

THE STATE BOARD OF COMMUNITY COLLEGES

"Guidelines Governing the Application of Section 8.5 and Section 28.11 of House Bill 1473"¹

Section I. Statement of Intent

The General Assembly has expressed its intent to establish a community college salary plan that moves faculty and professional staff to the national average salaries of their peers. The General Assembly has authorized the State Board of Community Colleges to adopt guidelines [Section 8.5(f) of Session Laws 2007-323] to implement a salary plan consistent with legislative intent; to monitor the transfer of funds from instructional salary accounts; and to ensure that funds appropriated for this purpose are used only to move faculty and professional staff to their respective national averages. It is the intent of the State Board to comply with the expressed intent of the General Assembly.

Section II. Definitions

- A. "Average faculty salary at a community college" means the average nine-month salary from all sources of all nine-month, full-time, curriculum faculty at the college, as determined by the North Carolina Community College System Office on October 1 of each year. **It does not mean the twelve month salary, from multiple contracts, reported for nine months.**
- B. "National average community college faculty salary" means the nine-month, full-time, curriculum salary average, as published by the Integrated Post-secondary Education Data System (IPEDS), for the most recent year for which data are available.
- C. "Pro-rata hourly rate of the minimum salary" for adjunct faculty means 9/12ths of a work-year, or 1,560 hours.

Section III. Establishment of Minimum Salaries for Faculty

The minimum salaries for community college faculty on contract nine months or more per fiscal year shall be based upon the following educational levels:

- (1) Vocational Diploma, Certificate or Less – This education level includes faculty members who are high school graduates, have vocational diplomas, or have completed one year of college.
- (2) Associates Degree or Equivalent – This education level includes faculty members who have an associates degree or have completed two or more years of college, but have no degree.
- (3) Bachelors Degree.
- (4) Masters Degree or Education Specialist.
- (5) Doctoral Degree.

¹ Session Law 2007-323

For the 2007-08 fiscal year, the minimum salaries for nine-month, full-time curriculum community college faculty shall be as follows:

	<u>Minimum Salary Full-time</u>	<u>Minimum-Adjunct</u>
(6) Vocational Diploma, Certificate or Less	\$33,314	\$24.56
(7) Associates Degree or Equivalent	\$33,805	\$24.93
(8) Bachelors Degree	\$35,931	\$26.49
(9) Masters Degree or Education Specialist	\$37,817	\$27.88
(10) Doctoral Degree	\$40,537	\$29.88

Full-time:

No full-time faculty member shall earn less than the minimum salary for his or her education level. The minimum salary levels shall be adjusted annually by the equivalent combination of the general legislative salary increase granted to all employees of the North Carolina Community College System and any supplemental appropriation made for the purpose of bringing faculty salaries to the national average. All funds appropriated for faculty salary increases shall be used only to move faculty to the respective national averages. These funds shall not be transferred or used for any other budget purpose by the community colleges.

Adjuncts:

It is the intent of the State Board of Community Colleges that a target of fifteen percent (15%) above the minimum be established for adjunct faculty. Therefore, the "Minimums - Adjunct" for 2007-08 are fifteen percent (15%) above derived minimums from the "Minimum Salary Full-time", consistent with the 2005 agreement between the System Office and the North Carolina Association of Community College Presidents.

The State Board establishes the "contact hour" as the standard unit of measure, and will require that an evaluation of compliance with the total fifteen percent (15%) be conducted in November 2007. Each college not in compliance at that time shall submit a plan describing how they will come into compliance.

Section IV. Salaries for Professional Staff

There are no minimum salaries established in legislation for community college professional staff on contract nine months or more per fiscal year; however, there are minimum and maximum amounts that can be paid from state funds (see "2007-08 Salary Table - Teaching Staff, Administrative Staff, and Clerical Staff Salary Table"). The following classifications shall be used to determine the classification of professional staff:

- (1) Senior Administrators
- (2) Supervisors of Programs
- (3) General Institutional
- (4) Student Services

A more detailed listing of professional classifications is found as an appendix to these rules. The minimum educational attainment level of professional employees shall be the Associates Degree. Technical/Paraprofessional and Clerical positions shall not be included within the definition of professional staff. A non-exhaustive list of positions can be found in **Appendix A** to this document.

