



## **Staff Prioritization Meeting**

### **Minutes for Friday, November 15, 2019**

12:00 p.m. to 3:00 p.m.

Public Safety Academy – Room 19B

#### **Meeting Participants**

##### **Committee Members Present**

Ana Soto-Trujillo, Andrew Johnson, Annebelle Nery (Administrative Co-chair), Courtney Doussett, Dan Cooper, Maria Elena Cruz Santoyo, Neil Lingle (alternate for Doug Benoit), Oscar Espinoza-Parra, Patricia Espinosa, Sai Vang, Sara Butler, Scott Ventura (Faculty Co-chair), Sheri Willis

##### **Guests**

Mary Lou Marrujo, John Ramont

##### **Recorder**

Jeff Larson

#### **Meeting Minutes**

##### **1. Call to Order**

- The meeting was called to order at 12:03 p.m.

##### **2. Opening Message: Institutional Priorities**

- Annebelle Nery stated that the role of members is to prioritize staff requests based on the best interests of the college as a whole.

##### **3. Review and Evaluate Staff Requests Using the Criteria and Information in PEP-Ups/PRUs**

- Because the Library Specialist – Palm Desert request is for a replacement position, it was removed from prioritization.
- The scoring scale is from 1 to 5, with 5 being the highest score.
- The members reviewed and evaluated the 15 staff requests and submitted their scores which were tabulated by staff.
- Members asked and answered questions about various requests.

##### **4. Establish Ranked Scores and Vote to Break Ties (if necessary)**

- Members reviewed the initial results on-screen.
- Ties were broken by using the median scores for those positions.

## **5. Review Prioritized Results**

- Members reviewed and discussed the results.
- The Library Specialist – Technical Services position was moved to #3 following discussion and with the consensus of the committee members.
- One override was approved, at the request of Applied Sciences and Business. The part-time Lab Tech for Basic Fire Fighter Academy was moved to #4, replacing the full-time Instructional Assistant for Basic Peace Officer Academy which moved to #5. The override was approved by a vote of more than two-thirds, as required.

## **6. Closing Comments**

- Annebelle Nery reminded the members that this prioritization was mid-cycle. At this time, it is unsure how many of the positions will be funded.
- Results will be posted on the portal this afternoon and emailed to the committee members. Results will then be shared with Executive Cabinet and at an upcoming College Planning Council meeting.
- Staff Prioritization will take place again on Friday, April 17, 2020, with the same committee members.

## **7. Adjournment**

- The meeting adjourned at 1:06 p.m.

## **Next Meeting**

Staff Prioritization

Friday, April 17, 2020

12:00 p.m. to 3:00 p.m.

Location TBA