

*Board of Trustees
Special Meeting*

August 25, 2008

August 22, 2008

NOTICE OF MEETING

**BUDGET WORKSHOP
BOARD OF TRUSTEES**

SAN JACINTO COMMUNITY COLLEGE DISTRICT


The Board of Trustees of the San Jacinto Community College District will meet at 5:30 p.m., Monday, August 25, 2008, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a budget workshop.

AGENDA

- I. Dinner**
- II. Review of 2008-2009 Budget**
- III. General Discussion by the Chancellor**

Certificate as to Posting or Giving of Notice

On this day, August 22, 2008, at 9 a.m., this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto College District, 4624 Fairmont Parkway, Pasadena, Texas, on all college campuses, the SJC web and was readily accessible to the public at all times.



William H. Lindemann, Jr., Chancellor

August 22, 2008

**NOTICE OF MEETING
BOARD OF TRUSTEES
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto Community College District will meet at 6:30 p.m., Monday, August 25, 2008, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a Special Meeting.

PUBLIC BUDGET HEARING

Adjourn to regular meeting

BOARD MEETING

AGENDA

Call the meeting to order/certify posting notice

Invocation and Pledge to the Flag

ACTION ITEMS

- I. Approval of the 2008-2009 Budget.**
- II. Approval of proposed 4.5% cost of living increase (COLA) for all full-time benefited employees as of September 1, 2008, excluding the Presidents, Vice Chancellor of Fiscal Affairs and the Vice Chancellor of Instructional Programs & Services, whose salaries stay at the current rate.**
- III. Approval of the Amendment to the San Jacinto College Executive 403(b) plan for key administrative personnel of the San Jacinto College District.**
- IV. Recommend Board approval of the 2008-2009 salary schedules. Recommend Board approval of the part-time hourly rates of pay, market premiums and stipends for 2008-2009.**
- V. Approval of Personnel Recommendations.**
- VI. Approval of resignation letter from Trustee, J. D. Bruce, effective August 11, 2008.**

Adjournment to Closed or Executive Session Pursuant to Sections 551.071 to 551.084 of Chapter 551, the Open Meetings Act, Texas Government Code for the Following Purpose:

Personnel

To deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee:

- A. Discussion of Chancellor's Contract
- B. Discussion of possible process for appointing new board member due to resignation of J. D. Bruce

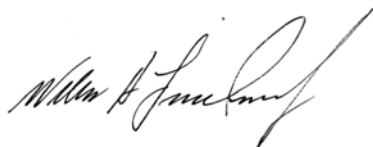
Reconvene in Open Meeting for Consideration of Items Discussed in Closed Session

VII. Approval of addendum to employment contract of the Chancellor.

VIII. Adjournment

Certificate as to Posting or Giving of Notice

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William H. Lindemann, Jr., Chancellor

Action Item “I”
Special Board Meeting August 25, 2008
Consideration of Approval of Proposed Budget for 2008-2009

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the proposed 2008-2009 budget for the San Jacinto Community College District.

BACKGROUND

The proposed budget provides operating funds for 2008-2009. Conservative projections have been utilized for revenues and are therefore considered reasonably attainable. AS this is the second year of the biennium, the state allocation remains the same as 2007-2008. No increase in rates for tuition and fees or in the maintenance and operations (M&O) portion of the property tax rate is proposed. The M&O tax rate is expected to remain at \$0.115927 per \$100 of valuation, the same rate that has been adopted since 2005-2006. The interest and sinking portion of the property tax rate is expected to increase \$0.02 per \$100 of valuation from \$0.029438 to \$0.049438 due to the issue of the 2008 General Obligation bonds on August 11, 2008. The increase of \$0.02 is in line with expectations and the rate estimate provided by the College during the bond campaign. Property tax revenue is estimated based on a preliminary 9.1% valuation increase.

