



Name: Salary Plan A Description

Category: Employment, Benefits, and Workplace Policies

Subject: Salary Supplements for Plan A Employees Serving as Campus Instructional Directors, Campus Instructional Division Department Chairs and Campus Coordinators

Owner: Vice President for Human Resources

Related Procedures: N/A

Related Forms: N/A

I. SCOPE

This policy revision applies to all Plan A employees serving as a campus assessment coordinator, campus international education coordinator, or campus student affairs instructional coordinator.

II. POLICY STATEMENT

The College strives to treat all similarly situated employees consistently and fairly by standardizing the supplemental compensation provided to employees who are assigned campus coordinator roles and to eliminate unnecessary or redundant language regarding teaching loads, release time and supplemental compensation appearing in the Salary Plan A Description.

III. POLICY

The designated provisions of the Salary Plan A Description, Section G. are amended as follows:

5. Campus Assessment Coordinators

Under the leadership and guidance of the director of planning, institutional effectiveness, and accreditation, employees designated as campus assessment coordinators provide assessment design and analysis support for Student Learning Outcomes Assessment (SLOA) and Educational Support Outcomes Assessment (ESOA) and improvement planning at the campus; serve on the collegewide SLOA and ESOA Committees and the College Assessment Committee; and ensure campus assessment progress. These employees collaborate with the other campus assessment coordinators and, as appropriate, the Office of Research and Analytics to assist faculty and staff with the analysis and reporting of SLOA/ESOA plans/results. These appointments are in addition to their regular employment assignments/accountabilities. Campus assessment coordinators are appointed by and serve at the pleasure of the vice president and campus director and report to the dean of instruction. The annual salary supplement shall be \$2,000.

6. Campus International Education Coordinators

Employees designated as campus international education coordinators are appointed by and serve at the pleasure of the president and are responsible for planning and overseeing international education initiatives on their campuses under the direction of the collegewide international education director. These responsibilities include: organizing study abroad programs; advising student international and/or study abroad clubs; developing and coordinating exchanges of students, faculty, and staff with institutions abroad; organizing campus activities and events; collaborating with the instructional division on ways to internationalize the campus curriculum; assisting with fundraising efforts for student study abroad scholarships; and representing the College with international institutions, partnerships, and networks. Campus international education coordinator appointments are in addition to the employee's regular employment assignments/accountabilities. The annual salary supplement shall be \$2,000.

8. Student Affairs Instructional Coordinators

Employees designated as student affairs instructional coordinators are appointed by and serve at the pleasure of the vice president and campus director, and report to the dean of student affairs. Student affairs instructional coordinators are responsible for planning, scheduling, and coordinating all Student Success Courses (SSC) courses and ensuring the integrity of SSC courses. These duties and responsibilities are in addition to the principal accountabilities of academic counselor. The annual salary supplement shall be \$2,000.

IV. EFFECTIVE DATE(S)

This policy is effective July 1, 2026.

V. FREQUENCY OF REVIEW AND UPDATE

This policy will be reviewed and updated every five (5) years.

VI. SIGNATURE AND DATE OF APPROVAL

Approved by the board of trustees on June 8, 2026.

Mark T. Brainard, President

Date