



IMPERIAL VALLEY COLLEGE
STAFFING COMMITTEE MINUTES
May 21, 2012

✓Present:

- ✓Travis Gregory, Administrative Dean of HR
- ✓Brian McNeece, Administrative Rep
Silvia Murray, Classified Rep
- ✓Frances Arce-Gomez, Classified Rep (replaced Norma Santana)
Vikki Carr, Confidential Rep
- ✓Norma Nunez, Faculty Rep
- ✓Lorraine Mazeroll, Faculty Rep
- ✓Jeff Cantwell, Management Rep

- Rudy Robles, ASG Rep
- Lisa Tylenda, ASG Rep
- Todd Finnell, Alt Administrative Rep
- ✓Raquel Gonzalez, Alt Classified Rep (replaced Frances Arce-Gomez)
Linda Amidon, Alt Confidential Rep
- Bruce Seivertson, Alt Faculty Rep
- Becky Green, Alt Management Rep
- ✓Jose Ruiz, Visitor

Recorder: Jessica Waddell

The purpose of the Staffing Committee is to afford the campus community a chance to provide input and make recommendations about staffing-related issues and activities, and to take action upon recommendations from feeder subcommittees. The committee will make recommendations to the shared governance committees and/or the Superintendent/President and has four broad categories of scope within its purview:

- **Analysis and Planning of District Staffing Needs.**
 - **Equal Employment Opportunity /Diversity Policies and Procedures.**
 - **Classification and Reclassifications of District Staff.**
 - **Organizational Structure and Function**
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I. Call to order:

The scheduled meeting of the Staffing Committee was called to order at 10:08 am on May 21, 2012, in Room 2724 by Travis Gregory.

II. Approval of Minutes:

M/S/C Brian McNeece/Jeff Cantwell to approve the Minutes of April 23, 2012.

III. Information Items:

1. GAP Analysis from Palomar College:

- Committee received a sample of GAP Analysis from Palomar College to review and discuss.
- This information was to give an example of what this committee could do.
- Committee reviewed chart on page 15 (Results of staffing prioritization by group) and discussed doing something similar in the next staffing plan.
- Committee reviewed chart on page 51 (Employees Count by Classification and year, and a chart with Facilities /Space Changes) and discussed how IVC could benefit from having this information readily available on the website.
- Committee asked that a draft GAP Analysis with categories more specific and broken down for Imperial Valley College be brought back to the committee to review (Travis will attempt to contact Palomar's CHRO).
- Committee would like to receive a list of all employees, their titles, pay, etc. (similar to the report that was sent to the press).

IV. Discussion Items:

1. Replacement Positions – Review current Policy/Process (attached)

- The District has had 13 people choose to leave the district (retire/resign) with the VESIP. Discussion has been taking place across campus on how to or if to replace positions and what the process should be.
- Committee reviewed the current policies outlining process to immediately replace positions when a resignation/retirement occurs (attached). There was discussion on what this committees' role would be and if this committee should review/update all hiring policies.

- Committee would like for the President to define/clarify what he sees as the role of the Staffing Committee.
- Committee discussed the possibility of getting the recommendations from other committees on all hiring (e.g. Curriculum) and then the Staffing Committee reviews those and makes a collective final recommendation.
- Discussions on the role that could /should take regarding hiring of positions that the committee hasn't provided recommendations for - including how to handle emergency hires (not substitutes) and would like to see all hires go through this committee, at least as information.
- Committee discussed reviewing all staffing request for grant applications before grant is submitted (to review/discuss funding and positions requested).
- Committee discussed creating a flow chart to assist employees on where hiring requests go.
- Committee would like to look at revising the hiring procedures as a mid /long term goal.
- Committee would like for each area leader to receive a regular staffing report and they should develop a matrix showing information regarding duties of employees in the area such as: list of support staff, job descriptions, responsibilities (e.g. grants, reports, etc), size, space, scope.

2. Program Review – Strategies for capturing changes and review of all program review

- Postponed to next meeting.

V. Action Items:

None

VI. Future Meeting Dates:

❖ June 11, 2012

Meeting adjourned at 11:15 am