Imperial Community College District

Educational Master Plan

2009 – 2010

Appendix E

Thaw Committee Staff Rankings

Recommendations of Thaw Committee

Final Ranking

Position	Comments	Recommendation	Final Ranking
Director of Campus Safety and Security	Crucial position. Recommendation is to hire based on 50% of the salary being paid from parking revenues.	Yes	1
Instructional Assistant/Curriculum Specialist	Crucial position. The Committee recommends changing the status from Confidential to Classified to increase the potential pool of internal applicants.	Yes	2
Physics/Math (Ranked #1 by C&I)	The position was filled with a full time temporary faculty member. Replacement position, no budgetary impact. This is the only Physics instructor IVC has; without a replacement we cannot offer Physics classes.	Yes	3
Librarian (Ranked #2 by C&I)	District funded position. Filling this position will impact the general budget. Current legislation requires a certificated Librarian to be present at all times the library is open. IVC currently has only 1 full-time and 2 part-time Librarians.	Yes	4
Political Science (Ranked #3 by C&I)	Political Science 102 is a graduation requirement for IVC students and we have a 102% fill rate in all classes. Half of all classes are currently being taught by adjunct instructors and we have exhausted the pool of adjuncts. We cannot meet student need without an additional instructor. A Political Science instructor has been elected Academic Senate President.	Yes	5
English/Reading (Ranked #4 by C&I)	Replacement, budgeted position. Several English positions open.	Yes	6
English Composition (Ranked #6 by C&I)	Replacement, budgeted position. Several English positions open.	Yes	7
Psychology (Ranked #7 by C&I)	Two positions have been unfilled for a number of years. Psychology is a popular major and required for General Studies and Nursing majors. A pool of adjunct instructors is available, but according to some committee members the quality of instruction is questionable in some instances. Need a full-time hire to improve instructional quality and curriculum	Yes	8
English ESL (Ranked #10 by C&I)	Replacement, budgeted position. The ESL department is losing two faculty members this year. Two Thaw Requests forms were submitted for a similar position. Committee is requesting clarification on second request form.	Yes	9
Math (2 requests) (Ranked #12 by C&I)	Two requests submitted for consideration. The Committee recommends one position. Replacement, budgeted position	Yes (1 position)	10
Director of Community and Public Relations	Recommendation is to hire a part-time position through an open recruitment process. Cost neutral.	Yes	11
English (Basic Skills)	Basic Skills is a grant funded non-tenure track position. Recommended only if it is a categorical, non-tenure track position. Not ranked by C&I.	Yes	Not ranked

		(Grant Funded)	
Purchasing Technician	Approve the funding of a temporary Purchasing Technician through June 30, 2009. The Purchasing Department needs to make a request for a full time position for FY 2009-10.	Yes (Temporary position)	Not ranked

Administration of Justice (Ranked #9 by C&I)	A large pool of adjunct instructors is available since an Associate Degree is the minimum qualification to teach these courses. Department can function for another year with the majority of classes taught by adjunct instructors.	No	Not recommended
English Composition (Ranked #15 by C&I)	Not included with recommended English positions.	No	Not recommended
Small Business Advisor	Defer recommendation until a determination can be made whether or not the District has to assume the cost of the position upon termination of the grant. It was mentioned that this position was eliminated a few years ago. If so, it needs to go through the process to be reinstated. What is the need for this position?	Not recommended due to lack of information	Not recommended
Financial Aid Assistant	The Committee discussed the possibility of job sharing (e.g. Could the Student Employment Specialist assume some of the duties of the Financial Aid Assistant?). Open position: Position was advertised last year; applications are ready to be reviewed by appropriate screening committee members.	Keep it frozen (Job sharing successful)	Not recommended
Evening Audio-Visual Technician	Consider re-classifying the position so there are two equal Media Technician positions, working a split schedule in order to provide day and evening coverage. Cross-training recommended. Standardize the positions to reflect upcoming changes (smart classroom technology). Part-time position can be requested again at a later time, if the need remains. Reclassification of one position was approved. The Committee recommends adjusting work schedules.	No (Reclassification approved/Adjust schedule)	Not recommended
Classified Manager Admissions	Defer recommendation until the Thaw Committee is presented with a complete re-organization of the department related to creation of this position. Statement on justification section is contradictory; it may be interpreted as if an additional position is being requested. Unless written clarification is provided, the Committee cannot recommend this position.	No Clarification needed	Not recommended
Director of Research, Planning and Grant Administration	The Thaw Committee recommends that administration looks for cost savings through reorganization of existing positions. Other options explored: (A) Move forward with this position, if other two positions are eliminated (B) Fund Director position only, no staff. Then, hire additional staff (under Director's supervision) using future categorical funding only.	No	Not recommended
(Micro) Biology (Ranked #5 by C&I)	Re-evaluate this position; determine if any current faculty member is qualified to teach this course. The number of classes being offered does not constitute a full workload. Please note: This class is a pre-requisite for Nursing students.	No	Not recommended