MINUTES



STAFFING COMMITTEE— REGULAR MEETING Monday, March 18, 2013 – 10:00 A.M. Administration Building Board Room

The Staffing Committee Chair Travis Gregory called the meeting to order at 10:02 a.m.

MEMBERS PRESENT

- ✓ Travis Gregory, Administrative Representative (Chair)
- ✓ Todd Finnell, Administrative Representative
- ✓ Tina Aguirre, Alternate Administrative Representative
- ✓ Norma Nunez, Faculty Representative (Co-Chair)
- ✓ Lorrainne Mazeroll, Faculty Representative Eddie Chang, Alternate Faculty Representative
- ✓ Frances Arce-Gomez, Classified Representative Silvia Murray, Classified Representative
- ✓ Raquel Gonzalez, Alternate Classified Representative
- ✓ Vikki Carr, Confidential Representative
- ✓ Linda Amidon, Alternate Confidential Representative
- ✓ Jeff Cantwell, Management Representative Becky Green, Alternate Management Representative

Rudy Robles, Student Representative Lisa Tylenda, Student Representative Vacant, Student Representative

Recording Secretary: Jessica Waddell

APPROVAL OF MINUTES DATED JANUARY 28, 2013

M/S/C Vikki Carr/Norma Nunez to approve the minutes of January 28, 2013.

DISCUSSION AND INFORMATION ITEMS

- 1. Reclassifications Travis Gregory
 - #1: Continuing Education Technician
 - Discussion took place regarding job description stating this position was to translate.
 - Committee would like to clean up the job description and take out "External Campus" and replace with "Community Services Classes".
 - This position requires a person that speaks Spanish.
 - Opened up a broader discussion on how translation requests around campus are currently being done along with how a person is compensated?
 - Recommendation: Approve reclassification with the name change and remove "EC" comments
 - M/S Vikki Carr/Lorrainne Mazeroll

#2: A&R Technician

• The area would like to have a total of 3 positions in the future.

- The person currently in this position is assigned on a temporary basis beginning January 2013.
- Would like to reclassify Gabriel Gonzalez from his current position to the A&R Technician.
- Discussion occurred on the difference between the counseling area and admissions and records area as to why there are similar positions with different salary ranges.
- Discussion on if the switchboard would go back to this position would take place, because that is in the job description.
- In this reclassification request, the job description for the A&R Technician was not modified.
- It was noted that when a person is reclassified to a higher range, the person takes seniority with them.
- Todd Finnell stated that he disapproved this reclassification because this position is covered by a temporary reassignment and this can be done for up to one year.
- Todd would like to assess the area before making any changes. By having up to a year, it would give the area time to be assessed before making permanent changes.
- There was clarification that the staffing committee makes an independent decision from the CSEA Reclassification committee.
- Explanation was given that the reclassification did not have to be approved or denied at the moment; the reclassification can take place anytime from here on out and be effective July 1st.
- The committee recommended tabling this reclassification request until May or June to give the area time to assess.

#3 & #4 Technology Support Specialist

- There are two separate reclassification requests. Micro Media Technician and Information Technology Support Specialist.
- The MMT was moved from the Arts, Letters, & Learning Services Division to Information Technology beginning in January 2013.
- When both job descriptions were reviewed, they appeared very similar and many things overlapped.
- The only intent with this reclassification is to make one job description which will have two positions.
- Todd Finnell clarified that the industry has changed with AV Technology in recent years. Now that both positions report to the same person, there is an overlap with duties. The intent was to merge the two job descriptions and modernize it. With the reclassification employees would be trained appropriately, if necessary
- Acknowledge the fact that those positions have merged now.
- Recommendation: go forward as is with both positions job description update and positions to stay at range 21. Norma Nunez/Lorrainne Mazeroll; 2 opposed Frances Arce-Gomez/Raquel Gonzalez

#5 Senior Enterprise Systems Specialist

- This position is currently vacant and was recruited for a couple months unsuccessfully.
- With the VP duties changing, this position would take on more responsibility. The area determined that it would make more sense to have a senior person with one person under this position.
- Frances Arce-Gomez asked if it was possible for one of the managers in IT to pick up the extra duties.
- Todd Finnell clarified that it is more beneficial to change the structure of the area to reflect VP, Director, Senior Specialist, and Specialist.
- If this position is reclassified, they area hopes that it could help with the recruitment.
- The CSEA Reclassification committee agreed with the recommendation as is
- Recommendation: go forward with reclassification as presented but to be effective immediately for recruitment purposes. Norma Nunez/Vikki Carr

2. Criteria for Ranking/Prioritization of staff requests submitted in resource request

- The prioritization for faculty positions recently changed to two separate processes. The Curriculum Committee will prioritize teaching faculty and non-teaching instructional faculty; Student Services will prioritize non-teaching, non-instructional faculty. The two prioritization lists will go to Academic Senate and then forwarded to the Staffing Committee.
- Last year's staffing plan and info for this year will be brought to the next meeting.
- Committee discussed that only new positions entered into program review would be prioritized. There is already a process in place for replacement positions that go through the VP for Academic Services, Academic Senate, and the area Dean.

3. EEO Template – Travis Gregory

- A revised EEO plan needs to be approved by the Board and then submitted to the Chancellor's Office by June 28, 2013.
- HR will do the behind the scenes model and bring to the April 15 meeting. After approved by this committee it will then be sent to the Board for approval.

ADJOURNMENT

Chair Gregory adjourned the meeting at 11:25 a.m.

2012-2013 Staffing Committee Meeting Schedule 10:00 a.m. in the Board Room

2013		
April 15	May 20	June 17