IMPERIAL VALLEY COLLEGE
STAFFING COMMITTEE MINUTES
December 5, 2011

✓Members Present:

Recorder: Jessica Waddell

✓Travis Gregory, Administrative Dean of HR
✓Todd Finnell, Administrative Rep
✓Norma Nunez, Faculty Rep
✓Lorrainne Mazeroll, Faculty Rep
✓Silvia Murray, Classified Rep
✓Norma Santana, Classified Rep
✓Vikki Carr, Confidential Rep
✓Brian McNeece, Alt Administrative Rep
✓Bruce Seivertson, Alt Faculty Rep
✓Jose Ruiz, Visitor
✓Melody McBrayer, Visitor

Call to order: The first scheduled meeting of the Staffing Committee was called to order at 10:05am on December 5, 2011 in the Board Room by Travis Gregory.

1. **Review of Charge/Standing Rules:**
   - Committee will review Equal Employment Opportunity (EEO) data.
   - Committee will review hiring procedures (e.g. screening committee).
   - Committee will review classifications/reclassifications of staff.
   - Committee will review campus wide staffing needs.
   - Committee will review organizational structure and function.
     - The current org chart will be emailed to committee members before next meeting.
   - Committee will report to College Council & possibly Academic Senate.
     - Need to review current committee flow chart.

2. **Discussion – Information committee would like to see/receive at future meetings:**
   - Committee would like to see the information from the Curriculum Committee (formerly known as C&I) regarding the faculty prioritization chart.
     - Committee will review info and could make recommendations/additions.
   - Committee would like to possibly poll our current faculty to see if they are able to teach other subjects.
   - Committee would like to know where positions "go" when vacated.
   - Committee would like to see FTEF count.
   - Committee would like to see FTES to FTEF data.
   - Committee would like to review Institutional priorities and goals.
     - This committee will need guidance on what the institution needs and should not bring personal agendas to the table for discussion.
   - Committee would like to review the last "Staffing Planning Committee" recommendations.
   - Committee would like to review the number of all staff broken down by area.

3. **Future Meeting Dates**
   - Committee would like to meet on the 2nd Monday of every month at 10:00 am. In January, the meeting will be the 4th Monday.

     - January 23, 2012

Meeting adjourned at 10:52 am