



IMPERIAL VALLEY COLLEGE
STAFFING COMMITTEE MINUTES
October 15, 2012

✓Present:

Recorder: Jessica Waddell

- | | |
|---|---|
| ✓Travis Gregory, Administrative Rep (Chair)
Todd Finnell, Administrative Rep | Vacant, Alternate Administrative Rep |
| ✓Silvia Murray, Classified Rep | Raquel Gonzalez, Alternate Classified Rep |
| ✓Frances Arce-Gomez, Classified Rep | Linda Amidon, Alternate Confidential Rep |
| ✓Vikki Carr, Confidential Rep | ✓Eddie Chang, Alternate Faculty Rep |
| ✓Norma Nunez, Faculty Rep (Co-Chair) | Becky Green, Alternate Management Rep |
| Lorraine Mazeroll, Faculty Rep | ✓Sheila Dorsey-Freeman, Visitor |
| ✓Jeff Cantwell, Management Rep | ✓Martha P Garcia, Visitor |
| ✓Rudy Robles, ASG Rep | ✓Alex Aguilar, Visitor |
| Lisa Tylenda, ASG Rep | |

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**
-

I. Call to order:

The scheduled meeting of the Staffing Committee was called to order at 10:04 am on October 15, 2012, in the Board Room by Travis Gregory.

II. Approval of Minutes:

M/S/C Norma Nunez/Vikki Carr to approve the Minutes of September 17, 2012.
Motion carried.

III. Discussion Items:

1. Review of Organizational Chart

- Committee had no other discussion regarding the organizational chart
- Org chart will be going through the AP process and updated as changes are made

2. Request to Hire Form -

- Committee was able to see the request to hire from the internal side of the form
- Committee briefly looked at the reports option. Will be brought back to the committee in the future

3. Other – Dashboard Report (Staffing Levels)

- HR works with IT to create reports that can be beneficial to HR and others
- Reports go back to 2009 on staffing levels
- Information reflects every group on campus (PT faculty data is not accurate, information is being updated)
- Information can be downloaded into an excel document
- Employees who worked at least 1 day in the fiscal year is included in the report
- First time accurate information has been extracted through banner
- Taken months for HR staff to work on these reports

Other – Dashboard Report (Turnover Report)

- Report refers to the employees who left the District over a set period of time
- Information sorted by specific time periods
- Information can be broken down by separation reason
- Two types of charts with the information is
- This report will be able to help this committee (and the District) if we know things based on trends, and factor in the other variables (budget, FTES) then the staffing plan can reflect correct information
- Eventually we will be able to look at the information by department
- In the future information we be able to reflect quarterly information
- If employee was reassigned it did not count in this data because employee is still with the district

Other – Dashboard Report (General)

- In the future, HR would like to include these types of reports on the Dashboard and have them sent automatically via email to pertinent staff
- In the dashboard, you are able to drill down a little bit more to get more detailed information
- The specific information is there, but has not been set up in the reports/charts side of it
- For some employee groups, when you click on them, more information is given such as evaluation information
- In the future, staffing levels by groups, turnover report, salary information, current positions, seniority reports
- If employees work in multiple positions throughout the year, they are only counted one time on the staffing levels
- Benefit information will also be included in these reports in the future
- Faculty load report in Argos is trying to mirror the look of the enlighten report and is currently under in the test format
- The information comes directly from instruction side and is used for the pay side in HR
- PROFESSIONAL GROWTH: professional growth payments are now kept in banner and this report reflects that information; the information is submitted to payroll
- ORGANIZATIONAL CHART: information is broken down by administrator and all employees that report to them
- This committee will begin working on staffing plan in near future and was asked to start thinking about other reports that we might need

4. Other Discussion –

- This committee is charged with Analysis and Planning of District Staffing Needs. There was discussion on what this committee could look at. The discussion included:
 - Should this committee review all Request to Hire forms submitted
 - Could be the committee that discusses positions being recruited for (for Accreditation) but asked that administration assign that task
 - Possible input on recruitments that are launched
 - Committee recommends that the District hold off hiring until FCMAT report is provided
 - Committee asked that Travis be this committee’s liaison with Executive Council to provide and report information to/from each committee
 - Committee will need to review San Francisco FCMAT report

IV. Action Items:

None

V. Future Meeting Dates:

November 19, 2012	January – TBD (holiday)	April 15, 2013
December – TBD (holiday)	February – TBD (holiday)	May 20, 2013
	March – 18, 2013	June 17, 2013

Meeting adjourned at 10:55 am