



MINUTES

STAFFING COMMITTEE– REGULAR MEETING Thursday, November 20, 2014 – 1:30 P.M. Room 3102 (EWD Conference Room)

The Staffing Committee Chair Shawn Larry called the meeting to order at 1:42 p.m.

MEMBERS PRESENT ✓

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| ✓ Shawn Larry, Administrative Rep (Chair) | ✓ Vikki Carr, Confidential Rep |
| ✓ Todd Finnell, Administrative Rep | ✓ Linda Amidon, Alt Confidential Rep |
| ✓ Tina Aguirre, Alt Administrative Rep | |
| ✓ Norma Nunez, Faculty Rep (Co-Chair) | ✓ Jeff Cantwell, Management Rep |
| ✓ Jill Kitzmiller, Faculty Rep | ✓ Becky Green, Alt Management Rep |
| ✓ Eddie Chang, Alt Faculty Rep | |
| | Vacant, Student Representative |
| ✓ Yethel Alonso, Classified Rep | Vacant, Student Representative |
| ✓ Miriam Trejo, Classified Rep | Vacant, Student Representative |
| ✓ Raquel Gonzalez, Alt Classified Rep | |

Recording Secretary: Jessica Waddell

DISCUSSION/INFORMATION/RECOMMENDATION ITEMS

1. Prioritization of Staffing Resources Requests

- Committee reviewed the Staffing Resources Requests submitted through the Program Review.
- Committee discussed the roles regarding the ranking.
 - Full-time faculty positions were prioritized at the Instructional Council, the Student Services Council and ultimately with the Curriculum Committee; therefore these requests will not be discussed at the Staffing Committee.
 - All temporary requests, including tutors and part-time faculty, will not be prioritized by the Staffing Committee. These requests will be sent directly to the Budget and Fiscal Planning Committee.
- Committee prioritized the remaining Staffing Resource Requests as follows:

New Position Requested	11/20/14 Rank by Staffing Committee	Comments/Justification
FT Classified Custodian	1	Restore our custodial staff to levels that are sufficient enough to properly maintain the campus facilities. / Restore our custodial staff to levels that are sufficient enough to properly maintain the campus facilities.
FT Classified Grounds Maintenance	2	Restore the Grounds Maintenance Supervisor Position that was lost due to attrition. Budget request shown includes salary and benefits. / Try to get district funding allocated to the hiring of a Grounds Maintenance Supervisor position. This position was lost to attrition, but our campus has been growing at a very rapid rate. The grounds crew have been stretched beyond their limits, and we are finding it very difficult to keep up with the increasing work.
PT Clinical Mental Health Counselor	3	Hire a part-time clinical mental health counselor. / To increase mental health counseling appointments available for students.
PT Student Success Specialist	4	By hiring a Retention Specialist, this would free up more counselor time by having the Retention Specialist assist EOPS students with transfer applications, program orientations as well as study skills workshops. By increasing the number of study skills workshops that are offered, students would be better informed and prepared for a successful college life. Need Retention Specialist to provide follow up services to EOPS students to meet requirements of the Student Success Act. Position is categorically funded.
PT Classified Assistant Web Developer	5	A lot more can be done on our design side if there was some additional assistance with the smaller flyer requests that come in frequently. Currently the design work is done on as needed basis, depending on workload, but it isn't a service we typically promote too much. In addition, the college does have an additional need to have more photos taken of faculty, staff and students throughout the year on campus or in the classroom which can be later used in promotional materials. Video and web content editing skills would be a big plus to include for this position and could allow us to start producing additional content that could be used on the website and other locations.
FT Classified Student Services Technician	6	\$42000 - Full-time Student Services Technician needed during Transfer Center Services at the same hours that the Counseling Services are operational (8am to 7pm). This will allow for Transfer Center access to ALL students.
FT Classified - Library Tech	7	\$50000 - These funds will allow for additional classified staff to increase Library hours of operation.

PT Classified Multimedia and Publications	8	A lot more can be done on our design side if there was some additional assistance with the smaller flyer requests that come in frequently. Currently the design work is done on as needed basis, depending on workload, but it isn't a service we typically promote too much. In addition, the college does have an additional need to have more photos taken of faculty, staff and students throughout the year on campus or in the classroom which can be later used in promotional materials. Video and web content editing skills would be a big plus to include for this position and could allow us to start producing additional content that could be used on the website and other locations.
Classified Manager	9	Hire a fulltime Marketing and Public Relations Director / Salary for Director of Media and Communications

ADJOURNMENT

Chair Larry adjourned the meeting at 2:35 p.m.