

Appendix B

Staffing Committee

Faculty Positions

In an effort to better link resource planning to the Master Plan, we have had several discussions related to the methodology used when reviewing and considering staffing-related resource requests as well as processing for requests to hire and timelines related to hiring processes. Members of this committee attended Curriculum Committee meetings, a subcommittee of the Academic Senate. As part of a broader attempt to improve enrollment efficiencies and make objective, data-driven resource decisions, the committee reviewed related data points prior to ranking NEW faculty requests this year.

A NEW teaching faculty prioritization list was received from the Curriculum Committee and a NEW non-teaching faculty prioritization list from the Student Services Council.

For NEW teaching faculty positions, the prioritization list is as follows:

Rank	New Teaching Faculty Positions
1	Welding
2	Mathematics/Engineering
3	Fire 1 and Fire Tech Program
4	Life Science – Anatomy & Physiology
5	Exercise Science, Wellness, & Sports
6	Registered Nursing
7	Speech
8	Energy Efficiency Tech
9	Art
10	English as a Second Language
11	Life Science – Biology
12	Physical Science – Chemistry
13	English as a Second Language

Having reviewed the Academic Hiring Procedures (3.5), the Staffing Committee concluded that it was not within our scope to consider replacement positions (which were included with the new faculty prioritization list). The hiring procedures themselves needed to be revised (see attachment A). It was strongly recommended that replacement procedures be better defined, including time limits.

For non-teaching faculty positions, the prioritization list from the Student Services Council is as follows:

Rank	New Non-Teaching Faculty Positions	Comments
1	Disabled Students, Programs and Services	Categorical: DSP&S 45% / General Fund
	Counselor	55%
2	Athletic Counselor	General Fund: 100%
3	Counselor - Transfer	General Fund: 100%

Classified Positions

The Staffing Committee reviewed the resource requests for classified positions using a forced rank methodology.

For classified positions, the prioritization list is as follows:

Rank	Classified Positions
1	Custodian
2 - tied	Custodian
2 - tied	Fire Tech Stipend
3	Custodian (part-time)
4	Ground Maintenance Worker

New Hires and Reclassifications 2013-2014

Full-Time employees hired since July 1, 2013 are as follows:

Original Hire Date	Classification	Title	Status
07/29/2013	Classified Manager	Institutional Researcher	Replacement
08/01/2013	Non-Teaching Faculty	Clinical Mental Health Counselor	New
08/01/2013	Non-Teaching Faculty	Transfer, Articulation. & University Partnership Coordinator	Replacement
08/16/2013	Teaching Faculty	Chemistry	New
08/16/2013	Teaching Faculty	Office Technologies	Replacement
08/16/2013	Teaching Faculty	Simulation-Medical Surgical Assistant	Replacement
10/01/2013	Classified	Enterprise Systems Specialist	
10/21/2013	Classified Confidential	Human Resources Specialist	New
01/02/2014	Administrator	Associate Dean of Nursing/Allied Health	New
01/21/2014	Faculty	Distance Education Coordinator	New
01/21/2014	Faculty	Full-Time Temporary – Geography	Replacement
01/21/2014	Faculty	Speech	Replacement
02/20/2014	Classified Confidential	Payroll Coordinator	Replacement

Current Position	Current Range	Revised Position	Revised Range
Mailroom/Office Assistant	8	Mailroom/Office Assistant	10
Instructional Support Specialist	18	Schedule Publications & Academic Systems Specialist	20
Instructional Assistant/Curriculum Specialist	18	Curriculum & Academic Systems Specialist	20
Grounds Maintenance Worker	11	Grounds Maintenance Crew Leader	18

Additional Items Reviewed/Updated by Staffing Committee

- Reviewed Board Policies regarding Personnel Issues.

- Updated catalogue with current EEO Statement.
- Plan for disabled persons and veterans created.
- Letter to community regarding adherence to EEO and asking for help in recruitment of non-traditional employees.
- Ensured that Administrative evaluations added SLO's.
- Updated complaint process to be fitted for discrimination and title IX infractions.
- Recommended that curriculum chair be a member of the Staffing Committee.
- Equivalency forms updated including notification to Vice President for Academic Services.

