## MINUTES



# STAFFING COMMITTEE— REGULAR MEETING Monday, September 16, 2013 – 2:30 P.M. Administration Building Board Room

The Staffing Committee Chair Travis Gregory called the meeting to order at 2:32 p.m.

# MEMBERS PRESENT

- ✓ Travis Gregory, Administrative Rep (Chair) Todd Finnell, Administrative Rep
- ✓ Tina Aguirre, Alt Administrative Rep
- ✓ Norma Nunez, Faculty Rep (Co-Chair)
  Vacant, Faculty Rep
  Eddie Chang, Alt Faculty Rep

Frances Arce-Gomez, Classified Rep Silvia Murray, Classified Rep

✓ Raquel Gonzalez, Alt Classified Rep

✓ Vikki Carr, Confidential Rep

- ✓ Linda Amidon, Alt Confidential Rep
- ✓ Jeff Cantwell, Management Rep Becky Green, Alt Management Rep
- ✓ Diana Ibarra, Student Representative Vacant, Student Representative Vacant, Student Representative

Recording Secretary: Jessica Waddell

## APPROVAL OF MINUTES DATED MAY 1, 2013 & JUNE 24, 2013

M/S/C Nunez/Gonzalez to approve the minutes of May 1, 2013 & June 24, 2013 as presented. Motion Carried.

#### **DISCUSSION AND INFORMATION ITEMS**

- 1. Request to Hire Summary Travis Gregory
  - Committee reviewed the back-end of the electronic Request to Hire.
  - Reports that the committee would like to review regarding the Request to Hire include:
    - a. Request to Hire by type
    - b. Completion timeline (from submission of Request to Hire to approval, then to recruitment, then onboarding of new employee)
    - c. Comparison of Requests to prioritization list submitted by Staffing Committee
    - d. Chart or cycle of the process with Request to Hire and Staffing Committee
- 2. Strategic Planning On-Line (SPOL)/Program Review Travis Gregory
  - Program Review will be done using the new program, SPOL. The timeline will be moved up and the Staffing Committee will be finalizing their portion of the Staffing Plan in early spring. More information will be provided at future meetings.
- 3. EEO Plan / Academic Hiring Procedures Travis Gregory
  - The EEO Plan was approved by the Board of Trustees at the August 21<sup>st</sup> meeting.
  - Chair Gregory has been in contact with the Academic Senate President asking for names of faculty members to assist with the updating to the Academic Hiring Procedures.

- Committee discussed appointing members of the Staffing Committee to a subcommittee and partnering with the Academic Senate members to provide an update of the Academic Hiring Procedures.
- After review and update is complete, the revised Academic Hiring Procedures would come to this committee.
- Committee discussed some of the impacts from the new EEO Plan and the screening process and committees.
- Committee would like to discuss the preconceptions/problems that are out there and work on addressing them.
- 4. Organizational Chart Travis Gregory
  - Committee reviewed the 3<sup>rd</sup> Quarter Organizational Chart update (July September).
  - Corrections were made to the Organizational Chart.
  - The Organizational Chart will be emailed to the committee members for final review and then posted on the website.

### **ADJOURNMENT**

Chair Gregory adjourned the meeting at 3:17 p.m.