All funds appropriated for professional staff salary increases shall be used only to move professional staff to the respective national average. These funds shall not be transferred or used for any other budget purpose by the community colleges.

Section V. Budget Flexibility

The State Board of Community Colleges, consistent with legislative intent, establishes the following levels of the transfer of funds from instructional accounts, including curriculum and continuing education, for fiscal year 2007-08 (the IPEDS national average salary used as the benchmark for 2006-07 is \$54,417:

- (1) If the curriculum average salary at a community college is equal to or greater than one hundred percent (100%) of the national average salary of community college faculty, the college may transfer eight percent (8 %) of appropriated instructional salaries.
- (2) If the curriculum average salary at a community college is at least ninety-five percent (95%) but less than one hundred percent (100%) of the national average salary of community college faculty, the college may transfer six percent (6%) of appropriated instructional salaries.
- (3) If the curriculum average salary at a community college is at least ninety percent (90%), but less than ninety-five percent (95%) of the national average salary of community college faculty, the college may transfer five percent (5%) of appropriated instructional salaries.
- (4) If the curriculum average salary at a community college is at least eighty-five percent (85%), but less than ninety percent (90%) of the national average salary of community college faculty, the college may transfer three percent (3%) of appropriated instructional salaries.
- (5) If the curriculum average salary at a community college is less than eighty-five percent (85%) of the national average salary of community college faculty, the college may transfer two percent (2%) of appropriated instructional salaries.

The transfer percentages established in items (1) through (4) above are the maximums allowed under State Board rules. For a community college at which the average faculty salary is less than eighty-five percent (85%) of the national average salary of community college faculty, the State Board will consider transfer of funds requests that exceed the tolerance in item (5) above by a maximum of one percent (1%), but only if the transfer is for purposes that directly affect student services. "Student services" positions are those defined within the State Board's "Chart of Accounts" under Budget Purpose 510. The definitions of average faculty salaries is found in Section II of these rules.

The transfer percentages permitted under this section shall be in effect for the fiscal year beginning July 1 and ending June 30, and shall not be adjusted until the ensuing fiscal period. Pursuant to Section II A., the percentages established for the ensuing fiscal period are based upon the validation of the total nine-month salary from all sources of all nine-month, full-time, curriculum faculty at the college, as determined by the North Carolina Community College System Office in October of each fiscal year. The transfer amounts per college are found in **Appendix B** to this document.

Section VI. Salary Increase Funds

Funds appropriated by the General Assembly for salary increases are to be used only to move faculty and professional staff to the respective national averages. **For Fiscal Year 2007-08 Faculty**

and Professional Staff shall receive a five percent permanent salary increase. These funds shall not be transferred to any other budget purpose by the community colleges.

Section VII. Transfer of Other Funds

A community college may use other state funds appropriated to it, notwithstanding funds appropriated for Literacy or New and Expanding Industry, to increase the salaries of faculty and professional staff toward the respective national averages. A community college may transfer funds, notwithstanding funds appropriated for Literacy or New and Expanding Industry, for purposes consistent with the use of state funds, and consistent with the North Carolina Administrative Code and Accounting Procedures Manual.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Professional Staff