Attachments

- Academic Hiring Procedures
- 2013-2014 Curriculum Committee Information Related to New and Replacement Faculty

Approval Response to Staffing Committee Requests

Program	Requisition	Cost	Recur- ring	Inst. Goal	Priority	VP Approval
Agriculture and Ag. Buss. Mgt.	1) Hire additional part-time faculty who are able to teach a variety of agriculture classes during the day.	\$20,000	YES	1, 2, 3	1	Approved, pending course offerings and fill rates.
	2) Review and update all curricula in both Agriculture programs by faculty, with assistance of Advisory Committee members.					Approved.
Arabic	1) Create a new Arabic course.	\$2,790	YES	1, 2, 3	1	Approved.
Art	1) Hire a full time art faculty member.	\$80,000	YES	2	1	Approved to forward to curriculum committee.
Building Construction Technology	1) Submit request to hire to Curriculum Committee to prioritize a new position for this program.	\$40,000	YES	1, 2	2	Approved part-time position, based on fill-rate and student demand.
Business Administration , Business Marketing, Management, Financial Services	1) Convince the staffing committee to heed our plea.	\$22,000	YES	3	2	Approved (non-teaching, classified position)
Computer Science	1) Create a Data Structures course. 2) Adjust requirements for A.S. degree in Computer Science.	\$2,160	NO	1, 2, 3, 4	2	Need additional information; this does not appear to be a staffing request.

Distance Education	1) Provide fulltime leadership and coordination for the distance education program to improve student access and success.	\$90,000	YES	2, 3	1	N/A
Early Childhood Education	1) Expand existing curricular offerings to <ul style="list-style-type: none"> o Improve quality of ECE Program by providing a comprehensive program of instruction that integrates both o Blend practice and theory by making lab assignments and components correspond to coursework 2) Make a paradigm shift that views the ECE centers as ECE Teacher Education - Labs rather than childcare.	\$108,536	YES	1, 2, 3,	1	Professional Development? Need additional information.
ESL	1) Hire five (5) full-time, tenure track instructors.	\$400,000	YES	2	1	Approved to forward to curriculum committee.
Energy Efficiency Technology	1) Hire a fulltime instructor to expand the program.	\$80,000	YES	?	1	Approved to forward to curriculum committee.
English	1) Provide embedded tutors in ENGL 009 and ENGL 010 classes.	\$8,800	YES	2	2	Approved, funded through basic skills.
Exercise Science, Wellness, Sports	1) Hire a full-time instructor to meet the needs of our disabled students and teach in the area of aquatics.	\$80,000	YES	1, 2, 3, 4	4	Approved to forward to curriculum committee.
Fire I and Fire Technology	1) Institutionalize a full-time position of Faculty/ Coordinator for Fire Sciences (Academy and Technology). 2) Institutionalize Faculty Coordinator Stipend for current part-time faculty if no full-time faculty is approved/hired.	\$80,000 Or \$7,800	YES	2, 3, 4	2	Approved to forward to curriculum committee.
General Science	1) Hire another Chemistry instructor to teach additional CHEM 100 and upper-level CHEM sections via a STEM grant proposal.	\$80,000	YES	2	1	Approved to forward to curriculum committee.
Life Science	1) Increase BIOL 200 and BIOL 204 sections to 6 per year, and increase BIOL 202 and BIOL 206 sections to 3 per year.	\$80,000	YES	2, 3	1	Approved to forward to curriculum committee.
	1) Hire a new Biology faculty member to teach these additional courses.	\$80,000	YES	2, 3	2	Approved to forward to curriculum committee.
Mathematics	1) Replace Barbara Nilson, project to replacing Betsy Riehle.	\$130,000	YES	1, 2, 3	1	Approved to forward to curriculum committee.
	1) Hire 50/50 Math and Engineering faculty member.	\$80,000	YES	1, 2, 3	3	Approved to forward to curriculum committee.
Physical Science	1) Hire another Chemistry instructor to teach additional CHEM 100 and upper-level CHEM sections via a STEM grant proposal.	\$80,000	YES	2	1	Approved to forward to curriculum committee.
Registered Nursing	1) Hire faculty with peds/med-surg expertise. 2) Secure clinical sites for geriatrics and	\$80,000	YES	2, 3	1	Approved to forward to

