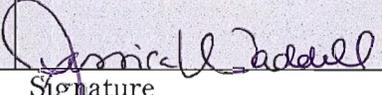




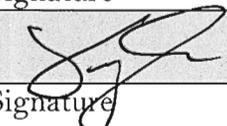
**IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW
NON-ACADEMIC PROGRAMS**

DATE:	2/13/2013
--------------	-----------

DEPARTMENT/PROGRAM:	Human Resources
----------------------------	-----------------

PREPARED BY:	Jessica Waddell	
	Name	Signature

AREA DEAN/DIRECTOR:	Travis Gregory	
	Name	Signature

AREA PRESIDENT:	Dr. Victor Jaime	
	Name	Signature

**IMPERIAL VALLEY COLLEGE
MISSION STATEMENT**

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

Institutional Goals

Educational Master Plan 2012-15

Approved by Board of Trustees May 16, 2012

Goal One (Institutional Mission and Effectiveness): The College will maintain programs and services that focus on the mission of the college supported by data-driven assessments to measure student learning and student success.

Obj.	Objectives for EMP Goal 1
1.1	Develop systems and procedures that establish the mission of the college as the central mechanism for planning and decision making.
1.2	Develop an institutional score card to assess student learning that drives integrated planning and resource allocation.
1.3	Develop systems and procedures to ensure that the college maintains a collegial and self-reflective dialogue that improves effectiveness.
1.4	Develop systems that are inclusive, cyclical, and understood by all stakeholders.

Goal Two (Student Learning Programs and Services): The College will maintain instructional programs and services which support student success and the attainment of student educational goals.

Obj.	Objectives for EMP Goal 2
2.1	Ensure that all instructional programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.2	Review program learning outcomes annually (or biennially) to assure currency, improve teaching and learning strategies, and raise student success rates.
2.3	Ensure that all Student Services programs, regardless of location or means of delivery, address and meet the current and future needs of students.
2.4	Ensure that all Student Services programs engage in a process of sustainable continuous quality improvement by annual review of Service Area Outcomes, annual Program Review, and Comprehensive Program Review every three years.
2.5	Ensure that the Library meets as closely as possible the "Standards of Practice for California Community College Library Faculty and Programs" of the Academic Senate for California Community Colleges.
2.6	Ensure that instructional labs continue to collaborate in sharing financial and human resources, thus maintaining continuous quality improvement.

Goal Three (Resources): The College will develop and manage human, technological, physical, and financial resources to effectively support the college mission and the campus learning environment.

Obj.	Objectives for EMP Goal 3
3.1	Develop and implement a resource allocation plan that leads to fiscal stability.
3.2	Implement a robust technological infrastructure and the enterprise software to support the college process.
3.3	Build new facilities and modernize existing ones as prioritized in the facility master plan.
3.4	Design and commit to a long-term professional development plan.
3.5	Raise the health awareness of faculty, staff, and students.

Goal Four (Leadership and Governance): The Board of Trustees and the Superintendent/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.

Obj.	Objectives for EMP Goal 4
4.1	Review all Board policies annually to ensure that they are consistent with the College mission statement, that they address the quality, integrity, and effectiveness of student learning programs and services, and that they guard the financial stability of the institution.
4.2	Maintain a clearly defined Code of Ethics that includes appropriate responses to unprofessional behavior.
4.3	Ensure that the Board of Trustees is informed and involved in the accreditation process.
4.4	Ensure that processes for the evaluation of the Board of Trustees and the Superintendent/President are clearly defined, implemented, and publicized.
4.5	Establish a governance structure, processes, and practices that guarantee that the governing board, administration, faculty, staff, and students will be involved in the decision making process.



IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW
NON-ACADEMIC PROGRAMS

I. PROGRAM/DEPARTMENT DISCRIPTION (include Vision; Mission; Services-
Functions; Funding Sources Statement)

MISSION:

Our mission is to provide quality human resource services for faculty and staff in support of the college, community, teaching, learning and service objectives.

Our responsibilities include:

- Recruitment and retention of the best qualified people for our team;
- A competitive total compensation package (salary, benefits, time off, retirement, etc.);
- Provide accurate consultation and assistance for employees at all levels;
- Assistance with employee professional development through effective educational and training programs;
- Enhancement of the work environment to assist with quality work production while ensuring a work / life balance; and
- Foster an environment that promotes inclusion, civility, and diversity.

In our interactions with our internal and external customers, we commit to the following values:

- Respect for each individual;
- Open and honest communication;
- Fair and equitable treatment;
- Concern and sensitivity;
- Acknowledgment of and respect for diversity.