Executive Vice President	Assessment/Retention Specialists
Chief Business Officer	Community Services Director
Director of Off-Campus Programs	Learning Lab Manager
Director of Evening Programs	Audiovisual Services Manager
VP of Instructional Programs	Construction Supervisor/Manager
VP of Continuing Education Programs	Child Care Center Director
VP of Student Affairs/Services	Student Services Manager
VP of Administrative Services	Student Activities Director
VP of Institutional/College Research	Counselor
VP of Personnel/Human Resources	Financial Aid Office
Accountant or Controller	Placement/Follow-Up Officers
Multi/Off Campus Manager	Registrars
Librarians	Testing/Student Assessment Officers
Learning Resource Center Director	Veterans Affairs Coordinator
Student Services Professional Staff	Registration Coordination/Specialist
Information Technology Staff	Admissions/Enrollment Specialists
Auxiliary Services Director	Recruitment Specialist
Personnel/Human Resources Professionals	Professional Development Specialist
Public Information Officer	Marketing Specialist
Continuing Ed Directors, Deans	Media/Media Production/Publications Coord
Focused Industrial Training Director	Computer System Administrator
Research/Development/Planning Associate	Grants Writer/Coordinator
Curriculum Directors, Deans	Education Consultant
Cooperative Education Director	College Research/Effectiveness/Planning
HRD Directors	Vocational/ Tech Prep Education Director
Extension/Continuing Education Director	Foundation Director
Compensatory Education Director	Director of Basic Skills Programs
Adult Education Programs Director	Equipment Coordinator
Small Business Center Director	Purchasing Director
Business and Industry Coordinator	Internal Auditor
Area Coordinators (Law, Fire, etc)	Distance Learning Coordinator
Academic Advisor/Transfer Advisor	Career Planning Director/Coordinator
Scholarships Coordinator	

This list is not exhaustive, but represents fairly the classifications that should be included in the classification of “professional” staff.

1880-1881

1880-1881

Budget Flexibility Transfer Percentages for FY 2007-08 Established by SB 1473

COLLEGES	Average Salary Per 2006-07 Staff Report	National Average Salary per IPEDS	Average Salary as a % of National Average	Budget Flexibility Transfer Percentage
ALAMANCE CC	\$ 45,081	\$ 54,417	83%	2%
ASHEVILLE-BUNCOMBE T	\$ 44,262	\$ 54,417	81%	2%