	pediatrics student learning experience. 3) Schedule classes. 4) Plan learning activities within new theory and clinical framework – i.e. “flipped classroom.”						curriculum committee.
Spanish for Native Speakers	1) Provide tutors in three SPAN 220 classes in the Fall 2014 and Spring 2015 semesters.	\$6,600	NO	2	1	Approved.	
Speech	1) Hire adequate number of full time instructors who can teach all degree transfer courses – thereby, giving speech majors an opportunity to take the necessary courses within a 2-year graduation time line and to be equally yoked with other REQUIRED for TRANSFER disciplines.	\$80,000	YES	1, 2, 3	1	Approved to forward to curriculum committee.	
	1) WLSA Coordinator/Chair and Speech instructors present arguments to appropriate Participatory Governance bodies, including Academic Senate, Curriculum Committee, and College Council.	loss of extra student-FTES	YES	1, 2, 3	2	N/A	
Welding	1) Promote and hire a Full-Time Welding Technology Professor.	\$85,000	YES	1, 2, 3	3	Approved to forward to curriculum committee.	
Athletics	1) Hire a full-time athletics counselor.	\$80,000	YES	1, 2	3	Needs to be evaluated.	
DSP&S	1) Hire a full-time DSPS counselor.	\$80,000 45% Categorical 55% General Fund	YES	2	1	Pending review of general fund contribution to categorical programs.	
	2) Hire a part time ASL Interpreter/Coordinator	\$22,500 45% Categorical 55% General Fund	YES	2	2		
EOPS	1) Hire a full time EOPS counselor	\$80,000 Categorical	YES	1, 2	1	Pending review of general fund contribution to categorical programs.	
	2) Hire 2 part time EOPS counselors.	\$60,000 Categorical	YES	1, 2	2		
Financial Aid	1) Funding for Financial Aid Secretary from General Fund. (Currently funded with categorical BFAP funds, which are expected to be reduced.)	\$64,000	YES	2	1	Pending review of general fund contribution to categorical programs.	
Student Health Center	1) Hire a part-time clinical mental health counselor.	\$45,000 Categorical	YES	2	2	Pending review of general fund contribution to categorical programs.	
Student Success and Support Program	1) Hire a full-time counselor.	\$80,000 Categorical	YES	2	1	Pending review of general fund contribution to categorical programs.	
	2) Hire 2 part-time counselors.	\$60,000 Categorical	YES	2	2		

Transfer Center	1) Hire a full-time counselor.	\$80,000	YES	1, 2	1	Needs to be evaluated.
On-line Architect Services	1) Hire part-time Assistant Web Developer.	\$30,000	YES	2	1	Approved if funding is available.
Campus Safety and Security	1) Hire a campus safety dispatcher. 2) Create a district police department.	Not Identified	YES	Not Identified	1 3	Approved – dispatcher Not approved – police dept.
Maintenance	1) Restore one custodial position and hire two additional custodians to help clean additional square footage added to campus. 2) Restore Grounds Maintenance Worker.	\$144,600 \$51,700	YES	2, 3	1 2	Approved – custodial. Not approved – Grounds.
Air Conditioning & Refrigeration	1) Accommodate student interest.	\$0	YES	1, 2	3	Approved.
Energy Efficiency Technology	1) Develop marketing plan for program.	\$3,000	YES	?	2	Approved.
Registered Nursing	1. Secure clinical sites for geriatrics and pediatrics student learning experience. 2. Schedule classes. 3. Plan learning activities within new theory and clinical framework – i.e. “flipped classroom.”	\$80,000	YES	2, 3	1	Approved.