



**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  
Jose Ruiz, Visitor

*Recorder: Jessica Waddell*

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**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**
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**I. Call to order:**

The scheduled meeting of the Staffing Committee was called to order at 10:08 am on May 21, 2012, in Room 2724 by Travis Gregory.

**II. Approval of Minutes:**

M/S/C Brian McNeece/Jeff Cantwell to approve the Minutes of April 23, 2012.

**III. Information Items:**

**1. GAP Analysis from Palomar College:**

Committee received a sample of GAP Analysis from Palomar College to review and discuss. This information was to give an example of what this committee could do.

Committee reviewed chart on page 15 (Results of staffing prioritization by group) and discussed doing something similar in the next staffing plan.

Committee reviewed chart on page 51 (Employees Count by Classification and year, and a chart with Facilities /Space Changes) and discussed how IVC could benefit from having this information readily available on the website.

Committee asked that a draft GAP Analysis with categories more specific and broken down for Imperial Valley College be brought back to the committee to review (Travis will attempt to contact Palomar's CHRO).

Committee would like to receive a list of all employees, their titles, pay, etc. (similar to the report that was sent to the press).

**IV. Discussion Items:**

**1. Replacement Positions – Review current Policy/Process (attached)**

The District has had 13 people choose to leave the district (retire/resign) with the VESIP.

Discussion has been taking place across campus on how to or if to replace positions and what the process should be.

Committee reviewed the current policies outlining process to immediately replace positions when a resignation/retirement occurs (attached). There was discussion on what this committees' role would be and if this committee should review/update all hiring policies.

Committee would like for the President to define/clarify what he sees as the role of the Staffing Committee.

Committee discussed the possibility of getting the recommendations from other committees on all hiring (e.g. Curriculum) and then the Staffing Committee reviews those and makes a collective final recommendation.

Discussions on the role that could /should take regarding hiring of positions that the committee hasn't provided recommendations for - including how to handle emergency hires (not substitutes) and would like to see all hires go through this committee, at least as information.

Committee discussed reviewing all staffing request for grant applications bt ffft and wouMJETBT13drevi