

Mary Carter

From: Jessica Waddell [jessica.waddell@imperial.edu]
Sent: Friday, September 14, 2012 5:06 PM
To: Moderated All Users List
Subject: [ivc-allusers] Staffing Committee Meeting - 9/17/12
Attachments: Staffing Committee Agenda 09-17-12.pdf; Staffing Committee Meeting minutes 6-11-12.pdf; 2012-2013 Org Chart.pdf

IVC Campus Community,

The Staffing Committee meeting will take place on Monday, September 17, 2012 at 10:00 am in the Board Room. Attached you will find the agenda, minutes from last meeting (6/11/12) and attachments. Should you have questions, please contact me at ext. 6212.

Thank you,

Jessica

Jessica Waddell

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Note: This is an official communication for current employees of Imperial Community College District.



IMPERIAL VALLEY COLLEGE
STAFFING COMMITTEE AGENDA

September 14, 2012 10:00-11:00am Board Room

Membership:

Travis Gregory, Administrative Dean of HR
Todd Finnell, Administrative Representative
Norma Nunez, Faculty Representative
Lorraine Mazeroll, Faculty Representative
Silvia Murray, Classified Representative

Recorder: Jessica Waddell (non-voting)

France Arce-Gomez, Classified Representative
Vikki Carr, Confidential Representative
Jeff Cantwell, Management Representative
Rudy Robles, Student Representative
Lisa Tylenda, Student Representative

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

II. Approval of Minutes

1. June 11, 2012

III. Discussion Items

1. Review of Organizational Chart
2. Review of AP 7120 Recruitment & Hiring

IV. Action Items

None

V. Future Meeting Dates

October 15, 2012	January – TBD (holiday)	April 15, 2013
November 19, 2012	February – TBD (holiday)	May 20, 2013
December – TBD (holiday)	March – 18, 2013	June 17, 2013

VI. Adjournment



IMPERIAL VALLEY COLLEGE
STAFFING COMMITTEE MINUTES
June 11, 2012

✓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
- Lisa Tylenda, 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
- ✓Angie Ruiz, Visitor

Recorder: Jessica Waddell

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I. Call to order:

The scheduled meeting of the Staffing Committee was called to order at 10:11 am on June 11, 2012, in Room 2725 by Travis Gregory.

II. Approval of Minutes:

M/S/C Bruce Seivertson/Jeff Cantwell to approve the Minutes of May 21, 2012.

Discussion: amend 2nd bullet to say “could do” at end of sentence. Motion carried with corrections.

III. Discussion Items:

1. Employee by Department

- Committee reviewed and discussed the Employee by Department spreadsheet.
- Committee would like the layout to be in line with the organizational chart. The information will be updated after a revised organizational chart is finalized.
- Committee discussed different report options regarding the information the supervisors should receive for review (e.g. name, title, working hours, salaries, account numbers, etc.)?
- Reports should be sent to the supervisors on July 1st along with the beginning of each semester.
- Committee discussed issues with the account numbers that salaries are coming out of; information is sent to the business office annually and not sure what happens to it next. Committee would like to have the information cleaned up and disseminated to appropriate areas for review. An IT representative informed the committee that it is possible to generate an automatic report so it is not done manually.
- It was agreed upon that this committee should not review salaries, just staffing.