BEAUFORT COUNTY CC	\$ 40,986	\$ 54,417	75%	2%
BLADEN CC	\$ 41,634	\$ 54,417	77%	2%
BLUE RIDGE CC	\$ 40,977	\$ 54,417	75%	2%
BRUNSWICK CC	\$ 41,832	\$ 54,417	77%	2%
CALDWELL CC & TI	\$ 41,652	\$ 54,417	77%	2%
CAPE FEAR CC	\$ 44,298	\$ 54,417	81%	2%
CARTERET CC	\$ 42,012	\$ 54,417	77%	2%
CATAWBA VALLEY CC	\$ 42,876	\$ 54,417	79%	2%
CENTRAL CAROLINA CC	\$ 40,995	\$ 54,417	75%	2%
CENTRAL PIEDMONT CC	\$ 44,946	\$ 54,417	83%	2%
CLEVELAND CC	\$ 43,902	\$ 54,417	81%	2%
COASTAL CAROLINA CC	\$ 42,048	\$ 54,417	77%	2%
COLLEGE OF THE ALBEMARLE	\$ 39,150	\$ 54,417	72%	2%
CRAVEN CC	\$ 41,625	\$ 54,417	76%	2%
DAVIDSON COUNTY CC	\$ 45,351	\$ 54,417	83%	2%
DURHAM TCC	\$ 46,008	\$ 54,417	85%	3%
EDGEcombe CC	\$ 40,545	\$ 54,417	75%	2%
FAYETTEVILLE TCC	\$ 44,739	\$ 54,417	82%	2%
FORSYTH TCC	\$ 41,706	\$ 54,417	77%	2%
GASTON COLLEGE	\$ 47,844	\$ 54,417	88%	3%
GUILFORD TCC	\$ 47,385	\$ 54,417	87%	3%
HALIFAX CC	\$ 41,382	\$ 54,417	76%	2%
HAYWOOD CC	\$ 44,595	\$ 54,417	82%	2%
ISOTHERMAL CC	\$ 42,165	\$ 54,417	77%	2%
JAMES SPRUNT CC	\$ 41,130	\$ 54,417	76%	2%
JOHNSTON CC	\$ 42,048	\$ 54,417	77%	2%
LENOIR CC	\$ 41,490	\$ 54,417	76%	2%
MARTIN CC	\$ 39,465	\$ 54,417	73%	2%
MAYLAND CC	\$ 40,599	\$ 54,417	75%	2%
MCDOWELL TCC	\$ 38,322	\$ 54,417	70%	2%
MITCHELL CC	\$ 52,182	\$ 54,417	96%	6%
MONTGOMERY CC	\$ 38,880	\$ 54,417	71%	2%
NASH CC	\$ 44,730	\$ 54,417	82%	2%
PAMLICO CC	\$ 39,717	\$ 54,417	73%	2%
PIEDMONT CC	\$ 42,741	\$ 54,417	79%	2%
PITT CC	\$ 44,838	\$ 54,417	82%	2%
RANDOLPH CC	\$ 42,795	\$ 54,417	79%	2%
RICHMOND CC	\$ 50,499	\$ 54,417	93%	5%
ROANOKE-CHOWAN CC	\$ 47,277	\$ 54,417	87%	3%
ROBESON CC	\$ 46,008	\$ 54,417	85%	3%
ROCKINGHAM CC	\$ 42,939	\$ 54,417	79%	2%
ROWAN-CABARRUS CC	\$ 46,737	\$ 54,417	86%	3%
SAMPSON CC	\$ 44,262	\$ 54,417	81%	2%
SANDHILLS CC	\$ 47,943	\$ 54,417	88%	3%
SOUTH PIEDMONT	\$ 42,615	\$ 54,417	78%	2%
SOUTHEASTERN CC	\$ 51,273	\$ 54,417	94%	5%
SOUTHWESTERN CC	\$ 45,531	\$ 54,417	84%	2%
STANLY CC	\$ 42,759	\$ 54,417	79%	2%
SURRY CC	\$ 46,881	\$ 54,417	86%	3%
TRI-COUNTY CC	\$ 42,543	\$ 54,417	78%	2%
VANCE-GRANVILLE CC	\$ 43,110	\$ 54,417	79%	2%
WAKE TCC	\$ 40,635	\$ 54,417	75%	2%
WAYNE CC	\$ 43,722	\$ 54,417	80%	2%
WESTERN PIEDMONT CC	\$ 42,777	\$ 54,417	79%	2%
WILKES CC	\$ 43,605	\$ 54,417	80%	2%
WILSON TCC	\$ 45,036	\$ 54,417	83%	2%
Averages	\$ 44,008	\$ 54,417	81%	
Budget Flexibility Tolerances:				
< 85% = 2%				
85% - 89% = 3%				
90% - 94% = 5%				
95% - 99% = 6%				
100% or > = 8%				

