



IMPERIAL VALLEY COLLEGE
STAFFING COMMITTEE MINUTES
January 23, 2012

✓ Voting Members Present:

Recorder: Jessica Waddell

- ✓ Travis Gregory, Administrative Dean of HR
- ✓ Brian McNeece, Administrative Rep
- ✓ Norma Nunez, Faculty Rep
- ✓ Lorraine Mazeroll, Faculty Rep
- ✓ Silvia Murray, Classified Rep
- Norma Santana, Classified Rep
- ✓ Vikki Carr, Confidential Rep

- ✓ Jeff Cantwell, Management Rep
 - Student, ASG Rep
 - Student, ASG Rep
 - Bruce Seivertson, Alt Faculty Rep
 - ✓ Frances Arce-Gomez, Alt Classified Rep
 - Todd Finnell, Alt Administrative Rep
 - Grace Espinoza, Visitor
-

I. Call to order:

The scheduled meeting of the Staffing Committee was called to order at 10:05 am on January 23, 2012, in the Boardroom Room by Travis Gregory.

II. Approval of Minutes:

M/S/C Norma Nunez/Vikki Carr to approve the Minutes of December 5, 2011 with corrections.

- Vikki Carr should have been listed as present
- Add: "the Curriculum Committee (formerly known as C&I)" to item number 2.

III. Discussion Items:

1. EEOC Data and Diversity Plan -

- Spreadsheet with full time employee ethnicity/gender was presented. Discussion about where the ethnicity list came from. More information regarding differences in descriptors will be brought back to the next meeting.
- Committee discussed putting this information on the IVC website after finding out what guidelines are required for ethnicity data.
- Committee discussed having the information reflect ALL employees which would include Part-Time.
- When information is complete, it should reflect the timeframe and a date in which spreadsheet/chart was completed.
- The Data Mart website at www.ccco.edu was shown to demonstrate where to find data related to colleges (staff and students).
- The Operational Data Store (ODS) could be another tool used to compile data for this committee.
- The college currently has a Diversity Plan. The Diversity Plan could be something this committee reviews and possibly updates this year.
- Following years of proposed updates to Title V from CHROs across the state, the BOG approved those changes but they were recently denied at the finance committee.

2. Organizational Chart-

- Committee reviewed the organizational chart provided. This organizational chart presented had been updated to reflect changes that have taken place since July 2010 and also show "contracted" areas in orange.

- Committee discussed receiving an org chart which reflects all staff under each department/division.
 - Committee would like to receive information showing each area/department/division and their core functions (e.g. a work-flow analysis).
3. **Review last Staffing Planning Committee recommendations and plan for a recommendation from this committee-**
- Discussion on the role and that Jessica would be sending out some draft information after program reviews were done. The members should then come up with a ranking system and process for the position requests and Travis will begin working on the narrative portion of the plan for discussion.
4. **Other – Criteria for Determining Faculty Hiring List Form**
- Committee reviewed the Criteria for determining faculty hiring list form that was emailed out.
 - Discussion about what should and shouldn't be considered when ranking /prioritizing.
 - The campus should get those priorities asap since program review deadlines are approaching.

IV. **Action Item**

1. M/S/C Norma Nunez/Vikki Carr to approve the Criteria for Determining Faculty Hiring List

V. **Future Meeting Dates**

- ❖ February 27, 2012
- ❖ March 26, 2012
- ❖ April 23, 2012
- ❖ May 7, 2012 – only date in May during contract.

Meeting adjourned at 10:52 am