IV. Action Items:














None

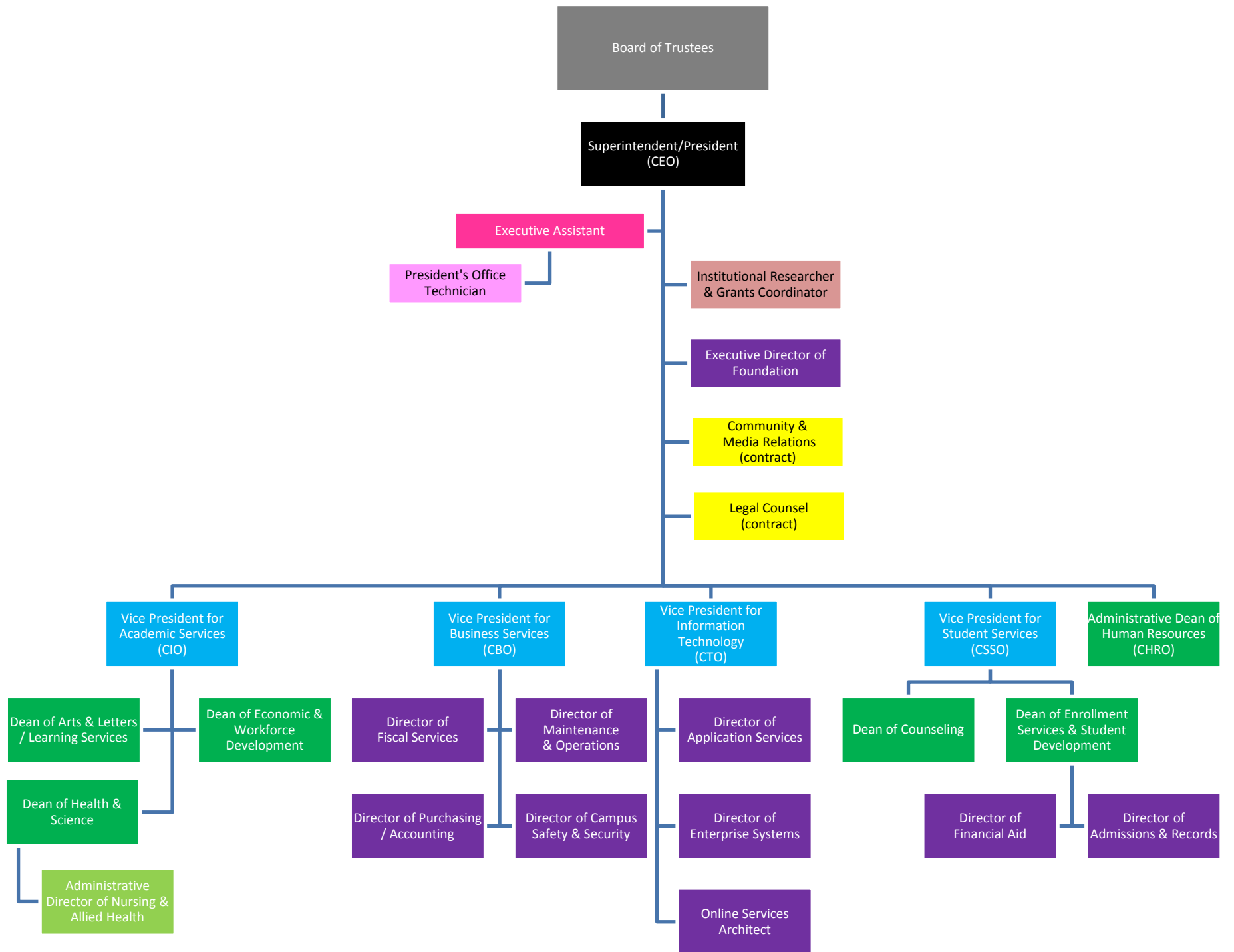
V. Future Meeting Dates:

