

## APPENDIX D – Staffing Planning Committee Report 2012

Committee Members: Travis Gregory, chair (Administrative Rep), Brian McNeece

(Administrative Rep), Todd Finnell (Alternate Administrative Rep), Silvia Murray (Classified Rep), Norma

Santana (Classified Rep), Mike Oram (Teacher Rep), Linda Anderson (Alt

Staffing Committee with multidisciplinary membership. Following months of discussion and planning with participatory governance committees, the proposed Staffing Committee was ratified by the Board of Trustees on October 19, 2011. The stated 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

The newly formed Staffing Committee began meeting in late 2011 and initiated discussions for a Staffing Plan as one of the first priorities. There was discussion about the continued fiscal crisis at Imperial Valley College (IVC) along with methodology that should be used to make the prioritization recommendations. The committee initially agreed to a set of criteria for faculty position requests. Soon after, however, the committee received a faculty prioritization list (see Table D below) from the Curriculum Committee (a sub-committee of the Academic Senate) and agreed to use that list.

Additionally, the prioritization methodology that was used in the 2011 Staffing Plan (reference table A below) was used again to rank/prioritize the non-odolFI hrqFr at a.elre

3	3.13	Child Development ORG 229	Cover % of Preschool Teachers Salaries	this is not to add new positions, this is to cover a % of current classified teachers
4	3.25	Matriculation ORG 905	Assessment Center Tech – 1 position	1 part time (.5 FTE) employee look into other options
5	3.38	Matriculation (District) ORG 905	Veterans Secretary – 1 position	would like to assess clerical duties in area without creating a new position
5	3.38	Transfer Center ORG 910	Transfer Center Secretary – 1 position	with changes made to office space layout, this position might not be needed along with the prior year reclass to address this issue
5	3.38	IT ORG 708	Systems Analyst –	

1	Chemistry Instructor – New
2	Psychology Instructor – Replacement
3	Speech

months).

- e. Add some additional comments / guidance to the "Justification" field that encourages submitters to include industry standards, benchmarks, and best practices.
4. Modify the District's \_\_\_\_\_ (Human Resources) so that it includes a referral to the prioritization from the Staffing Plan and requires the submitter to directly address how the request reflects the Educational Master Plan.

Screen Shot of current Annual Program Review Request Form:

