



MEMORANDUM

TO: Board of Trustees

FROM: Mark T. Brainard, President

DATE: April 9, 2024

RE: Request for Approval of Salary Pan D Revisions

As you know, Dr. Valencia “Lynn” Brown retired from her position as vice president for human resources and equity, diversity & inclusion on February 29, 2024. In accordance with past practice, we have examined the principal roles of this position to decide whether modifications are warranted to meet the College’s current operational needs. For the reasons that follow, I am requesting your approval to establish the new position of vice president for diversity, equity and inclusion.

The College’s strategies to enhance diversity, equity and inclusion (DEI) are continuing to evolve. Our first college-wide coordinator for civil rights was appointed in 2010, which was a supplemental duty assigned to a full-time employee who performed the role in addition to their regular job. Diversity, equity and inclusion became a primary focuses of our efforts to promote retention, persistence and completion under Achieving the Dream, and in 2020 we merged DEI with human resources to create the position of vice president for human resources and equity, diversity and inclusion. In addition, the position of assistant vice president for human resources was reinstated to handle day-to-day operations, thereby allowing the prior vice president to focus on DEI initiatives.

While DEI initiatives have come under fire in other states, we believe creating equitable workplaces and learning environments are critical to student and employee success by removing the barriers that have denied individuals the opportunity to thrive at work and school. By elevating diversity, equity and inclusion to a vice president-level position, we affirm its importance within the College and ensure the level of leadership needed to implement college-wide initiatives

If approved, we will have a vice president for human resources and a vice president for diversity, equity and inclusion. The vice president for human resources will continue to be responsible for leading the College’s human resource functions, while the vice president for diversity, equity and inclusion will be responsible for overseeing the development and implementation of programs and services that promote DEI within the College community with a focus on training, organizational policies and practices, and organizational culture relating to employees and students.

OFFICE OF THE PRESIDENT

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Page 2

Thank you for your consideration of this request. I am available to discuss any questions or comments you may have.

Very Truly Yours,

Mark T. Brainard, President