Highlights of the proposed budget include:

- Tuition and Fee revenue assumes a flat enrollment
- Interest Income is budgeted at \$1.4 million less than 2007-2008 reflecting reduced interest rates
- Provides funding for employee compensation increases
- Provides funding for the Distinguished Faculty program
- Establishes a district-wide position for an Honors Director
- Provides increased support for the Call Center
- Provides funding for new faculty positions in high enrollment programs
- Provides funding to expand the tutoring program
- Provides funding to complete the administrative reorganization

The budget is prepared in accordance with generally accepted accounting principles. The expenditure totals include a non-expense cash outlay for bond principal payments of \$12,940,000 and a non-cash expense of \$7,035,000 for depreciation.

The proposed budget does not include any construction financing related to the 2008 bond issue. Budget amendments will be prepared on a project-by-project basis as bid contracts are awarded throughout the year.

While the proposed budget reflects the College's commitments to teaching and learning and serving the citizens throughout the Greater Houston Area, additional initiatives and requests were not funded or were not fully funded due to limited resources.

Action Item “T”
Special Board Meeting August 25, 2008
Consideration of Approval of Proposed Budget for 2008-2009

IMPACT OF THIS ACTION

Approval of the proposed budget will establish the 2008-2009 budget for the College and comply with section 51.0051 of the Texas Education Code that requires that the governing board of each institution shall approve a budget on or before September 1 of each year.

RESOURCE PERSONNEL

Kenneth Lynn 281.998.6306 kenneth.lynn@sjcd.edu

ACTION ITEM "II"

SPECIAL BOARD MEETING, August 25, 2008

RECOMMENDATION

Recommend Board approval of proposed 4.5% cost of living increase (COLA) for all full-time benefited employees as of September 1, 2008, excluding the Presidents, Vice Chancellor of Fiscal Affairs and the Vice Chancellor of Instructional Programs & Services, whose salaries will stay at the current rate.

RATIONALE

Market research indicates a cost of living increase in the Houston-Brazoria-Galveston area of 4.9% from July, 2007 to July, 2008, according to the U.S. Department of Labor Bureau of Labor Statistics. Nationally, the Consumer Price Index for All Urban Consumers (CPI-U) was 5.6 percent higher in July, 2008 than in July, 2007. Likewise, the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) was 6.2% higher in July, 2008 than in July, 2007. Last year's increase helped the College to catch up to many competitors in the area; however, this increase is necessary so that our salaries do not fall behind.

FISCAL IMPLICATIONS TO THE COLLEGE

Budgeted

CONTACT PERSON

James Fowler, Vice Chancellor of Human Resources

ACTION ITEM "III"

SPECIAL BOARD MEETING, August 25, 2008

RECOMMENDATION

Recommend board approval of the amendment to the San Jacinto College Executive 403(b) plan for key administrative personnel of the San Jacinto College District.

CONTACT PERSON

James Fowler, Vice Chancellor of Human

ACTION ITEM "IV"

SPECIAL BOARD MEETING, August 25, 2008

RECOMMENDATION

Recommend Board approval of the 2008-2009 salary schedules.
Recommend Board approval of the part-time hourly rates of pay, market premiums and stipends for 2008-2009.

RATIONALE

The salary schedules have been adjusted where appropriate to reflect cost of living increases.

FISCAL IMPLICATIONS TO THE COLLEGE

Budgeted

CONTACT PERSON

James Fowler, Vice Chancellor of Human Resources

Salary Schedules
4.5% Increase

2008/2009 FACULTY SALARY SCHEDULES

NINE MONTH FACULTY

	MINIMUM	MAXIMUM
Bachelor	\$ 41,292	\$64,812
Masters	\$ 41,983	\$68,097
Masters + 18	\$ 43,924	\$70,934
Masters + 36	\$ 45,725	\$74,070
ABD	\$ 47,665	\$77,206
Doctorate	\$ 49,605	\$80,492

