MINUTES



STAFFING COMMITTEE- REGULAR MEETING Monday, April 15, 2013 – 10:00 A.M. Administration Building Board Room

The Staffing Committee Chair Travis Gregory called the meeting to order at 10:04 a.m.

MEMBERS PRESENT

Travis Gregory, Administrative Representative (Chair) Yodd Finnell, Administrative Representative Yina Aguirre, Alternate Administrative Representative

Morma Nunez, Faculty Representative (Co-Chair) L'orrainne 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 ∠inda Amidon, Alternate Confidential Representative yeff 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 MARCH 18, 2013

M/S/C Jeff Cantwell/Vikki Carr to approve the minutes of March 18, 2013.

DISCUSSION AND INFORMATION ITEMS

- 1. Review of staff requests submitted in Staffing Resource Request Norma Nunez
 - After reviewing the list, the committee decided to only discuss classified and nonteaching faculty positions at this meeting until the information is received from the Curriculum/Academic Senate Committee regarding the teaching faculty positions.
 - The committee also decided that this committee will look at new positions only and will put "other requests" into the plan and will forward to the appropriate areas (e.g. increasing district budget for current positions, benefit costs entered, professional experts, replacement positions, etc.).
 - Embedded tutors (#4 Org 211) based on justification, the committee agreed that it appeared to possibly be a pilot program with students employees and would not rank this, but forward to appropriate area.
 - New/replacement classified staff (#16 Org 271 Admin Secretary) Dean Aguirre stated that she had entered this request a few weeks ago that it has already been taken care of through a district transfer.

- New/Replacement Part-Time classified staff (#20 Org 352 Staff Secretary II) The secretary from business was moved to arts & letters and the other secretary in the economic & workforce development division picked up the business area duties. Member Arce-Gomez stated that there is justification for a part-time person. The committee recommends the position and will rank for prioritization.
- New/replacement classified staff (#29 Org 708 Systems Analyst) Member Finnell stated that when the IT area went through a reorg, they had initially proposed 3 positions, but didn't fill the 3rd position. Based on accreditation, the IT department has decided that with the title 5 changes and needs, they need a 3rd systems analyst. This person would assist with Institutional Research and Financial Aid. Currently, the model is that each analyst has a "primary" area and then assist with other areas. Member Finnell also stated that IT has limped along for a year, but there are concerns with how they will get along in the future. At the end of the day there are a lot of things that need to be done, but not enough people to do the work. The committee recommends the position and will rank for prioritization.
- New/replacement classified staff (#30 Org 902 A&R Technician) Committee would like clarification if this would be a new position along with the reclassification request that has been submitted. Committee will rank as if this is a new position, but will need to discuss more after information is received.
- Part-time classified staff (#31 Org 903 ASL Interpreter Coordinator) Committee discussed that based on the justification it appears to be an access issue for students but is more of an issue of coordinating the services of interpreters. Committee discussed current employees in the area and thought that there might be a person that can or is supposed to be doing this already. This request will be added to list to rank for prioritization.
- Part-time classified staff (#33 Org 905 Assessment Technician) There is currently one full time classified person, and area is requesting a part-time staff member to assist in the times that the office is short-handed. When the full-time person is gone, the office must be closed due to lack of staff. Funding is part categorical. The committee recommends the position and will rank for prioritization.
- Part-time classified staff (#35 Org 905 Evening support staff) Justification stated this position would provide assistance to evening counselors (when counselors go back to providing services during the evening). There is a plan to have the assessment center open until 7:00 pm for evening counseling. The committee discussed that the prior part-time staff request (#33 Org 905 Assessment Technician) could provide service for both simultaneously. The committee recommends combining the 2 requests into one and will only rank that one.
- New/Replacement classified staff (#37 Org 910 Transfer Center Secretary) Committee discussed combining 2 of the part-time staff requests submitted by the same area and possibly making one full-time position to cover the 3 requests. This position could work half of the time in the transfer center and then the other half in the assessment center to cover assessment center needs and cover the evening support request for counseling. This position would be a clerical position. 50% could be assigned to transfer center and the other 50% to wherever needed. Position should be a technician. Committee decided to recommend the position as a technician and will rank for prioritization.

- PT Counselor (#38 Org 910) Member Finnell stated that this position was discussed by student services and ranked (#2). This position is stated to assist the future director.
- Mental Health Counselor (#39 Org 915) Member Finnell stated that this position was discussed by student services prioritized this and it was ranked (#1). This position is 100% categorically funded. The current part-time position would go away with hire of the full-time position.
- PT Counselor (#45 Org 933) The committee decided that this position is not a new position and is more of a funding issue and would not be ranked in the prioritization
- The classified requests and non-teaching faculty requests and discussed how to prioritize. Committee decided that each member would rank the requests highest to lowest, then the average would be used to then rank highest to lowest.
- The committee went through the list and discussed certain positions and how to combine to better serve the needs of the district. The committee agreed combining #35 and #37 into one part-time position that could cover both areas simultaneously.
- The ranked list is below:

Positions Requested	Member 1	Member 2	Member 3	Member 4	Member 5	Member 6	Member 7	Member 8	Average	Rank	
#29. Systems Analyst	1	2	2	5	2	1	2	1	2.000	1	
#39. Mental Health Counselor	7	1	1	1	1	8	1	6	3.250	2	
#35. Part-Time Evening Support Staff	2	4	7	3	3	7	5	3	4.250	3	combine these
#37. Part-Time Transfer Center Technician	3	3	5	4	6	5	4	4	4.250	3	two positions
#33. Part-Time Assessment Center Technician	6	6	4	2	4	2	6	5	4.375	5	
#20. Part-Time Staff Secretary II - Business	5	5	8	8	5	3	3	2	4.875	6	
#30. A&R Technician	4	7	3	7	8	4	8	7	6.000	7	
#31. Part-Time ASL Interpreter Coordinator	8	8	6	6	7	6	7	8	7.000	8	

ADJOURNMENT

Co-chair Nunez adjourned the meeting at 11:20 a.m.

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

2013							
April 24	May 20	June 17					