

## Board of Trustees Agenda Item

**Date of Board Meeting:** 

January 16, 2024

Subject:

Revise Salary Schedule for VPI Secretary Position

Recommendation: Approve the Revised Salary Schedule for VPI Secretary Position, Effective Jan. 2024

## **Background and Rationale:**

In November 2023, the Board approved a new position, Vice President of Instruction (VPI) Secretary. The new support staff position will assist with daily operations of the VPI Office, maintenance of web pages, development of the catalog, computation of course overloads, and support for the Curriculum & Instructional Resources Council meetings. The salary schedule change better reflects the expected skill level necessary to handle the duties of the position. The request is to change the schedule from O-9 (\$28,400) to schedule P-9 (\$31,900).

Funding in the FY24 budget will be re-allocated to cover the increased cost of approximately \$3500 in the AY25 budget.

Cost and Budgetary Support: No	o additional cost to the instituti	on.
Strategic Priority Alignment:	☐ Student Success x Resource Optimization	x Community Impact ☐ Institutional Excellence
Resource Person(s): Leigh Ann C	Collins, Vice President of Instruc	tion (VPI)
Signatures:		
Originator	 Date	
Leigh Ann Collins Digita	ally signed by Leigh Ann Collins 2024.01.08 14:31:50 -06'00'	
Cabinet-Level Supervisor	Date	
President's Approval:		
Buty meerel		3.24
President	Date	