**CLASSIFIED STAFFING COMMITTEE MINUTES**

**Thursday, June, 27, 2019**

**Committee Members:**

**Chair:**  Marsha Gable, Vice President of Student Services

**Co-Chair:** Luma Shamon, Financial Aid Interim Front Supervisor

**Members:** Bill McGreevy, Vice President of Administrative Services

 Mike Reese, Vice President of Academic Affairs – **Not Attending**

Agustin Albarran, Dean of English

Jane Galarneau, Administrative Assistant II, Student Affairs

Bernadette Black, Administrative Assistant to the President

 Renee Nasori, Career Services Supervisor

 Maria Martinez, Veterans Counselor

 Daniel Hernandez, Financial Aid Supervisor – **Not Attending**

 Jessica Stanfield, Chemistry Instructor

Proxy - Maryann Landry, Administrative Assistant III – **Not Attending**

**Recorder:** Graylin Clavell

The meeting began at 3:17pm with the next steps for the process and how the committee will prepare to submit their proposals. Dr. Gable would like to discuss the strength and weaknesses, and narratives of the positions requested in this meeting. The next step would be to get the narratives down on paper and then move it to the Staffing Committee for their next meeting in September although Dr. Gable will have a discussion Dr. Mike Reese about having a possible August Staffing Committee meeting before the College Council meeting on August 22nd. If not then it would be in September to see out this process and then take the proposals to President’s Cabinet. There is a possibility that these proposals might not go to College Council until the October meeting.

It was acknowledged that some positions listed as mandated are not in fact mandated. The department might feel that they are mandated but they are not so. With the timeline possibly being pushed out any further, Bill McGreevy asked the committee to look and see if there are any positions that are circumstantially mandated due to the need.

It was requested to note which positions are categorical funded positions during the conversation.

There were 42 positions proposed. For the positions that were lumped together on the rankings list (ex. Custodians) the committee recommended a specific amount of those positions separately even though the total number of those same positions graded out with the same score. An example being that the committee recommended 3 custodian positions out of 7 in the top 10 of needed positions with the remaining four positions were ranked 25-28.

**Summary:**

**Student Health Services Nurse:** The need and student population are glaring factors along with pulling services and not able to meet what the college says they can provide. The current staff is spread thin. No weaknesses or gaps. This is a categorical funded position coming from the student health fee and half funding from the general fund.

**Research and Planning Analyst:** The hard data need and with the new Student Centered Formula and program review, the need is apparent.

**Custodian (PVAC – 2 Positions):** These are new positions created for the new Visual Arts Center about to open. The new facility is scheduled to be open in Fall of 2019. Bill McGreevy announced that the Production Tech (PVAC) position for the new facility will be needed as well.

**Custodians (7 Positions):** There are currently 4 custodians on swing shift and 17 on evening duty. Currently 5 buildings without service and the staff is currently working an average of 2 hours of overtime a month. That money could be spent on a new custodial staff. Another observation is the moral of the current staff handling all the tasks at hand with the low numbers. The need is apparent. It is a health, student success, and retention issue we face without proper cleaning/maintenance on campus. Marsha suggested receiving a roster of custodial staff. No position requests have been made in the last two years.

**Financial Aid Program Specialist:** To address the homeless student population. All agree the position of rank is fitting for this particular position.

**Production Tech (PVAC)**: The conversation asked to move this higher in priority due to the need for the new PVAC building.

**Financial Aid Services Specialist**: Categorical funded position. The committee believes this position was ranked surprisingly high given that two positions were recently added.

**Curriculum Specialist:** The position is to fill a consistency need and for a SLO specialist need. Some in the committee thought this position was ranked a little high.

**Evaluations Advisor:** Appropriately placed in the rankings. There is a need but not a dire need. This would be the 5th evaluations position. Two are currently in the process of being hired.

**General Maintenance Worker (7 Positions):** The department is saying that they only have 5 for the district, and short 16. The workers service both district and Grossmont campuses, like the custodians.

**Network Specialist (2 positions):** Computers purchased have been sitting in the warehouse due to lack of staffing to install them in their appropriate places. At least one of these positions is in dire need.

