

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

**October 24, 2016**

**MEMBERS PRESENT:** Mr. William G. Bush, IV, Esq., (Board Member and Personnel Committee Chair); Mr. Robert E. Hagerty (Board Member); and Mrs. Lolita A. Lopez (Board Member);

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Mr. Scott A. Green (Board Member and Board Chair); Dr. Mark T. Brainard, President; Mr. Brian D. Shirey, Esq., General Counsel; Dr. Valencia “Lynn” Beaty, Vice President for Human Resources; Mr. Dan Shortridge (Public)

Mr. Bush called the meeting to order at 3:04 p.m.

**ITEM I: REVIEW OF MINUTES**

Mr. Bush placed the minutes of the June 20, 2016, meeting up for discussion, questions, or corrections. There being none, Mrs. Lopez moved and Mr. Hagerty seconded a motion to accept the minutes as written. Motion carried unanimously.

**ITEM II: REQUEST FOR APPROVAL OF THE VICE PRESIDENT AND CAMPUS DIRECTOR (JACK F. OWENS CAMPUS)**

Dr. Beaty presented a request from the president to approve Dr. Bobbi J. Barends as the College’s Vice President and Campus Director, Jack F. Owens Campus. Dr. Beaty provided a detailed overview of the nationwide search conducted for the position, as a result of the announced retirement of Dr. Ileana Smith. The search resulted in three persons being invited to the Campus open forums.

Dr. Barends was unanimously recommended for the position by a screening committee comprised of representatives from the Office of the President and Owens campus administration, a member of the Owens Campus Department of Instruction, as well as the Staff Senate and Faculty Council chairs. Campus open forums were held in the morning and afternoon to allow sufficient time for students, faculty, support staff, administrators and the community to hear the vision of the three candidates, as well as their responses to standard questions created for the forum and questions from those in attendance.

Dr. Barends currently serves as the Dean of Instruction at the Jack F. Owens Campus. She has served in a variety of roles in higher education including adjunct faculty and Assistant Professor of Occupational Therapy at Elizabethtown College and Occupational Therapy Assistant Department Chairperson, Assistant Dean of Instruction, and Acting Assistant to the Campus Director at Delaware Technical Community College.

Dr. Barends has led numerous collegewide committees/working groups focused on learning communities, learning commons, supplemental instruction, developmental education and dual enrollment. Additionally,

Dr. Barends has held leadership roles in maintaining the College's accreditation with the Middle States Commission on Higher Education as well as in campus and collegewide program accreditations.

Dr. Barends earned a bachelor's degree in Exercise Science from the University of Pittsburgh, a master's degree in Occupational Therapy at Misericordia University, and a Ph.D. in Education from Walden University. She is a graduate of Delaware Technical Community College's Leadership Development Program.

After discussion and positive observations, Mrs. Lopez made a motion to approve the request. Mr. Haggerty seconded. Motion carried unanimously.

### **ITEM III: REQUEST FOR APPROVAL OF OFFICE OF THE PRESIDENT REORGANIZATION**

Dr. Brainard spoke about the ongoing comprehensive restructuring efforts to best serve the current and future needs of the College. In support of the one-college structure, particularly for support functions, he proposed the reorganization of Finance; Academic Affairs; and Institutional Effectiveness and College Relations within the Office of the President. Two new positions, the Director of Facilities and the Director of Strategic Communication, will be created from the reprogramming of existing positions.

The Director of Facilities will have an extensive background in facilities operations and management. This will greatly aid in how facilities are assessed collegewide and direct resources, where most needed, on a collegewide basis. The position will report to the Vice President for Finance, the campus Directors of Administrative Services will report directly to the Director of Facilities.

Within Academic Affairs, the Director of Veterans Services will report to the Vice President for Academic Affairs. Approximately 90% of the work done by this position impacts students, academic counselors, and other community stakeholders who offer jobs to our students.

Institutional Effectiveness and College Relations will be renamed Institutional Effectiveness and Development. This will allow greater focus on accreditation, institutional effectiveness and development. Accreditation is greatly changing, with anticipated significant changes in Middle States' reporting. Additionally, greater emphasis will be placed on development, with the creation of the new Board development subcommittee. The communications and marketing responsibilities will be removed from this area and moved under the Director of Strategic Communication.

The Director of Strategic Communication would oversee community, public and governmental relations; marketing; and would be tasked with integrating communications collegewide. The Director of Strategic Communication will report directly to the President.

Persons impacted by the reprogramming have been presented with options to allow them to remain employed with the College.

After discussion, Mr. Haggerty made a motion to approve the Office of the President reorganization; Mrs. Lopez seconded. The motion carried unanimously.

## **ITEM IV: REQUEST FOR APPROVAL OF AMENDMENT TO PERSONNEL POLICY MANUAL**

Two requests for approval to amend the Personnel Policy Manual were presented.

Student Affairs Instructional Coordinator Stipend. Student success courses (SSC 100) are a best practice for retention and graduation, and are required for all incoming award-seeking students (Associate, diploma, and certificate), effective fall 2016. As such, Dr. Beaty presented a proposal from Dr. Brainard to amend the Salary Plan A Description by adding the following new provision to Section G:

“8. Student Affairs Instructional Coordinators

Employees designated as Student Affairs Instructional Coordinators are appointed by and serve at the Pleasure of the Vice President and Campus Director, and reports to the Dean of Student Affairs or Assistant Dean of Student Affairs their first semester effective fall 2016.

Approval of this request would authorize the payment of a \$2,000 supplement to an Academic Counselor who has been assigned to coordinate the delivery of our student success courses on his/her respective campus.

After discussion, Mrs. Lopez made a motion to approve the request to amend the Personnel Policy Manual to authorize the payment of a \$2,000 supplement to Student Affairs Academic Counselors assigned to coordinate the delivery of student success courses; Mr. Hagerty seconded. The motion carried unanimously.

Multi-Campus Supplement. Dr. Beaty presented a proposal from Dr. Brainard to approve an amendment to the Personnel Policy Manual to provide campus administrators whose job description includes responsibility for the management and oversight of operations at more than one campus with a stipend equal to 5% of their base salary. The new section would be added to the Salary Plan D Description, and the existing sections be re-designated as needed:

“N. SALARY SUPPLEMENTS FOR MULTI-CAMPUS RESPONSIBILITY

Campus administrators whose job description includes responsibility for the management and oversight of operations at more than one campus shall receive a supplement equal to five percent (5%) of their annual base salary.

The College currently authorizes a stipend equal to 10% of an employee’s base pay when she or he is assigned collegewide responsibility for an operational area or function above and beyond their existing duties to recognize and address the inequities created by the assignment of an additional workload. Similarly, an inequity exists for campus administrators who are responsible for operations at more than one campus within the College. This proposal seeks to resolve this inequity and recognize the additional work that these individuals perform on a daily basis.

Discussion followed regarding the history of the establishment of these positions, the organizational construct of all campus locations, as well as the recognition of two distinct campuses, in Stanton and George, for single accreditation purposes.

Mr. Hagerty then made a motion to amend the Personnel Policy Manual to provide for the multi-campus supplements equal to 5%, as presented; Mrs. Lopez seconded. The motion carried unanimously.

**MOTION TO ADJOURN**

There being no other items to be considered, Mrs. Lopez moved to adjourn the meeting at 3:47 p.m. Mr. Hagerty seconded. Motion carried unanimously.

Respectfully submitted,



Dr. Valencia “Lynn” Beaty  
Vice President for Human Resources

APPROVED 04.11.17