We carry out our mission by:

- Maintaining the highest professional and ethical standards;
- Committing to quality in all we do;
- Understanding and anticipating customer needs;
- Improving efficiency and productivity;

- Reducing bureaucracy and simplifying processes;
- Continuing to improve services;
- Measuring outcomes; and
- Working as a team

II. **SERVICE AREA OUTCOMES** (identify outcomes; methods, implementation of assessment process; results; decisions & recommendations)

Objective #1: Implement an Employee Rewards & Recognition Program

Notes:

- Compile and send an employee survey related to rewards and recognition program.
- Research other successful R&R programs from other employers and findings from Society for Human Resources Management (SHRM) studies.
- Develop a draft program and membership.
- Implement the R&R Program, then monitor and evaluate the results.

Est. Completion Date: June 30, 2013

Way(s) to Assess: Monitor and Evaluate results of the R&R program.

Objective #2: Revise and update the Equal Employment Opportunity (EEO) Plan

Notes:

- Review the Districts current EEO plan with the Staffing Committee.
- Stay informed on the updates from the Chancellor's Office regarding mandatory or optional EEO Plan changes.
- Revise the EEO Plan, send to appropriate participatory governance committees, propose recommended changes to the Board of Trustees.

Est. Completion Date: June 30, 2013

Way(s) to Assess: Submission of revised EEO Plan to Chancellor's Office

Objective #3: Explore Feasibility of an Online Application Process

Notes:

- Initiate research for online application requirements (integration with Banner, Costs, Timeline, etc.)
- Meet with Online Architect Manager to discuss/review in-house options.
- Do a cost-benefit analysis
- Make a recommendation regarding an online application process.

Est. Completion Date: June 30, 2013

Way(s) to Assess: Recommendation made regarding an online application process.

III. **DATA** (use data pertinent to your program/department; include qualitative and quantitative data; survey-evaluation results; and other relevant data to assess program/department effectiveness)

- Employee Rewards & Recognition Survey Results (Attachment A)
- Draft of proposed Employee R&R Program (Attachment B)
- 2011-2012 Equal Employment Opportunity (EEO) Data (Attachment C)
- EEO Memorandum from Chancellors Office (Attachment D)
- Summary of New Employee Application data (Attachment E)
- Request To Hire (RTH) data (Attachment F)

IV. **ANALYSIS** (evaluate the strengths, challenges, opportunities and needs of your program/department provide thorough interpretation of data and complexity of analysis)

1. In the past, the College had a “customer service committee” that was charged with a type of rewards/recognitions for employees; however, the committee has recently began losing key members and certain programs have become stale and appear ineffective. HR was tasked with reviving some type of R&R Program, which was initiated via an employee survey. The survey showed us that over 90% over survey responders think that some type of employee recognition is important (choosing either “of some importance” or “extremely important”). More importantly, nearly 50% of the responding employees indicated that IVC does not recognize the employees well at all. Decades of longitudinal research (from organizations like the Society for Human Resources Management or SHRM) provide a variety of supporting evidence to demonstrate why these types of programs are critically important to an organization (e.g. productivity, efficiencies, morale, trust, turnover of key positions, absenteeism, etc.).
2. The Chancellors Office sent a Memo regarding EEO Plan Completion Advice. This means that the EEO Plan for IVC needs to be updated and submitted to the Board of Trustees for approval by June 27, 2013.
3. Currently the District does not have an online application system. As a result there are a great deal of inefficiencies, rework, and delays. These types of systems assist in developing an increased pool of applicants and help provide data which can better direct targeted recruitment-related efforts. It should also permit more accurate and flexible options for dissemination to members of a screening committee (without paper copies or scanning), while better tracking the recruitment process for hiring managers. These systems typically are expensive to implement, and there needs to be a thorough review about compatibility/integration with the current systems in use.

V. **FINDINGS & FUTURE DIRECTION** (summarize findings and indicate how the findings have shaped decision making; areas of concern are addressed; provide recommendations for future direction of your program/department and address applicable needs (funding, facilities, staffing, technology, professional development, marketing.)

1. The HR office is currently working on a revamped Employee Rewards & Recognitions Program to roll out in the spring of 2013. After evaluating the survey results we will develop a draft program and membership. After implementation of a program, we will evaluate and adapt our program to best fit the needs of the District and Employees.
2. As per the Memo sent from the Chancellor's Office, our EEO Plan needs to be updated at least every 3 years if necessary. The Memo has the instructions on the requirement and/or how to create an EEO Plan. We will use the memo to review and update (if necessary) our current EEO Plan and send to appropriate participator governance committees and then to the Board of Trustees for approval by June 2013.
3. HR will initiate research for online application requirements (integration with banner, Costs, Timeline, etc.). We will also meet with our Online Architect Manager to discuss/review in-house options. Before implementing anything, we will do a cost-benefit analysis and then make a recommendation regarding an online application process.

