APPENDIX D: Staffing Planning Committee Report

March 5, 2010

The Staffing Planning Committee (SPC), a subcommittee of the Educational Master Planning Committee (EMPC) met on February 9, 16, 23, 25, and March 2, 2010. Based upon information provided by the EMPC, the SPC developed three main objectives for its work:

1. To evaluate the Staffing Planning Committee and its role in the EMP process;
2. To compile, evaluate, and rank the staffing requests presented by the various campus departments in their 2009-10 Annual and Comprehensive Program Reviews;
3. To evaluate the role and purposes of the Staffing Planning Committee, with the intention that the Staffing Planning Committee may become a standing committee, called the Staffing Committee reporting to the College Council. This evaluation includes an analysis and recommendations of the Staffing Committee's structure, processes, and procedures, in order to ensure that all future staffing decisions are made based upon accurate and objective data, and that staffing decisions are part of the overall planning process of the college.

To date, the Staffing Planning Committee has completed items 1 and 2 above and has begun work on item 3. As this is the most complex of the Committee's tasks it is anticipated that this portion of the effort will require at least 4 to 6 more weeks for completion. This report will present the Committee's findings on items 1 and 2, and summarize our work to date on item 3.

Objective 1

The first task of the Staffing Planning Committee was to evaluate our role in the Educational Master Planning process. At our first meeting the three original members of the Committee, Suzanne Gretz, Carol Lee, and Linda Amidon, determined that the Committee needed additional members in order to better represent the various constituent groups on campus. After much discussion, it was decided that the SPC should be made up of a representative from each of the following employment groups. The individuals named below agreed to serve on the committee:

Administrative Representative	Jan Magno
Managerial Representative	Becky Green
Teaching Faculty Representative	Suzanne Gretz - Chair
Non-Teaching Faculty Representative	Carol Lee – Recorder
Confidential Representative	Linda Amidon
Classified Staff Representative	Carol Cortes-Ramirez
Human Resources Representative (non-voting)	Sheila Dorsey-Freeman

At subsequent meetings, the three SPC objectives described above were developed, staffing requests were reviewed, and discussions regarding the role of the Staffing Committee were begun.

Objective 2

The Staffing Planning Committee has compiled, evaluated and ranked all faculty, managerial, and classified staffing needs that were identified by departments that completed Annual and Comprehensive Program Reviews in the Fall 2009 semester. In the initial analysis of

the program reviews it was noted that because of state and local budget limitations many departments failed to include their staffing needs in their program review documentation. Therefore the Staffing Planning Committee requested from the department leads additional information on staffing needs. The data that was received as a result of this request is reflected in this report and will be included with the program review data. As an additional note, the Committee decided to exclude any positions from the analysis that have already been advertised or are currently in the process of being filled. The Staffing Planning Committee has requested of Human Resources a listing of vacant and unfilled positions and is awaiting a response as of our March 2 meeting.

The following charts represent a compilation of all the faculty and non-faculty staffing needs that have been identified. The Staffing Planning Committee evaluated all the information submitted using standard evaluative criteria that were established as part of the Staffing Thaw committee procedures in 2008-2009. We identified whether the position requested was a new or replacement position and then placed each position into one of four categories. Priority 1 positions are those that present a critical need for the college; based upon the information provided campus programs or systems will be significantly or fatally impacted if the position is not filled as soon as possible. Priority 2 positions are those that are needed but other resources are available to fill the staffing need on a short-term basis; the position should be filled as soon as resources become available to do so. Priority 3 positions are those that are or will be needed in the near future but the need has not fully materialized; staffing the position can be delayed for now. Priority 4 positions are those that are anticipated to be needed in the future because of future retirements, resignations, program expansion, etc.

In addition to assigning a priority to each of the positions, the Staffing Planning Committee also decided to further priority rank the positions that were determined to be critical positions. The Critical Need Position Ranking Table below lists this ranking. This ranking was voted on and was accepted unanimously by the five committee members present at the meeting held on February 25, 2010.