10.5 MONTH FACULTY

Bachelor	\$ 48,249	\$75,614
Masters	\$ 49,039	\$79,446
Masters + 18	\$ 51,200	\$82,756
Masters + 36	\$ 53,374	\$86,417
ABD	\$ 55,549	\$90,074
Doctorate	\$ 57,887	\$93,906

TWELVE MONTH FACULTY

Bachelor	\$ 55,142	\$86,414
Masters	\$ 56,046	\$90,797
Masters + 18	\$ 58,513	\$94,579
Masters + 36	\$ 61,025	\$98,759
ABD	\$ 63,485	\$102,939
Doctorate	\$ 66,156	\$107,321

Salary Schedules
4.5% Increase

2008/2009 FACULTY SALARY SCHEDULES

NINE MONTH FACULTY

	MINIMUM	MAXIMUM
Bachelor	\$ 41,292	\$64,812
Masters	\$ 41,983	\$68,097
Masters + 18	\$ 43,924	\$70,934
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TWELVE MONTH FACULTY

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Masters + 36	\$ 61,025	\$98,759
ABD	\$ 63,485	\$102,939
Doctorate	\$ 66,156	\$107,321

Salary Schedules
4.5% Increase

2008 - 2009 CLASSIFIED SALARY SCHEDULE

BAND

A11	\$	22,597	\$	29,736
A12	\$	24,085	\$	31,694
A13	\$	25,662	\$	33,772
B21	\$	27,107	\$	37,311
B22	\$	28,379	\$	39,063
B23	\$	29,697	\$	40,879
B24	\$	31,063	\$	42,758
B25	\$	32,461	\$	44,681
B31	\$	33,310	\$	47,961
B32	\$	36,622	\$	52,729
B33	\$	39,566	\$	59,588
B34	\$	41,998	\$	63,251
B35	\$	44,551	\$	67,096

2008 - 2009 ADMINISTRATIVE/PROFESSIONAL

C41	\$	39,566	\$	59,588
C42	\$	41,998	\$	63,251
C43	\$	44,551	\$	67,096
C44	\$	48,039	\$	75,676
C45	\$	52,643	\$	82,933
D61	\$	56,197	\$	91,021
D62	\$	58,439	\$	94,653
D63	\$	60,715	\$	98,337
D64	\$	63,020	\$	102,071
D65	\$	64,510	\$	104,484
D66	\$	70,298	\$	113,859
E82	\$	85,932	\$	139,182
E92	\$	101,437	\$	164,292
F102	\$	111,868	\$	181,190
CLID	\$	52,246	\$	88,275

Salary Schedules
4.5% Increase

Market Salary Schedule

BAND	MINIMUM	MAXIMUM
IB23	\$ 34,617	\$ 44,770
IB32	\$ 38,230	\$ 51,648
IB33	\$ 44,003	\$ 64,107
IB34	\$ 49,407	\$ 74,135
IB35	\$ 54,357	\$ 81,564
IB36	\$ 59,111	\$ 92,546
IC42	\$ 47,278	\$ 75,215
IC43	\$ 54,392	\$ 79,397
IC44	\$ 59,111	\$ 92,546
IC47	\$ 74,117	\$ 117,918
IC48	\$ 81,529	\$ 129,711
IC49	\$ 89,684	\$ 142,682

