W CJC Wharton County Junior College

Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.

Date of Board Meeting: November 28, 2023

Subject: Security and Public Safety Department Update

Recommendation: Approve the update to the Security and Public Safety Department to include adding a Communication Specialist and increase in pay grades to the full-time non-commissioned security officers.

Background and Rationale: The responsibilities of the Security and Public Safety Department have increased over the years and in order to accomplish these responsibilities, another clerical employee is required. Since we established the department, they have become responsible for issuing student and employee identification cards, issuing student and employee parking decals, operating the security lock and video system, inputting parking citation information into the banner system, taking a proactive approach in managing the college's mass emergency notification system (RAVE), increasing emergency management communications to align with best practices, and many others. Currently, the corporal base pay grade is an O-14 ($15.10/hour) and the security officers base pay grade is an O-10 ($13.94/hour). Recommendation is that we move the corporal to a T-15 ($18.75/hour) and the security officers to a T-11 ($17.60/hour). This added compensation is needed to insure that we can attract qualified candidates for the non-commissioned security officer positions.

Cost and Budgetary Support: Approximately $60,400.00 (Unrestricted Fund Budget)

Strategic Priority Alignment:
☐ Student Success   ☐ Community Impact
☐ Resource Optimization   ☑ Institutional Excellence

Resource Person(s):
Jeremy Eder, Director of Security and Public Safety
Bryce D. Kocian, Vice President of Administrative Services

Signatures:

_____   11/16/2023
Originator   Date

_____   11/16/2023
Cabinet-Level Supervisor   Date

President's Approval:

_____   11-16-23
President   Date

POLICY DB (LOCAL)
08/01/2020