

**Date of Board Meeting:** January 21, 2025

**Subject:** Adjust the salary range and salary grade for the positions of “Director of Facilities Management” and “Facilities Management Secretary”, respectively.

**Recommendation:** Approve an increase in the salary range for the “Director of Facilities Management” and the salary grade for the “Facilities Management Secretary”.

**Background and Rationale:**

The “Director of Facilities Management” (Director) and “Facilities Management Secretary” (Secretary) are currently vacant. Both positions have been posted for hire on multiple occasions and have not been successfully filled due to a lack of applicants that meet the minimum qualifications. The Director position has been posted six (6) times since becoming vacant in June 2022, with either no qualified applicants received or no applicants recommended by the various Search Committees.

Following the most recent unsuccessful search, initiated in November 2024 and lasting eight (8) weeks, there were no applicants that met the minimum qualifications. The current Committee Chair recommends an increase to the salary range for the position to increase the potential pool of qualified applicants. The current salary range for the Director is **\$72,737 - \$79,404**. Of the nine (9) colleges in the Gulf Coast Consortium, the Facilities Director salaries range from \$70,335 – 150,000, with a **median salary of \$97,198**. An increase of 16 steps to the starting salary would position WCJC between the 25<sup>th</sup> and 50<sup>th</sup> percentile for salaries within the Gulf Coast.

An increase in the salary grade from an O-7 to O-9 for the Secretary is included in this proposal in an effort to attract a larger pool of qualified applicants and better align the position with other “Office/Service” positions in the college, the majority of which are at an O-9 or above.

Position	Current Salary	Proposed Salary	Change
Director of Facilities Management	CA / 15 / 0-10 (\$72,737 – 79,404)	CA / 15 / 16-26 (\$83,404 – 90,070)	\$10,667
Facilities Management Secretary	O / 7 / 0 (\$28,175)	O / 9 / 0 (\$29,375)	\$1,200
<b>ESTIMATED Salary Increase</b>			<b>\$11,867</b>

**Cost and Budgetary Support:** \$11,867 increase to the “Facilities Management” budget

**Strategic Priority Alignment:**

Student Success                       Community Impact  
 Resource Optimization                       Institutional Excellence

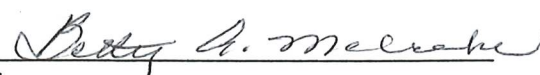
**Resource Person(s):** Amanda Allen, Ed.D.; Executive Vice President

**Signatures:**

  
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 Cabinet-Level Supervisor

Jan 10, 2025  
 \_\_\_\_\_  
 Date 01-10-2025

**President's Approval:**

  
 \_\_\_\_\_  
 President

1-13-25  
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 Date