PART-TIME HOURLY RATES

2008-2009

Position Classification	Position Description	Hourly Rate
Cashier Clerk with monetary responsibilities	Cashier / Clerk	\$8.00
Cafeteria	Cashier/Catering Attendant/Cook/Wait Person	\$7.00
	Banquet Chef	\$9.00
Children's Center	Teacher's Aide	\$7.00
	Assistant Teacher (CDA or 12 hours in early childhood)	\$7.35
	Cook	\$7.00
	Lead Teacher with appropriate credentials	\$7.75
Clerical/Receptionist	Clerk/Office Assistant/Information Clerk	\$7.00
	Accounting Asst / Admin Asst / Clerical / Call Center	\$9.45
General	Student/Art Model/Test Proctor	\$7.00
	Toolroom Attendant	\$7.50
	Life-Drawing Model	\$15.00
Grants	Hearing Impaired Students Transcribers / Note Takers	\$7.00
	Tutors for Severely Learning Disabled Adult Students (to be screened by Special Populations Coordinator on each campus)	
	Faculty Tutors	\$15.00
	Student Tutors	\$10.00
	Educationally Disadvantaged Students - Tutors for students not maintaining minimum stated requirements (not learning disabled)	
	Student Tutors	\$8.00
	Faculty Tutors/Financial Aid Counselors (with appropriate credentials)	\$15.00
	Upward Bound/Home Grown Teacher Aide Tutor / Learning Facilitator	\$8.50
Instructional	Adjunct Instructors - Lecture	\$38.00
	Lab	\$32.00
	Flight Simulator Instructor	\$15.00
	Medical Imaging Clinical	\$32.00
	Wellness Instructor (current lab rate)	\$32.00
	LVN Clinical	\$32.00
	ADN Clinical	\$38.00
	Full-load Adjunct - Hourly Rate + \$2,500.00	
Golf Course	Golf Course Attendant	\$8.00
Interactive Learning Centers/Information Technology/ Departmental Labs/	Multimedia Assistant I	\$9.00
	Computer Lab Assistant I	\$9.00
	Help Desk Assistant I	\$9.00
	PC Technician Assistant I	\$9.00

Supplemental Instruction	Audio Visual Assistant I	\$9.00
	Specialty Lab Assistant I	\$9.00
	Multimedia Assistant II	\$12.00
	Computer Lab Assistant II	\$12.00
	Help Desk Assistant II	\$12.00
	PC Technician Assistant II	\$12.00
	Audio Visual Assistant II	\$12.00
	Specialty Lab Assistant II	\$12.00

Learning Center North Campus Title V Rates specified in Grant	Non-Certified Tutors (basic training completed, working towards Level I Certification)	\$7.00
	Certified Level I - After one long semester with 10 hours training & 25 hours tutoring completed	\$7.50
	Certified Level II - After two long semesters with 20 hours training & 50 hours tutoring completed	\$8.00
	Certified Level III - After three long semesters with 30 hours training & 75 hours tutoring completed (must also complete a project related to the tutoring and resource center)	\$9.00
	Mentors	\$12.00

Math Lab - South Campus Certified	Non-Certified Tutors (basic training completed, working towards Level I Certification)	\$9.00
	Certified Level I - After one long semester with 10 hours training & 25 hours tutoring completed	\$9.50
	Certified Level II - After two long semesters with 20 hours training & 50 hours tutoring completed	\$10.00
	Certified Level III - After three long semesters with 30 hours training & 75 hours tutoring completed	\$11.00

Physical Education	Athletic Trainer (travel time not to exceed 8 hours per day)	\$7.00
	Gym / Field Attendant	\$7.00
	Gym Supervisor / Lifeguard w/Red Cross certification	\$7.00
	Assistant Coach	\$8.00
	Athletics Facilities Coordinator	\$12.00
	Athletic Trainer w/certification (daily service, practice, and games)	\$15.00

Professional	Web Designer	\$8.50
	Librarian w/Bachelor of Library Science	\$10.00
	Test Examiners (Bachelor of Science / Bachelor of Arts)	\$10.00
	Telecommunicator	\$10.06
	Bus Driver	\$10.50
	Asst Theater Manager	\$12.00
	Program Assistant	\$13.00
	Librarian w/Masters of Library Science w/no experience	\$14.00
	Advisor (w/appropriate credentials)	\$15.00
	Counselor (w/appropriate credentials)	\$20.00
	Extension Center Coordinator	\$20.00
	Police Officer	\$20.00
	Program Director / Coordinator	\$20.00
	Librarian w/MLS, MLIS or equivalent w/experience	\$30.00
	Aerospace Liaison / Coordinator	\$25.00
	Weekend Director / Coordinator (tied to current adjunct lecture rate)	\$38.00
Winter Mini Coordinator (tied to current adjunct lecture rate)	\$38.00	
Writing Center Coordinator (tied to current adjunct lecture rate)	\$38.00	

