**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**STAFFING PLAN COMMITTEE**

**October 23, 2016**

**MEETING AGENDA**

1. **Welcome, Introductions**
2. **Purpose of Staffing Plan**
3. **Overview of College Brain Trust Three Year Staffing Plan (2014-17)**
4. **Review Local College District Master Plans**
5. **\*Assess basic features (Discussion item)**

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| **FOUNDATIONAL ITEMS FOR INCLUSION/REVIEW/APPROVAL****\*(THIS IS A PRELIMINARY LIST THAT CAN BE MODIFIED OR ADDED TO AS NEEDED)** |
| **A. Mission & Vision** | **J. Statutory and regulatory obligations** |
| **B. Purpose of plan** | **K. Planning Considerations** |
| **C. Strategic Plan**  | **L. Current and future staffing levels** |
| **D. Historical & Current staffing plan overview** | **M. Program Review** |
| **E. Demographic Data** | **N. Board of Trustees Policies and Procedures** |
| **F. Attrition & retention rates** | **O. Evaluation of plan** |
| **G. Gap Analysis** | **P. FTES headcount and projections** |
| **H. Budgeted and actual staffing by classification** | **Q. Organizational charts** |
| **I. Budget allocation** |  |

STAFFING PLAN MINUTES

October 23, 2015

1. The Staffing Plan Committee made introductions
2. The purpose of the meeting was discussed as well as an overview of the agenda.
3. Staffing plans from other community colleges were reviewed and assessed in three different break-out groups. Based on consensus, it was agreed that the following components should be included in the SBCCD plan:

Staffing Plan, Components (three-year plan with annual update of certain pieces, e.g. data, emerging trends, etc.)
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Executive Summary
Historical Overview
Missions/Visions:District, SBVC, CHC
District Strategic Imperatives
Description of the Planning Process, inclusion of constituencies, input from campuses and reporting out
Statutory/Regulatory Obligations
Emerging Trends in Higher Education, e.g. non-credit, mass retirements of baby boomers, etc., developing technologies

Data Analysis
        Gap Analysis
                Attrition Management and Forecasting

        Diversity: staff, faculty, administration
                Ethnicity, e.g.

Summary of Data Analysis

Actions to address forecasted attrition
        recruitment and retention strategies
Actions to address disparities in representation
        recruitment and retention strategies

Compensation
Summary

Ideas:  industry standards for custodial services; no orphaned instructional programs, student:counselor ratio;

Planning for constriction and for expansion

1. The meeting concluded with a review of the basic components.
2. Future meeting dates were agreed to be sent by invitation