

# HR STAFFING PLAN TASKFORCE

November 7, 2012 – 4:00 p.m.

## Minutes

Present at the meeting: Elba Gomez, Jennifer Johnson, Aimee Voorhees, Patricia Gonzales, Donna Berry, Bill Turini, Wendell Stephenson, Mary Helen Garcia, Janell Mendoza, Jason Gardner, Barbara Wells, Diane Clerou, Sam Campbell, Claudette Matz

Dr. Deborah G. Blue addressed the taskforce and read the charge to the committee and emphasized the importance of this taskforce's work in establishing a districtwide staffing plan that address the recommendations presented in the accreditation report. It was explained this will be an ongoing, interactive dialogue. Dr. Blue thanked the members for their time commitment.

Diane Clerou said HR Staffing Plan Taskforce is coming together as a learning community with respect to human resources. Diane explained the taskforce will only be making recommendations and will not get into any areas that are considered negotiable items. She gave a brief overview of the District Resource Allocation Model Taskforce and how it has been structured. She explained that committee has been in existence since 2011. Diane explained this HR taskforce will look at a variety of documents from other districts/colleges, and our own accreditation reports. We will address those recommendations and integrate them into this taskforce's recommendation. As a taskforce, data will be collected statewide to help us evaluate where we want to be as a district in terms of staffing numbers of classified, academic and administration. She stated it will also be important to understand what is going on at the campuses and integrate those plans as well. We will compare our staffing numbers to other districts and to other departments/campuses within State Center. We will develop living documents and systems that will evolve in an effort to improve the district. The taskforce will look at staffing and see if it is meeting the mission of the district. Guidelines will be established for the district. She stressed this process will not be rushed but will be deliberate, and we will be tenacious as we work through the tasks.

Diane explained there will be a consultant brought in to conduct meeting etiquette training on how to act respectfully and collaboratively to make this a positive process. She will also help us define what "consensus" means.

Diane stated the district must complete an EEO plan and submit it to the State Chancellor's Office by June 28, 2013; however, this taskforce will not complete that document.

It was decided a separate link will be established on the district intranet for the storage of information related to this taskforce.

Bill Turini asked what will happen to the educational master plan for the "North Centers" that has now becomes Willow International. Jennifer Johnson asked if budgetary constraints will need to be considered by this taskforce.