MINUTES



STAFFING COMMITTEE— REGULAR MEETING Wednesday, April 24, 2013 – 10:30 A.M. Administration Building Board Room

The Staffing Committee Chair Travis Gregory called the meeting to order at 10:33 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

✓ Jonathan Carrillo, Student Representative

Recording Secretary: Jessica Waddell

APPROVAL OF MINUTES DATED MARCH 18, 2013

M/S/C Norma Nunez/Vikki Carr to approve the minutes of April 15, 2013 with amendments.

DISCUSSION AND INFORMATION ITEMS

- 1. Organizational Structure Todd Finnell
 - Member Finnell discussed the SST&R Division reorg and changes made and being proposed. The merge of the VP of Student Services and VP of Information Technology was the first change completed. A reclassification of one Systems Analyst to a Senior Systems Analyst has also been completed. The changes proposed are: Reclassification of one Administrative Assistant into a SSTR Technician along with a reclassification of the Director of IR.
 - Member Finnell provided a handout (attachment A) and explained that there would be an approximate savings of \$140,317 to the District General Fund with the changes proposed.
 - Member Carr stated that it appears that the SSTR Technician might be more in line with a staff secretary position.
 - The committee discussed the Director of Institutional Research job description, specifically the minimum education requirement. Member Finnell stated that all other manager position do not require a Master's degree so this is in line with that philosophy.

- The committee agreed that the description should have language reflecting that a "Master's degree is preferred" along with "Higher education research experience preferred".
- 2. Review of staff requests submitted in staffing resource request/review of faculty lists from curriculum committee
 - Kathy Berry & Michael Heumann were present to help explain the Faculty List from the Curriculum committee.
 - The 2 new non-teaching faculty positions brought to curriculum were not included in the faculty prioritization list because one was categorically funded and the other was a part-time position.
 - There are 3 categories; Left column: prioritization of new faculty positions part of program review. Middle column: replacement positions authorized, but not currently funded. (The middle column is ranked and then justified by a 1, 2, or 3). Right column: positions that went through the current policy for replacement and have been filled temporarily. There are two positions not being recruited for right now (speech and geography) and executive council decided to fill with part-time faculty and use savings to possibly hire a new requested item.
 - Before the curriculum committee reviewed the list they asked each department to have the information in program review and then bring their data to justify the request to the curriculum meeting.
 - The Staffing committee reviewed only new faculty requests (left column). Some of the positions were specifically discussed.
 - Chemistry has been the number one priority for the past few years. Without chemistry this impacts the nursing area. Currently only 4 to 5 sections are offered each semester and they fill immediately.
 - Math/English There was clarification that this is not a replacement position it is a
 new position primarily focused in Engineering. Visitor Berry stated that we currently
 have a Pre-Engineering program on hiatus due to not having a Full-Time Faculty
 member.
 - The AJ instructor requested is a second position. We are currently recruiting a FT temporary.
 - Biology We currently offer 8 to 9 sections each semester, we used to offer 12 sections. More sections are needed to allow students to finish their GE requirements.
 - Electrical/Renewable Energy looking for a FT Faculty member. Currently only has PT Faculty in the department and in order for program to grow, a FT faculty is requested.
 - Visitor Berry stated that the Curriculum committee also looks at not replacing vacant positions.
 - Library currently we do not meet standard set forth in Ed Code on number of faculty per FTES for the institution. Right now we are able to get by with Taylor Ruhl being able to "relieve" them.
 - Visitor Berry stated that even though some positions are critical, most GE classes end up ranking higher on the list.
 - Chair Gregory discussed the current hiring procedures pertaining to replacement positions. Visitor Berry stated that the hiring procedures need to be reviewed and

- possibly changed to clarify replacement (authorized and non-authorized) positions and how to address them.
- Member Finnell stated that the student services area would provide the curriculum committee with the information on replacement positions.
- 3. Review of Draft Staffing Plan Chair Gregory
 - Chair Gregory briefly went through the draft Staffing Plan.
 - The plan has information and reference to the FCMAT report.
 - The first section is for Faculty positions and has information that states that the college is making an effort to better link resource planning to the Master Plan.
 - The committee reviewed the productivity spreadsheet provided by the Institutional Researcher.
 - The committee reviewed the Productivity tab: there was explanation that there are a few different ways to look at productivity FTES/FTEF or WSCH/FTEF.
 - Chair Gregory stated that one of the "magic" productivity comparison numbers from the Enrollment Management consultant was 525 to breakeven (cost wise related to WSCH/FTEF). Other things to look at are student success rates, fill rates, etc. Things like class size need to also be looked at to see if it is appropriate or fill caps. Visitors Berry and Aguirre said that they have had data like this and have used it before. Visitor Berry said that one thing that is missing from here is things such as grant funded classes in which there is a "cap" built into the grant requirements. The classes that are impacted most by this should be noted so the information can be most accurate.
 - In reviewing the data provided by the Institutional researcher for courses this semester there are only 7 that are meeting this 525 target.
 - Productivity can be viewed in different ways the FTES/FTEF target is 19; The WSCH/FTEF target is 525.
 - Member Finnell stated that another measure that should be looked at is fill rate.
 - Chair Gregory asked if there was any discussion on increasing class size for Chemistry to help address the need for students; Visitor Heumann stated that the class size could not be increased due to the restrictions on lab size.
 - Chair Gregory asked if there were any discussions at the Curriculum meeting related to eliminating or decreasing in other areas related to the new requests that were prioritized. There were none mentioned.
 - Visitor Heumann mentioned that there the Curriculum Committee did see other justification information and he would forward that.
 - Chair Gregory and other members asked / discussed the lower prioritization of the Library position(based on the stated requirements), versus faculty that were ranked higher –was there data or some logic to help demonstrate the rankings.
 - Chair Gregory stated that last year the committee said we would take a look back and see what was done.
 - Chair Gregory inserted the information from curriculum regarding new teaching faculty positions, replacement positions, new non-teaching faculty positions, classified positions.
 - The Staffing Plan will be revised / reviewed again at the next meeting again.

ADJOURNMENT

Chair Gregory adjourned the meeting at 12:00 p.m.

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

2013			
May 1	May 6 (tentative)	May 20	June 17