Priority	Critical Need Positions	
1	Water/Wastewater Technician	
2	Sociology	
3	Psychology #1	
4	CFCS - Department Secretary II	
5	Speech #1	
6	Behavioral/Social Science Secretary II	
7	English #1	
8	Reading #1	
9	Senior Programmer	
Priority	**Faculty Positions (Scores: 1 = Critical Need, 2 = Need, 3 = Future Need, 4 = Anticipated Future)**	
1	English #1 (see Critical Need)	Replacement
1	Psychology #1 (see Critical Need)	Replacement
1	Reading #1	Replacement
1	Sociology (see Critical Need)	Replacement
1	Speech #1 (see Critical Need)	Replacement
2	Administration of Justice	Replacement
2	Chemistry	New
2	Electrical Trades	New
2	English #1	Replacement
2	Nursing	New
2	Political Science #1	Replacement
2	Psychology #2	Replacement
2	Psychology #3	Replacement
2	Reading #2	Replacement
2	Spanish	Replacement
2	Speech #2	Replacement
3	American Indian Studies	New
3	Art	New
3	Athletic Counselor	Replacement
3	Biology	New

3	CIS - Networking/Multimedia		New
3	Correctional Science		New
3	ESL		Replacement
3	Fire Academy		New
3	History		Replacement
3	Mathematics		Replacement
3	Nursing Simulation Coordinator		New
3	Political Science #2		New
3	POST		New
4	Business/Office Technologies		Anticipated Replacement
4	CIS/Business		Anticipated Replacement
4	CIS		Anticipated Replacement
Priority	**Staff Positions** **(Scores: 1 = Critical Need, 2 = Need, 3 = Future Need, 4 = Anticipated Future)**		
1	Behavioral/Social Science Secretary II	(see Critical Need)	Replacement
1	CFCS - Department Secretary II	(see Critical Need)	Replacement
1	Senior Programmer (Banner)	(see Critical Need)	Replacement
1	Water/Wastewater Technician	(see Critical Need)	Replacement
2	Administrative Assistant - Info Sys		New
2	CFCS - Department Secretary II to III		Replacement
2	Director, Research Planning & Grant Management		New
2	Nursing Simulation Technician		Replacement
3	Art Lab Technician		Replacement
3	Core Systems Administrator		New
3	Database Administrator		New
3	Financial Aid Technician		Replacement
3	Programmer(Argos)		New
3	Programmer (Degreeworks)		New
3	Network Systems Engineer		New
3	Web Technology Specialist		New

Objective 3

Now that the Staffing Planning Committee has completed its first two objectives, we are turning our attention to objective three. In the 2008-2009 Academic Year the college administration created a Thaw Committee (IVC was under a hiring "freeze" at the time) that

was tasked with compiling a list of all positions identified by department leads as needed for the continued functioning of the college. The Thaw Committee developed criteria and forms that would allow for the evaluation of all requests based on clear and objective data.

Prior to the establishment of the Thaw Committee, IVC did not have any type of centralized staffing committee to evaluate and prioritize staffing requests. Staffing procedures had evolved over the years and requests to fill administrative, managerial, faculty or classified staff positions, as well as reclassification requests, were all handled in different ways and by different groups. There was no consistent procedures or processes in place. Further, there was no clear way to tie staffing requests to the budget or to long-term educational or institutional goals.

During the evaluation of the 2008-2009 program review cycle, the Educational Master Planning Committee recognized this problem and incorporated staffing needs into the program review process. The EMPC identified the Thaw Committee as the appropriate body to be transformed into a standing Staffing Committee since that group had already begun to develop campus-wide staffing procedures. Suzanne Gretz, Carol Lee, and Linda Amidon were formerly members of the Thaw Committee and made up the core of the new 2009-2010 Staffing Planning Committee. We have now begun the process of evaluating the existing campus staffing procedures and the 2008-2009 Staffing Plan, and establishing a new framework for the Staffing Committee.

One need that we have identified is to that the Annual Program Review documentation must be modified in order to capture the necessary information to properly evaluate staffing requests in the future. The existing budget model APR does not provide a way for information

regarding staffing needs to be captured if those needs cannot be met by the next year's available budget.

Another need that has been identified is for the establishment of a single staffing request stream at IVC. Currently staffing requests for faculty, staff, and administrators are handled in very different ways. Since all positions are funded out of the same District budget it makes no sense for positions in different employment categories to be analyzed and prioritized without consideration of staffing needs in other categories. In effect, since each position is competing against every other position for funding, they all must compete on the same field, not on three different fields (administration/faculty/staffing). Further, the current system has different individuals responsible for making the final decision regarding the staffing of different employment categories. Each person seems to utilize different criteria in determining staffing needs. Again, this doesn't lead to good planning decisions. The Staffing Planning Committee will be exploring the current systems in more depth and will ultimately make recommendations to the EMPC and the campus Executive Committee regarding the creation of a single staffing planning stream that will be tied to the Educational Master Plan and campus budgetary considerations.

The Staffing Planning Committee will be meeting regularly over the next few weeks to continue the evaluation of the staffing planning process at IVC. Our goal is to have an updated Staffing Plan drafted and presented to the appropriate campus groups for approval by the end of April, 2010.