APPENDIX D – Staffing Planning Committee Report 2011

Subcommittee Members: Suzanne Gretz (Chair) (Teaching Faculty Representative), Becky Green (Managerial Representative), Carol Lee (Non-Teaching Faculty Representative), and, in late spring, Martha P. Garcia (Confidential Representative), Silvia Murray (Classified Staff Representative), and Tina Aguirre (Administrative Representative) were added. Missing members: Confidential Representative and Human Resources Representative (non-voting).

The Educational Master Plan Committee changed the name of the committee and appointed the members of the 2011 Staffing Resource Planning Committee (SRPC) for 2011 and for continuity included three of the members from the prior year (Gretz, Lee and Green). The SRPC has strived for representation from all campus community groups; faculty, classified manager, non-teaching faculty, classified, and administration.

The SRPC reviewed and evaluated the objectives set in the prior year and developed the following objectives for continuing work.

1. To compile, evaluate, and rank the staffing requests presented by the various campus departments in their 2011-2012 Annual and Comprehensive Program Reviews;
2. To continue the evaluative process of the role and purpose of the Staffing Resource Planning Committee.

The SPRC felt the California budget crisis and its subsequent fiscal impact on Imperial Valley College (IVC) limited the requests for staffing needs in the Annual and Comprehensive Program Reviews (APR and CPR). The SRPC agreed to prioritize any requests using the standard evaluative criteria that were established as part of the Staffing Thaw committee in 2008-2009 and to then rank the top ten requests as a second level of prioritization based on the perceived criticality of each position. The SRPC also concurred to eliminate routine benefit costs, travel expenses, hospitality, other non-staffing requests, and student employment. The committee also decided to exclude any positions from the analysis that have already been advertised or are currently in the process of being filled. A copy of the Vacant and Unfilled positions may have been of assistance, but was not available at the time of the meetings. Then the SPRC reviewed all documents and compiled a list for prioritization and ranking which was voted on and was accepted at the meeting held on June 7, 2011.

Three "critical need" positions from the 2010-11 priority list were identified as still unfilled. Carol Lee, Acting Chair, contacted the area leads today, 06/07/11, and the following actions were taken: **Priority #1** – Water/Wastewater Technician position. Currently funding for this position is being pursued by Imperial Valley College with the City of Imperial. If funding for this position is not successful, the lead, Rick Webster, asked that it be given a priority 2 classification. **Priority #4** – CFCS, Department Secretary II position. Administration is currently working on categorical funding for a part-time position that has restrictions to the funding allocation. It is still desired that funding for this position under district funds, as soon as resources are available, be strongly considered as per the lead, Becky Green, and that it be given a priority 2 classification. **Priority #9** – Senior Programmer position. As per the current lead, Todd Finnell, due to restructuring within the whole Informational Technology unit, it was

identified that this position was no longer necessary and that it could be dropped from consideration. As per phone conversations with the above leads today, June 7, 2011, approximately during the 4:00 PM hour, with Carol Lee, Acting SRPC Chair, these are the decisions.

Staffing Resource Plan Committee - Prioritization Criteria 2011	
Priority	Description
1	**Critical Need:** 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.
2	**Needed**: 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.
3	**Needed Near Future**: 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.
4	**Anticipated for Future:** positions are those that are anticipated to be needed in the future because of future retirements, resignations, program expansion, etc.

Top 10 Staffing Requests from APR and CPR							
Priority	Acct	Description	Org	Dept	Actual 09-10	Request 11-12	Justification
1		Faculty		CHEM			New
2		Faculty		ENG			New
3		Faculty		SPCH			New
4		Faculty		BIOL			Replacement
5		Faculty		CIS			CIS/CISCO Replacement in 2013
6		Faculty		Elec Tech			New
7		Faculty		Weld			New
8		Faculty		SPCH			New
9		Faculty		ENG			New
10		Faculty		AMSL			New

All Staffing Requests from APR and CPR
Note: The rankings within categories 2, 3 and 4 are <u>not</u> in any rank order.

Priority	Acct	Description	Org	Dept	Actual 09-10	Request 11-12	Justification
1	1	Faculty		CHEM			New
1	2	Faculty		ENGL			New
1	3	Faculty		SPCH			New
1	4	Faculty		BIOL			Replacement
1	5	Faculty		CIS			CIS/CISCO Replacement in 2013
1	6	Faculty		ELEC TECH			New – Electrical Technician
1	7	Faculty		WELD			New
1	8	Faculty		SPCH			New
1	9	Faculty		ENGL			New
1	10	Faculty		AMSL			New
2		Classified/Staff		MAINT			Replacement – Waste/Water Technician
2		Classified/Staff		CFCS			Department Secretary II
2		Faculty		ESL			New
2		Faculty		GEOG			New
2		Faculty		GEOLOGY			New
2		Faculty		PSY			New
2		Faculty		SOC			New
2		Faculty		BIOL			Replacement
2		Faculty		PE/COUN			New – Athletic Counselor
3		Faculty		ADS			New - Alcohol and Drug Studies in 2013
3		Faculty		ADS			New - Alcohol and Drug Studies in 2014
3		Faculty		ART			New - Photo
3		Faculty		ART			New – 3-D
3		Faculty		ART			New - Paint
3		Faculty		ART			New - Drawing
3		Faculty		CIS			New
3		Classified/Staff		CIS			New - Support
3		Faculty		ESL			New
3		Faculty		ENG			New
3		Faculty		JOUR			New
3		Faculty		BUS/OAdm			New in 2013
3		Faculty		SPAN			New
3		Classified/Staff		Grant			New – Institutional Researcher (Asst)
3		Classified/Staff		Transfer			New/Replacement – Student Servs Tech

3		Classified/Staff	A&R		New
4		Faculty	ART		New - History
4		Faculty	CIS		CIS/CISCO Replacement in 2014
4		Admin/Director	COMM		New - Increase to full-time the director position (Communications/Marketing)
4		Faculty	ENGL		New
4		Classified/Staff	Ext Cam		New – SS Rep
4		Admin/Director	Ext Cam		New - Director
4		Classified/Staff	Ext Cam		New – Computer Assist
4		Classified/Staff	Ext Cam		New – PT Custodian
4		Faculty	HIST		New
4		Classified/Staff	BUS/OAdm		New - Support
4		Classified/Staff	S Health		New – Staff (Clerical Support/Student Hlth)
4		Faculty	S Health		New – Counselor FT/Student Health Unit
4		Classified/Staff	Fin Aid		New – Classified Tech

Staffing Resource Planning Committee Recommendations

1. Reopen discussion on the possibilities for a multidisciplinary standing committee, called the Staffing Committee, which would report to the College Council and would assume the role and responsibility of the Staffing Resource Planning Committee for the Educational Master Plan.

2. Refine the staffing request process for the APR/CPR to include additional information to assist in the prioritization

   a. ORG and the Program or Discipline
   b. Rationale
   c. Estimated costs
   d. Funding Source
   e. New or Replacement Position
   f. If more than 1 request in a department/program then additional data or information with a phase in plan is required.

3. Maintain representation from all campus community groups on the Staffing Committee/Staffing Resource Planning Committee with the prerogative to request additional and pertinent members as needed.

4. Future staffing/position decisions should be made based upon accurate and objective data and when possible to link the prioritization from the Educational Master Plan's subcommittee of Staffing Resource Planning to each individual "Request to Hire" form.