**Custodian Lead Night (2 positions):** Strong need.

**Custodian Lead Day:** Strong need.

**General Maintenance Worker/HVAC:** It was agreed that this position should be ranked higher, even higher than the General Maintenance Worker.

**Library Technician III:** Two retiring this summer and will leave them with 3 staff members. This could be due to the numerous changes in staff as to why the requests have not been made. There is a lack of supervision and safety issues. 7 of 13 positions vacated from 2008 and 2009 have not been filled. The requests warrants that if the need is not filled the library will have to “close”. Switch rank with “Financial Aid Services Specialist” position. Is the staff scheduled appropriately with the staff in place? Four desks to man with evening hours. Need more information about open positions, and retirements.

**Grounds Maintenance Worker:** Currently there are 4 ground maintenance workers. There are health, and safety issues with this position. Grounds are 25% bigger than Cuyamaca’s and yet Grossmont has a smaller staff with new grounds coming on. These employees are ambassadors for the campus as well as resources during emergencies as they are equipped with radios.

**CARE Program Specialist:** Categorically funded and currently only have a part-time employee in the role. There is a need with the growing population of students. With confidentiality issues the need for a full-time position is needed rather than a student worker.

**Health Professions Specialist:** The Nursing program has added three new certificate programs, and the position would be supporting with all clerical duties, outreach, and data collection. It is looking to increase from part-time (.6) to full-time (1). Leave as is and pull out separately as this is not a new position.

**Sports Information Director:** Someone to market the sports programs on social media as well as documenting stats. Committee agrees that the need for this position is not as great as opposed to the others and should be lowered in rankings. There are a lot of regulations that are met through this position but the program needs a program specialist and refine the description. **Move Down or leave as is…**

**Part-time Night Science Lab Tech:** The argument was made that there is a general need as the evening instructors do not have the time to come in and take care of this. It is also a health and safety issue. It is not equitable for the classes as well to have a full-time tech for the morning but not the evening. This would support weekend courses as well. Staff is supporting this work on off hours and coming in early, unpaid to do so which reduces office hours for students. A request to raise the position higher on the rankings but it was noted that part-time positions do not move forward well over full-time positions.

**Professional Development Specialist:** Placement in rankings is fine.

**Athletic Trainer:** Placement in rankings is fine.

**Athletic Field Maintenance Worker:** Placement in rankings is fine.

**Clerical Assistant (Dean’s Office):** Increase in length for position from a 10 month (.55) to a 12 month (.55). Increasing it two more months.

**Clerical Assistant (Facilities):** Placement in rankings is fine. New position.

**Clerical Assistant (Student Affairs):** Increase from a (.4) on an 11 month schedule to a (.8) on a 12 month schedule. Leave as is on the rankings.

**Clerical Assistant (World Languages):** Increase from a (.425) to a (.475). Leave as is on rankings. Want person to work 3 more hours a day.

Updated rankings:

1. Student Health Nurse
2. Research and Planning Analyst
3. Custodian PVAC #1
4. Custodian PVAC #2
5. Production Tech PVAC
6. Custodian #1
7. Custodian #2
8. Custodian #3
9. Financial Aid Program Specialist
10. Network Specialist #1
11. General Maintenance Worker (HVAC)
12. General Maintenance Worker #1
13. General Maintenance Worker #2
14. General Maintenance Worker #3
15. Ground Maintenance Worker
16. Curriculum SLO Specialist
17. CARE Specialist
18. Library Tech
19. Lead Night Custodian #1
20. Lead Night Custodian #2
21. Lead Day Custodian
22. Evaluations Advisor
23. Health Professions Specialist
24. Part-time Night Science Lab Tech
25. Custodian #4
26. Custodian #5
27. Custodian #6
28. Custodian #7
29. General Maintenance Worker #4
30. General Maintenance Worker #5
31. General Maintenance Worker #6
32. General Maintenance Worker #7
33. Network Specialist #2
34. Sports Information Director
35. Financial Aid Services Specialist
36. PD Specialist
37. Athletic Trainer
38. Athletic Fields Maintenance Worker
39. Clerical Assistant, Deans (add 2 months)
40. Clerical Assistant - Facilities
41. Clerical Assistant – Student Affairs
42. Clerical Assistant – World Languages