NCCCS
CURRICULUM AND NONCURRICULUM SALARY AND FRINGE BENEFITS
ALLOWABLE 2 PERCENT TRANSFER TOTALS FOR JUNE, 2007
FY: 2006-07

COMMUNITY COLLEGES	CURRICULUM & CONT. EDUC SALARIES & FRINGES	ALLOWABLE TRANSFER	TRANSFERS IN	TRANSFERS (OUT)	REQUESTS APPROVAL TO TRANSFER OUT	NET TRANSFER TOTAL IN/(OUT)	** PERCENT TRANSFERRED YEAR-TO-DATE	BALANCE AVAILABLE TO TRANSFER FROM SALARIES & FRINGES WITHOUT/(WITH) APPROVAL	** PERCENT AVAILABLE TO TRANSFER
8% TRANSFERS - NONE					N/A		N/A		
6% TRANSFERS - NONE					N/A		N/A		
5% TRANSFERS - NONE					N/A		N/A		
3% TRANSFERS:									
CENTRAL PIEDMONT	\$32,997,652	989,930	3,143,486	(3,744,524)		(601,038)	-1.82	388,892	1.18
RICHMOND CC	4,611,447	138,343	844,655	(853,695)		(9,040)	-0.20	129,303	2.80
SANDHILLS CC	9,831,455	294,944	1,246,551	(1,071,340)		175,211	1.78	470,155	4.78
2% TRANSFERS:									
ALAMANCE CC	10,227,004	204,540	1,110,193	(1,314,733)		(204,540)	-2.00	0	0.00
ASHEVILLE-BUNCOMBE CC	15,458,013	309,160	4,483,048	(4,736,758)		(253,710)	-1.64	55,450	0.36
BEAUFORT COUNTY CC	4,612,856	92,257	1,011,849	(964,410)		47,439	1.03	139,696	3.03
BLADEN CC	4,349,934	86,999	828,375	(915,373)		(86,998)	-2.00	1	0.00
BLUE RIDGE CC	6,267,190	125,344	1,632,169	(1,724,875)		(92,706)	-1.48	32,638	0.52
BRUNSWICK CC	3,384,385	67,688	720,869	(572,449)		148,420	4.39	216,108	6.39
CALDWELL CC & TI	10,022,710	200,454	2,035,810	(1,974,129)	(100,227)	(38,546)	-0.38	161,908	1.62
CAPE FEAR CC	18,290,382	365,808	2,835,689	(3,172,785)	(182,904)	(520,000)	-2.84	(154,192)	-0.84
CARTERET CC	4,769,548	95,391	1,242,043	(1,210,969)		31,074	0.65	126,465	2.65
CATAWBA VALLEY CC	12,276,416	245,528	1,858,273	(2,103,801)	(122,764)	(368,292)	-3.00	(122,764)	-1.00
CENTRAL CAROLINA CC	12,438,834	248,777	2,943,099	(3,107,876)		(164,777)	-1.32	84,000	0.68
CLEVELAND CC	7,850,818	157,016	3,445,282	(3,156,953)		288,329	3.67	445,345	5.67
COASTAL CAROLINA CC	11,557,794	231,156	2,241,961	(2,225,269)		16,692	0.14	247,848	2.14
COLLEGE OF ALBEMARLE	5,637,004	112,740	956,918	(981,506)		(24,588)	-0.44	88,152	1.56
GRAVEN CC	7,321,181	146,424	938,027	(934,116)	(73,212)	(69,301)	-0.95	77,123	1.05
DAVIDSON COUNTY CC	8,766,476	175,330	1,441,754	(1,466,925)	(87,665)	(112,836)	-1.29	62,494	0.71
DURHAM CC	12,139,987	242,800	2,812,246	(2,511,629)		300,617	2.48	543,417	4.48
EDGEcombe CC	6,329,483	126,590	978,040	(967,589)		10,451	0.17	137,041	2.17
FAYETTEVILLE TCC	26,049,283	520,986	3,390,323	(2,451,848)		938,475	3.60	1,459,461	5.60
FORSYTH TCC	16,626,258	332,525	3,029,044	(3,361,569)		(332,525)	-2.00	0	0.00
GASTON CC	12,693,593	253,872	2,026,824	(2,187,400)	(126,936)	(287,512)	-2.27	(33,640)	-0.27
GUILFORD CC	22,390,250	447,805	2,908,779	(2,858,814)	(223,903)	(173,938)	-0.78	273,867	1.22
HALIFAX CC	4,804,663	96,093	1,416,754	(1,267,351)		149,403	3.11	245,496	5.11
HAYWOOD CC	5,345,474	106,909	754,855	(798,845)		(43,990)	-0.82	62,919	1.18
ISOTHERMAL CC	5,934,826	118,697	819,133	(937,830)	(59,348)	(178,045)	-3.00	(59,348)	-1.00
JAMES SPRUNT CC	4,021,693	80,434	1,140,982	(1,063,955)		77,027	1.92	157,461	3.92
JOHNSTON CC	10,285,242	205,705	12,891,671	(12,601,574)	(102,852)	187,245	1.82	392,950	3.82
LENOIR CC	8,249,784	164,996	1,716,592	(1,579,631)		136,961	1.66	301,957	3.66

NCCCS
CURRICULUM AND NONCURRICULUM SALARY AND FRINGE BENEFITS
ALLOWABLE 2 PERCENT TRANSFER TOTALS FOR JUNE, 2007
FY: 2006-07

