



REPORT AND RECOMMENDATIONS OF THE COMMITTEE ON CLASSIFIED STAFF HIRING

October 22, 2015

Committee Charge from the Joint PIE and Budget Committees:

"Members present at the May 28, 2015 joint meeting of the PIE and Budget Committees strongly recommend that the incoming Vice President of the Administrative Services consult with AFT 1521 and SEIU leadership, to produce a full draft of the Classified Staffing Plan, for presentation to the campus in September 2015".

The Committee met on three occasions. Those meetings resulted in the following outputs: creation of a set of core principles around the review, analysis, and prioritization of classified position requests, the proposed structure of a committee to review those requests; a listing of current new classified position requests; a two-pronged approach for the process, for the shortened timeline of fiscal year 2015-16, and a longer timeline for 2016-17 and beyond; and a set of recommended positions to fill in 2015-16.

Core Principles

Priorities of positions will be established based on the principles below:

- Compliance with documented legal, health and safety issues
- Required program specific accreditation, certification and licensure
- Contractually mandated
- Primary funding is the 10100 account (Unrestricted General fund)
- Examined in the context of a rigorous program review process
- Process should have broad based participation and be transparent
- The College Mission is core to the all priorities and all contributions to student learning are valued
- Only non-management positions are reviewed

Review Process

- Only new positions will be reviewed, or positions that have been vacant for at least a year due to budgetary reasons.
- Replacement vacancies will be filled through the normal existing process.
- Positions must be requested through the College Program Plan and Review process.
- Positions will be listed and prioritized by and within each office, i.e., Academic Affairs, Administrative Services, and Student Services, and looked at for their respective need within that office. For example: a request for a new Administrative Assistant in Academic Affairs will be compared against the other classified requests within the Office of Academic Affairs. It will not be compared against the request for a position in Student Services, or Administrative Services.
- Positions will be ranked based upon priority of the impact on campus operations, infrastructure needs, and successful student learning while informed by the core principles.

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- Each fiscal year, Vice President of Administrative Services will determine the dollar amount of the college budget that can be used for classified hiring.
- The recommended priorities will be submitted to the Planning and Institutional Effectiveness (PIE) Committee in writing at the approximately the same time as other prioritized requests for resources (facilities, technology, etc.).
- The PIE Committee will forward the list to the College Council, with or without comment for recommendation to the college administration.
- The college administration will review the Classified Hiring Priorities, along with all other prioritized requests for resources, and make its determination.
- The requests of those decisions will be communicated to the campus at-large.
- The Classified Hiring Prioritization will occur *de novo* each year, without regard to the prior year's decisions.

Recommendations

The Committee recommends the adoption of the Core Principles, Review Process and list of priorities as presented. Additionally, the Committee recommends that a permanent committee be created as the "Committee on Classified Staff Hiring" to undertake the review and prioritization of new classified hiring requests. The Committee should report to the Planning and Institutional Effectiveness (PIE) Committee. The timeline of the Committee's work should mirror that of the FPIP, Facilities, and Technology Committees and their input into the resource allocation and prioritization process. Membership on the Committee should be comprised of at least one representative from each of the classified bargaining agents (AFT and SEIU), one classified staff member from each office (Academic Affairs, Administrative Services, and Student Services), and the SPOC. Members should be no higher in rank than supervisor. The Committee should be co-chaired by the Vice President of Administrative Services and a member of the classified staff representing either AFT or SEIU.