Technical	Tool / Equipment Specialist	\$10.00
	Process / Instrumentation Technology	\$25.00
	Skilled Craft Supervisor (Carpenter, Plumber, HVAC, etc)	\$20.00
	Inspection Technology/Imaging	\$24.00
	Aeronautical Flight Simulator Repair	\$40.00

**2008-2009
Stipends and Market Premiums**

Stipends/Market Premium	Amount
Acting Position	
Staff Acting Appointments to Higher Level Position	entry pay rate + 2%
Acting or Interim Appointments to a Position Classified the Same as the Employee's Current Position	if performing duties of same classification for one position, no stipend if performing duties of two positions of same classification, 2% stipend
Faculty Acting or Interim Administrative Appointment	non-exempt employees receive compensation for extended hours according to overtime pay and compensatory time rules faculty salary + 2% or entry level pay + 2%, whichever is greater
Bilingual Proficiency	\$600.00 annually
Catalogue Coordinator	\$260.00 monthly
Clinical Coordinator	\$1,000 annually
Curriculum Development Coordinator	\$480.00 monthly
College-Wide Program Director	\$350.00 monthly
Lead Counselor	\$700 monthly
Student Success Counselor	\$350 monthly
GED Chief Examiner	\$300 monthly
Travel Stipend - with appropriate documentation	\$200 monthly Light to Moderate Usage \$300 monthly Moderate to Heavy Usage \$400 monthly Heavy usage
Phone Stipend - with appropriate documentation	\$50 monthly Light to Moderate Usage \$75 monthly Moderate to Heavy Usage \$100 monthly Heavy Usage or Data plan
Instructional Market Premiums (subject to availability of funding)	
Air Conditioning	\$5,000 annually
Health Information Management	\$3,000 annually
Emergency Medical Technology	\$2,500 annually
Instrumentation	\$5,000 annually
Fire Protection	\$2,500 annually
Medical Laboratory Technology	\$2,500 annually
Medical Radiography Instructors	\$2,500 annually
ADN Nursing Instructor	\$3,500 annually
Occupational Health & Safety	\$2,500 annually
Pharmacy Technology Instructor	\$6,000 - Must have pharmaceutical licensure
Physical Therapy Instructor	\$6,000 annually
Process Technology Instructor	\$5,000 annually
Respiratory Therapy Instructors	\$2,500 annually
Surgical Technology Instructors	\$2,500 annually
All Nursing - LVN and ADN	
Signing Incentive	\$2,500 added to base salary
Department Chairs	\$608.00 per month (for twelve* months) *10.5 and 12 month faculty receive their pay over twelve months

ACTION ITEM "V"

SPECIAL BOARD MEETING, August 25, 2008

RECOMMENDATION

Approval of Personnel Recommendations

CONTACT PERSON

James Fowler, Vice Chancellor of Human Resources

ACTION ITEM "VI"

SPECIAL BOARD MEETING, August 25, 2008

RECOMMENDATION

Recommend acceptance of the resignation of Trustee, J. D. Bruce.

RATIONALE

J. D. Bruce, Trustee, has tendered his resignation from the Board of Trustees of San Jacinto Community College District effective August 11, 2008.

FISCAL IMPLICATIONS TO THE COLLEGE

None.

CONTACT PERSONS

James Fowler, Vice Chancellor of Human Resources
Daniel J. Snooks, Attorney

ACTION ITEM "VII"

SPECIAL BOARD MEETING, August 25, 2008

RECOMMENDATION

Recommend approval of addendum to employment contract of the Chancellor.