VI. **PROCESS IMPROVEMENT OPPORTUNITIES** (Identify three processes for improvement in terms of: 1) Work efficiency, 2) Cost reductions, and 3) Contributions to student enrollment and/or success. Identify one or more institutional goals supported by each process.)

See below

**PROGRAM REVIEW FOR NON-ACADEMIC PROGRAMS
PROCESS IMPROVEMENT OPPORTUNITIES**

PURPOSE: For all IVC programs to engage in continuous process improvements, efficiency evaluation, and implementation of steps to facilitate increased student enrollments and student success.

GOALS: Each process within the departments will be reviewed in terms of: 1) Work efficiency, 2) Potential cost reductions, and 3) Potential contributions for increasing enrollment and/or student success.

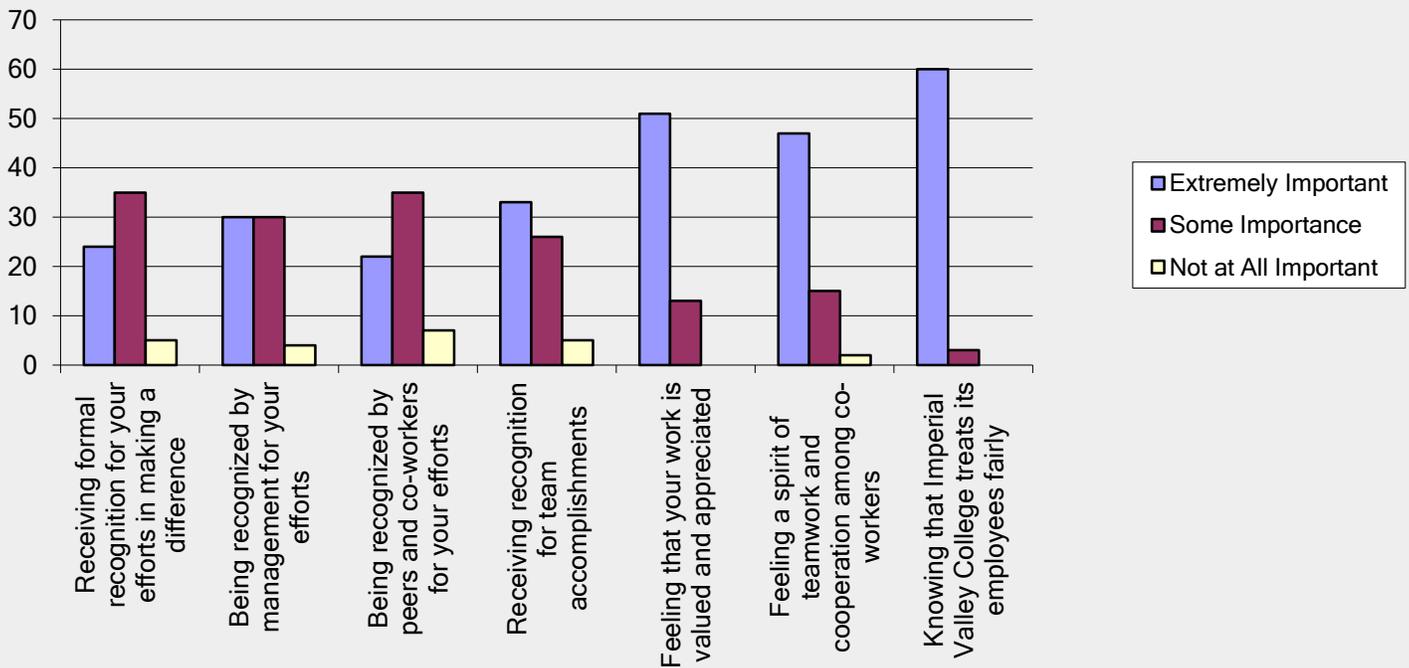
DEPARTMENT: HUMAN RESOURCES
<i>Opportunities for:</i>
PROCESS #1: Request to Hire – Revise and automate the IVC RTH form
Work efficiencies: Improve the RTH process; streamline and allow tracking
Cost reductions: Reduces time & money associated with paper copies
Contributions to student enrollment &/or success: N/A
Supports Institutional Goal and Objectives: Goal 3.2
PROCESS #2: HR Dashboard Reports – Compile an HR Dashboard for managers/administrators
Work efficiencies: Streamline report requests
Cost reductions: Reduce cost to manually run and maintain reports
Contributions to student enrollment &/or success: N/A
Supports Institutional Goal and Objectives: Goal 3.2
PROCESS #3: Payroll Processes – Recently transitioned to HR; analyze current processes and evaluate for improvement.
Work efficiencies: Improve productiveness by employees using paper timesheets and the submission process.
Cost reductions: Reduce cost to manually run a payroll process
Contributions to student enrollment &/or success: N/A
Supports Institutional Goal and Objectives: Goal 3.2

Employee Recognition & Rewards Program Survey

How important to you personally is each of the following?

