



**IMPERIAL VALLEY COLLEGE
STAFFING COMMITTEE**

January 22, 2015 11:00 – 11:30 am Board Room

Membership:

Shawn Larry, CHRO
Sergio Lopez, Administrative Representative
Tina Aguirre, Alternate Administrative Rep
Norma Nunez, Faculty Representative
Jill Kitzmiller, Faculty Representative
Eddie Chang, Alternate Faculty Rep
Yethel Alonso, Classified Representative
Miriam Trejo, Classified Representative

Recorder: Jessica Waddell (non-voting)

Raquel Gonzalez, Alternate Classified Rep
Vikki Carr, Confidential Representative
Linda Amidon, Alternate Confidential Rep
Jeff Cantwell, Management Representative
Becky Green, Alternate Management Rep
Vacant, Student Representative
Vacant, Student Representative
Vacant, Alternate Student Rep

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**
 - **Classification and Reclassifications of District Staff**
 - **Equal Employment Opportunity /Diversity Policies and Procedures**
 - **Organizational Structure and Function**
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I. Call to Order

II. Approval of Minutes from November 20, 2014

III. Discussion/Information/Recommendation Items

A. Urgent/Time Sensitive Recruitment

In accordance with the Staffing Committee Charge, in regard to recommendations about staffing-related issues and activities, we will discuss the urgent/time-sensitive recruitment of the Human Resources Supervisor position. The Human Resources Supervisor job description was approved by the Board on December 17, 2014.

Many of the issues that we are dealing within the HR Department have developed over time and have been exacerbated in part due to insufficient staff supervision and performance management since the CHRO is currently the only manager in the department without any backup coverage. The CHRO is the only executive on President's Cabinet without this resource.

We need additional high-level HR personnel to help us to immediately address a list of outstanding issues relating primarily to legal liability exposure and compliance with Title 5, Ed Code and ACCJC accreditation standards, as well as other state and federal employment laws.

This position will assist the HR department to more promptly develop and maintain effective systems and services relating to numerous HR areas such as the recruitment and hiring process, risk management, employee complaint processing (including EEO investigations), and diversity programs. In light of the high level of risk associated with deficiencies within the HR department, an administrative determination has been made that filling this position represents a bonafide and urgent need of the District.

The feedback provided here will be discussed at President's Cabinet.

B. Equal Employment Opportunity (EEO) Plan

The EEO Plan was approved in 2013. With the approval, this committee is responsible for assisting the District in implementing its *Plan* and may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures.

We will begin discussion regarding a review, possible update, and further implementation of the EEO Plan.

IV. Future Meeting Dates

2014 - 2015	
March 2, 2015 2:30 pm	

V. Adjournment