**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**STAFFING PLAN COMMITTEE**

**November 13, 2015**

**2:00pm - 4:00pm**

**MEETING AGENDA**

1. **Welcome, Introductions**
2. **Overview of Minutes**
3. **Review of Staffing Plan Template/Structure**
4. **Discussion of Data**
5. **Assess structure of plan & data tables (Group Discussion)**

***Questions:***

* **Does the design meet our needs?**
* **Are there any revisions or additions we need to address?**
* **Do we want to maintain the data included thus far? If so, describe the purpose and objective**
* **What additional data is needed or should we remove certain points of data?**

1. **Future Meeting Date: December 18, 2015, 2:00-4:00pm**

STAFFING PLAN MINUTES

November 13, 2015

1.       Attendees:

a.       Present:

                                       i.            Denise Allen

                                     ii.            Sara Miller

                                    iii.            Christie Cabriel Melletta

                                   iv.            Jose Torres

                                     v.            Jeremiah Gilbert

                                   vi.            Denise Allen

                                  vii.            Keith Wurtz

                                viii.            Mike Strong

                                   ix.            Larry Aycock

                                     x.            Michelle Tinoco

b.      Absent:

                                       i.            Scott Stark

                                     ii.            Rebeccah Warren-Marlatt

                                    iii.            Others

2.       Minutes: Approval requirements? No official vote for approval required. Minutes of last meeting were reviewed with no comments.

3.       Staffing Plan Template Review

a.       Template has been drafted based upon other District's staffing plans. However, Lisa added organizational charts.

                                       i.            The committee reviewed the draft sections of the plan

                                     ii.            Incorporated mission and vision as recommended from last meeting

                                    iii.            Sections of the plan will be reviewed individually to incorporate appropriately into the plan.

                                   iv.            The data in the plan must be reviewed.

                                     v.            On page 5, the paragraph on the 75/25 ratio will need to be rivised

                                   vi.            Gap Analysis section (p.16)

1.       Lisa will review and propose wording for the next meeting

                                  vii.            Summary of Data Analysis section (p.18) could be included within each section or remain at the end.

b.      Equity and Diversity Section

                                       i.            Keith gave the example of the disparity between Hispanic student population and Hispanic faculty. This is an area that could carefully be addressed.

c.       FON

                                       i.            Jose provided a review of the FON. There was some questions on how you could have a .52 FTE? More discussion will be had with District personnel to provide a better understanding at a future meeting.

                                     ii.            The committee agreed that a description of how the FON is calculated should be included to assist readers in understanding the FON and its importance for staffing considerations.

                                    iii.            The staffing plan must consider the FON and the amount of FT faculty vacancies to fill to meet the FON.

                                   iv.            The staffing plan must include a goal to exceed the FON. The number of vacancies impact our ability to meet the FON. As such, the District may need to have approximately 21 FTE over the FON to make sure we will meet our obligation (based upon the number of vacancies in 2015).

d.      Breakout Discussions were had to look at structure of the proposed plan. Is there something missing?

                                       i.            Comments from breakouts were as follows:

1.       The committee agreed the draft plan constitutes a good skeleton

2.       Future considerations sections: EMP, FMP and Enrollment Management

3.       Develop % of retirees per year to inform FON Target

4.       FON Tables would be clearer if we broke out the numbers and standardized the tables

5.       How to show the Student Equity data historically?

6.       Incorporate recruiting data - success vs. failed recruitments

7.       Benefits of organizational charts in the plan

8.       Consideration of PPR and what considerations on staffing should be given to programs. Plan needs to state that what happens at the colleges to prioritize positions

a.       Desired staffing required by each college will follow the PPR for each District area

9.       Data in the plan is appropriate, but it would be helpful to explain the data prior to each table.

10.   Projecting growth in FTES for our service area.

11.   Considerations for future staffing needs at District; Are there some standards that should be considered? Comparisons to other districts?

a.       Consider EDCT and District needs through their program review

b.      Non-Credit programs and how that may affect staffing directions

12.   Breakout "Classified Administration" in table of employee counts on p. 11

13.   Incorporate facilities and physical plant needs based upon projected expansion (FMP) and industry standards.

14.   Consideration of the future directions of the SSSP and SE plans.