

January 16, 2025

25-042

SALARY ADJUSTMENT FOR NON-BARGAINING UNIT
COMMUNITY EDUCATION INSTRUCTORS

PREPARED BY: Dr. Howard Croom, Associate Vice President, PSEC
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FINANCIAL
RESPONSIBILITY: Leslie Mestman, Director, Community Education

APPROVED BY: Dr. Jennifer Ernst, Vice President, Academic Affairs
Dr. Katy Ho, Executive Vice President
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STRATEGIC THEME: Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; Workforce: Respond to community and workforce needs by developing a culture of agility

REPORT: Community Education instructors are not part of the bargaining unit at Portland Community College and receive no step increases. The hourly rate can be an issue when trying to recruit and retain instructors. Requests for instructor pay increases are made after consideration of projected revenues and expenses and have not been as frequent as pay increases for other employee classifications. The last base rate adjustment was in January of 2023.

Current Community Education classroom rate: \$26.24
Current Community Education 1:1 rate: \$31.80

RECOMMENDATION: Increase the Community Education classroom and one on one (1:1) instructor hourly pay 5%.

Proposed Community Education classroom rate: \$27.55
Proposed Community Education 1:1 rate: \$33.39