Ms. Marybeth Roach, director of human resources, Terry Campus; and Mr. Bob Jones, information technology specialist IV.

General Talbert called the meeting to order at 3:01 p.m.

**ITEM I: REVIEW OF MINUTES**

General Talbert placed the minutes of the June 15, 2020, meeting up for discussion, questions, or corrections. There being none, Ms. Grimes moved and Ms. Glenn seconded the motion to accept the minutes as presented. The motion carried unanimously.

**ITEM II: REQUEST FOR REVISION TO THE SALARY PLAN D POSITION  
CLASSIFICATION AND LEVEL SCHEDULE**

Dr. Brainard provided a historical background for the request for this position title change from vice president for human resources to vice president for human resources and equity, diversity & inclusion, along with the need for the additional and expanded duties assigned to the new position. He noted that Delaware Tech would be better served by having a single point of contact in the chief equity, diversity and inclusion officer to focus on hiring and employment practices, as well as assist in the navigation of the pressing issues confronting our employees. Additionally, Dr. Brainard requested the restoration of the position of assistant vice president of human resources to assume operational duties as a result of the additional responsibilities the vice president for human resources and equity, diversity & inclusion will take on.

After discussion, positive feedback from the members, and observations from the vice president for human resources, in response to a question from Ms. Grimes, Ms. Glenn made a motion to approve the request. Ms. Grimes seconded. Motion carried unanimously.

**ITEM III: REQUEST TO TEMPORARILY SUSPEND CARRYOVER LIMITS FOR ANNUAL  
LEAVE EARNED IN 2020**

Dr. Brainard noted that employees are working harder than ever during the pandemic. However, due to travel restrictions as a result of the pandemic, employees have not been able to utilize time to take meaningful vacations. A recent review of employee annual leave balances revealed approximately 100 employees with annual leave balances in excess of the 315-hour carryover limit, with the expectation that number will grow as the pandemic continues. This request is a one-year suspension of the annual carryover limit (not for payout purposes), so as to not penalize our employees during the pandemic.

After discussion, Ms. Grimes made a motion to approve the request. Ms. Glenn seconded. Motion carried unanimously.

#### **ITEM IV: NEW ITEMS**

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There were no new items presented for consideration.

#### **ADJOURNMENT**

The meeting adjourned at 3:23 p.m.