



IMPERIAL VALLEY COLLEGE
STAFFING COMMITTEE MINUTES
April 23, 2012

✓Voting Members Present:

- ✓Travis Gregory, Administrative Dean of HR
- ✓Brian McNeece, Administrative Rep
- ✓Silvia Murray, Classified Rep
- ✓Frances Arce-Gomez, Classified Rep (replaced Norma Santana)
- ✓Vikki Carr, Confidential Rep
Norma Nunez, Faculty Rep
- ✓Lorraine Mazeroll, Faculty Rep
- ✓Jeff Cantwell, Management Rep

- Rudy Robles, ASG Rep
- Student, ASG Rep
- Todd Finnell, Alt Administrative Rep
- Raquel Gonzalez, Alt Classified Rep (replaced Frances Arce-Gomez)
- Linda Amidon, Alt Confidential Rep
- Bruce Seivertson, Alt Faculty Rep
- Becky Green, Alt Management Rep

Recorder: Jessica Waddell

The purpose of the Staffing Committee is to afford the campus community a chance to provide input and make recommendations about staffing-related issues and activities, and to take action upon recommendations from feeder subcommittees. The committee will make recommendations to the shared governance committees and/or the Superintendent/President and has four broad categories of scope within its purview:

- **Analysis and Planning of District Staffing Needs.**
 - **Equal Employment Opportunity /Diversity Policies and Procedures.**
 - **Classification and Reclassifications of District Staff.**
 - **Organizational Structure and Function**
-

I. Call to order:

The scheduled meeting of the Staffing Committee was called to order at 10:07 am on April 23, 2012, in the Board Room by Travis Gregory.

II. Approval of Minutes:

1. M/S/C Vikki Carr/Brian McNeece to approve the Minutes of March 28, 2012.
2. M/S/C Vikki Carr/Brian McNeece to approve the Minutes with changes of April 2, 2012.

Discussion:

- Add Silvia Murray to “no” vote.
- Correct Norma Nava to Norma Nunez.

III. Discussion Items:

1. Membership Changes –
 - Frances Arce-Gomez replaced Norma Santana as the classified rep. Raquel Gonzalez is the classified alternate.
 - Lisa Tylanda, ASG President, will be the other ASG rep.
2. Organizational Structure and Function (committee role and next steps):

Discussion:

 - Committee discussed how to review re-organized structure and make adjustments to organizational chart.
 - Committee will wait until FCMAT comes to begin analyzing the organizational structure/chart.
 - Palomar College has done a GAP analysis on each department; Committee will review the sample from Palomar College and discuss if committee should create/work on a GAP analysis for IVC.
 - Committee would like to review the program review and discuss all staffing changes by department.
 - Committee would like to discuss how to plan for staffing cuts and adjustments in program review if department (area) is downsized.
 - Committee would like to discuss the process/plan on how to replace positions in the case of retirements/resignations that take place after program review has been submitted.

IV. Action Items:

1. Selection of Co-Chair – Norma Nunez (nominated)

M/S/C Brian McNeece/Lorraine Mazeroll to approve Norma Nunez

Discussion:

- Norma Nunez was nominated and accepted nomination. The term will be for 3 years.

V. Future Meeting Dates:

❖ May 21, 2012

❖ June 25, 2012

Meeting adjourned at 10:45 am