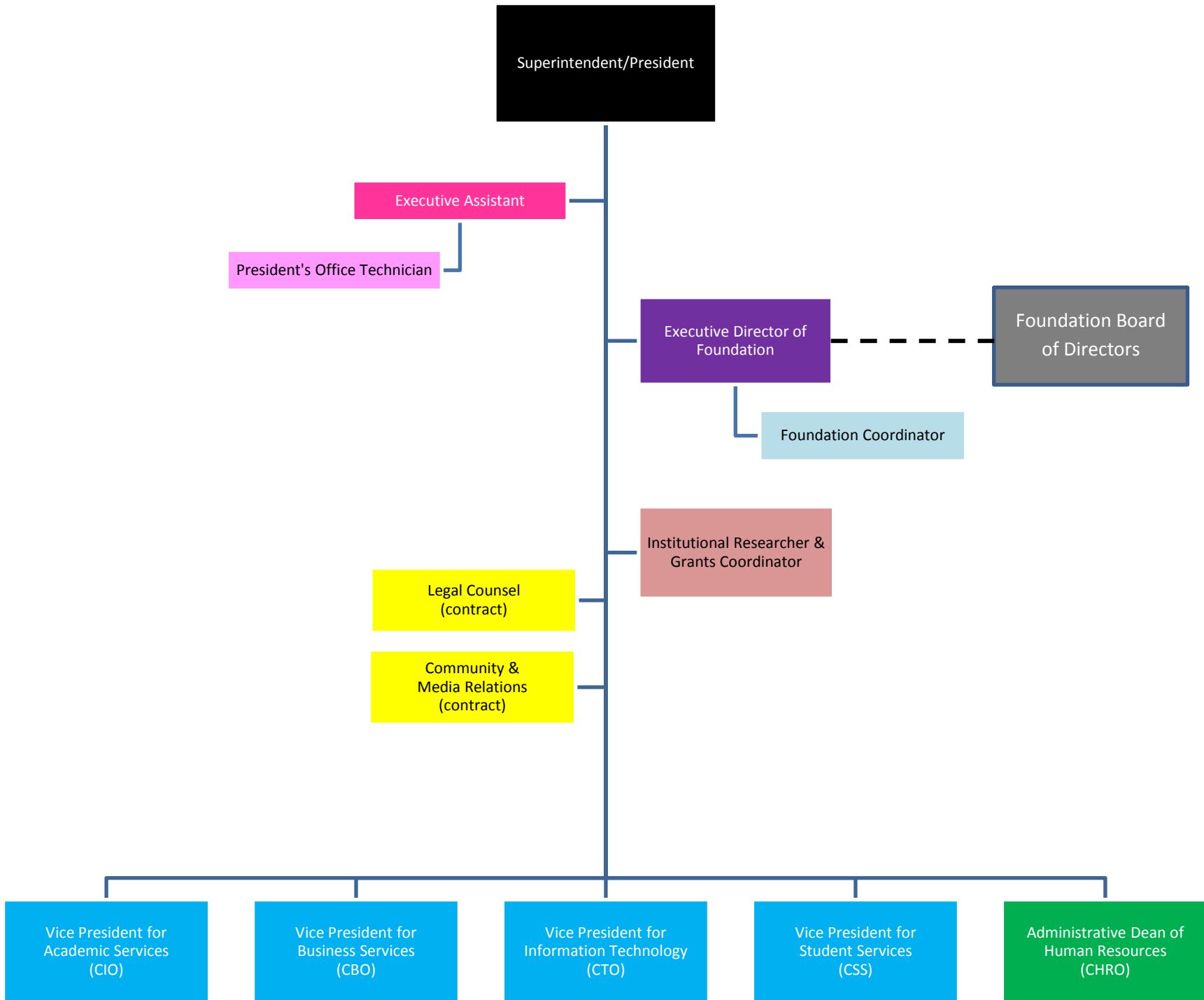
TBD

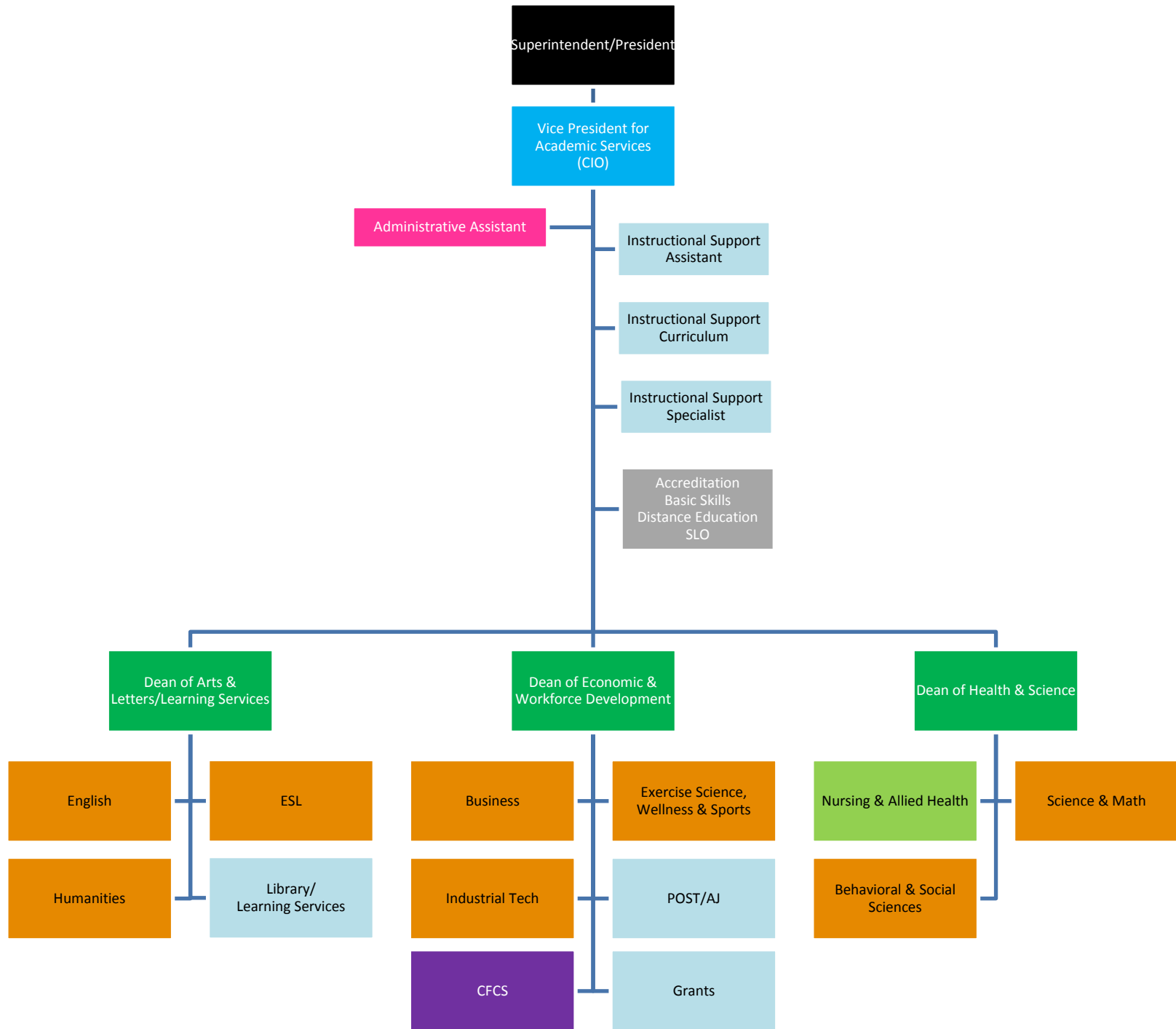
Meeting adjourned at 10:55 am

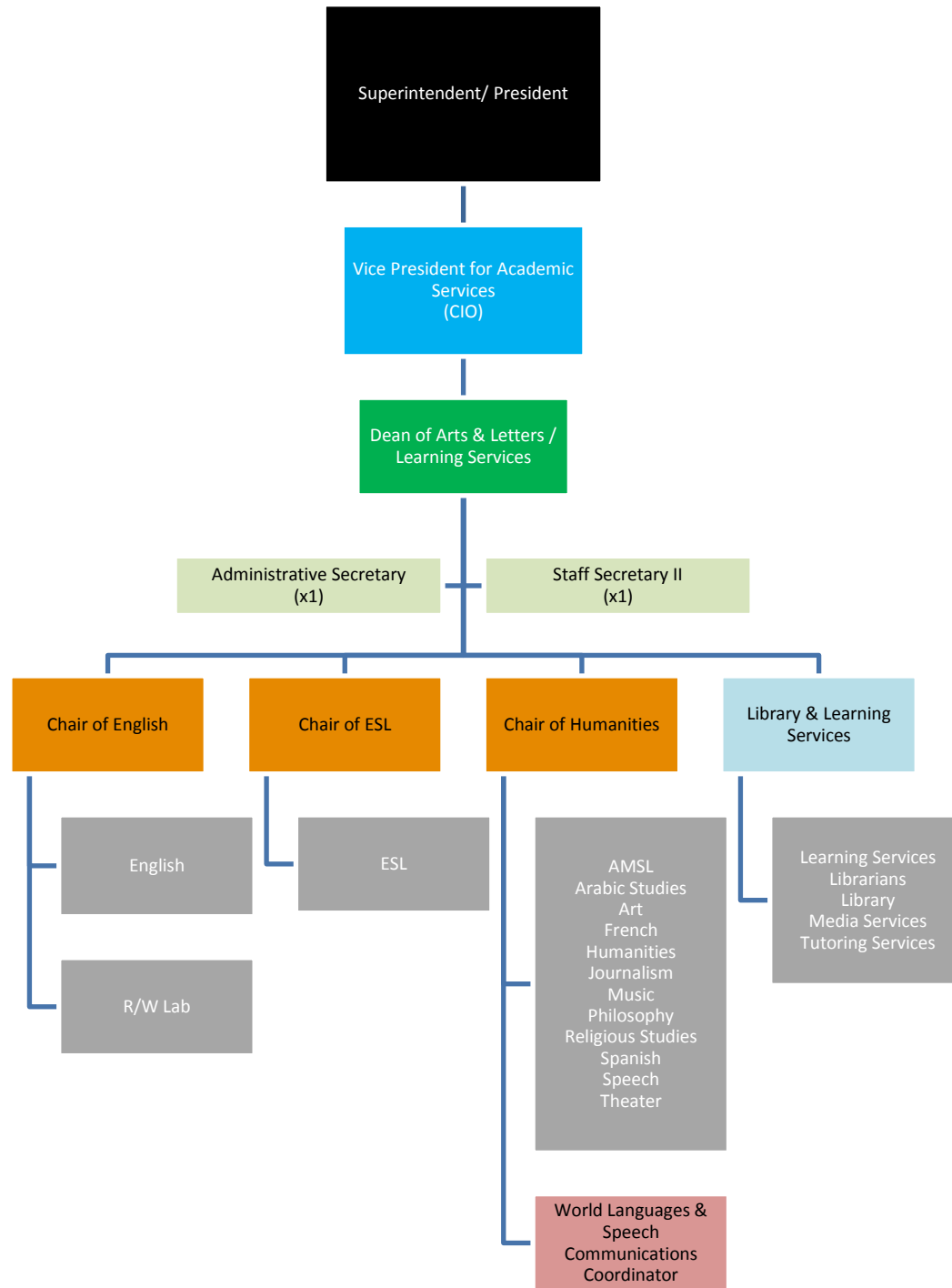
2012 – 2013 Organizational Chart

-  Board of Trustees
-  Superintendent/President
-  Vice President
-  Dean
-  Manager (Director)
-  Department Chair
-  Other Service Area
-  Coordinator
-  Services under Area
-  Student Service Area
-  Administrative Assistant/Executive Assistant
-  Support Staff
-  Contract









Superintendent/ President

Vice President for Academic Services (CIO)

Dean of Economic & Workforce Development

Administrative Secretary (x1)

Chair of Industrial Technology

Chair of Business

Chair of Exercise Science, Wellness & Sports

POST/AJ

Director of CFCS

Grants

Staff Secretary II

Staff Secretary II

Staff Secretary II

Instructional Support Assistant - POST

Staff Secretary II (x1.5)

Staff Secretary III (.5)/ Office Assistant (.75)

Air Cond & Ref
Auto Technician
Construction
Electrical Trades
Electrical Wiring
Electronics
Water Treatment
Welding

Business
Business Lab
CIS/CISCO
Economics
Office Tech/Legal Asst
Work Experience

Health
PE
Sports

Athletic Director

POST Coordinator

Correctional Science

Early Childhood
Education
Consumer Science
Child Care Center
Foster Care

Apprenticeship
Community & Contract
Ed
Grants
Non Credit
NSF Grants
VETEA
WIA