COMMUNITY COLLEGES	CURRICULUM & CONT. EDUC FRINGES	ALLOWABLE TRANSFER	TRANSFERS IN	TRANSFERS (OUT)	REQUESTS APPROVAL TO TRANSFER	NET TRANSFER TOTAL IN/(OUT)	** PERCENT TRANSFERED YEAR-TO-DATE	BALANCE AVAILABLE TO TRANSFER FROM SALARIES & FRINGES WITHOUT/(WITH) APPROVAL	** PERCENT AVAILABLE TO TRANSFER
2% TRANSFERS CONT.:									
MARTIN CC	\$2,989,170	\$59,793	\$5,648,936	(\$5,656,580)	(\$29,891)	(\$37,535)	-1.26	22,248	0.74
MAYLAND CC	4,482,795	89,656	1,428,340	(1,329,058)		99,282	2.21	188,938	4.21
MCDOWELL TCC	3,727,859	74,557	2,173,699	(2,049,817)		123,882	3.32	198,439	5.32
MITCHELL CC	6,032,544	120,651	869,637	(985,442)	(60,326)	(176,131)	-0.92	(55,480)	-0.92
MONTGOMERY CC	2,659,998	53,200	651,904	(690,689)		(38,785)	-1.46	14,415	0.54
NASH CC	6,247,432	124,949	1,451,128	(1,229,855)		221,273	3.54	346,222	5.54
PAMLICO CC	1,314,142	26,283	752,025	(751,352)		673	0.05	26,956	2.05
PIEDMONT CC	6,990,933	139,819	2,989,756	(3,109,292)		(119,536)	-1.71	20,283	0.29
PITT CC	15,244,268	304,885	1,792,333	(2,084,599)	(152,443)	(444,709)	-2.92	(139,824)	-0.92
RANDOLPH CC	6,328,089	126,562	635,943	(710,382)		(74,439)	-1.18	52,123	0.82
ROANOKE CHOWAN CC	2,800,804	56,016	765,644	(533,310)		232,334	8.30	288,350	10.30
ROBESON CC	7,342,793	146,856	1,652,324	(1,799,179)		(146,855)	-2.00	1	0.00
ROCKINGHAM CC	5,867,869	117,357	1,598,173	(1,274,057)		324,116	5.52	441,473	7.52
ROWAN-CABARRUS CC	13,554,690	271,094	2,596,396	(2,037,000)		559,396	4.13	830,490	6.13
SAMPSON CC	4,181,194	83,624	3,706,508	(3,790,132)		(83,624)	-2.00	0	0.00
SOUTH PIEDMONT	5,533,015	110,660	1,476,537	(1,587,197)		(110,660)	-2.00	0	0.00
SOUTHEASTERN CC	6,367,748	127,355	1,886,094	(2,013,449)		(127,355)	-2.00	0	0.00
SOUTHWESTERN CC	5,958,259	119,165	719,458	(636,782)		82,676	1.39	201,841	3.39
STANLY CC	5,986,077	119,722	475,563	(443,030)		32,533	0.54	152,255	2.54
SURRY CC	8,556,633	171,133	1,057,305	(1,132,481)		(75,176)	-0.88	95,957	1.12
TRI COUNTY CC	3,293,141	65,863	654,160	(512,470)		141,690	4.30	207,553	6.30
VANCE-GRANVILLE CC	11,410,797	228,216	2,918,373	(2,520,606)		397,767	3.49	625,983	5.49
WAKE TCC	27,212,767	544,255	6,367,160	(6,106,904)		260,256	0.96	804,511	2.96
WAYNE CC	9,040,940	180,819	858,596	(814,763)		43,833	0.48	224,652	2.48
WESTERN PIEDMONT CC	7,414,121	148,282	425,004	(495,830)	(74,141)	(144,967)	-1.96	3,315	0.04
WILKES CC	7,814,262	156,285	1,202,899	(979,976)		222,923	2.85	379,208	4.85
WILSON TCC	5,881,864	117,637	1,311,665	(1,429,302)		(117,637)	-2.00	0	0.00
TOTAL	\$519,775,839	\$10,869,925	\$116,910,854	(\$115,524,055)	(\$1,396,612)	(\$9,813)	0.00	\$10,860,112	0.00

NOTE: Highlighted colleges received approval to exceed the transfer restriction at a prior State Board Meeting.

** N/A - The transfer percentages established are the maximums allowed under State Board rules.

** For a community college at which the average faculty salary is 85% of the national average salary of community college faculty, the State Board will consider transfer of funds requests that exceed the 2% tolerance by a maximum of 1%, but only if the transfer is for the purposes that directly affect student services, purpose 510.