Answer Options	Not at All Important	Some Importance	Extremely Important	Response Count
Receiving formal recognition for your efforts in making a difference	5	35	24	64
Being recognized by management for your efforts	4	30	30	64
Being recognized by peers and co-workers for your efforts	7	35	22	64
Receiving recognition for team accomplishments	5	26	33	64
Feeling that your work is valued and appreciated	0	13	51	64
Feeling a spirit of teamwork and cooperation among co-workers	2	15	47	64
Knowing that Imperial Valley College treats its employees fairly	0	3	60	63
<i>answered question</i>				64
<i>skipped question</i>				1

How important to you personally is each of the following?

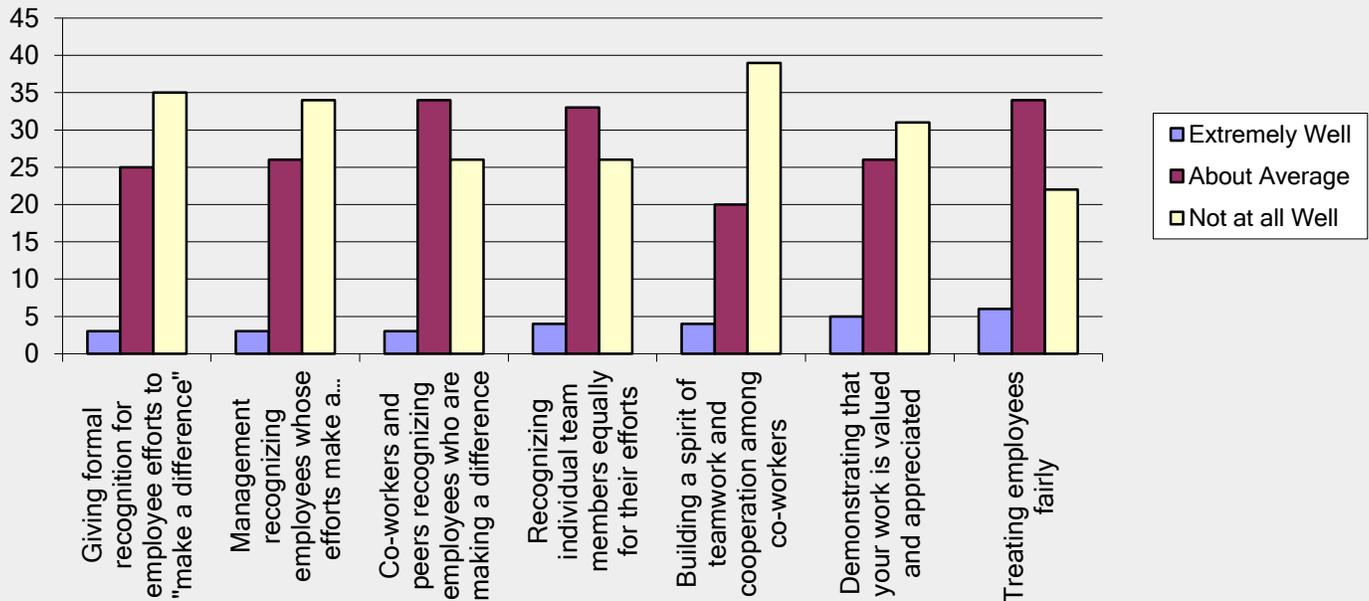


Employee Recognition & Rewards Program Survey

In your experience, how well does Imperial Valley College currently perform in delivering each of the following:

Answer Options	Not at all Well	About Average	Extremely Well	Response Count
Giving formal recognition for employee efforts to "make a difference"	35	25	3	63
Management recognizing employees whose efforts make a difference	34	26	3	63
Co-workers and peers recognizing employees who are making a difference	26	34	3	63
Recognizing individual team members equally for their efforts	26	33	4	63
Building a spirit of teamwork and cooperation among co-workers	39	20	4	63
Demonstrating that your work is valued and appreciated	31	26	5	62
Treating employees fairly	22	34	6	62
<i>answered question</i>				63
<i>skipped question</i>				2

In your experience, how well does Imperial Valley College currently perform in delivering each of the following:

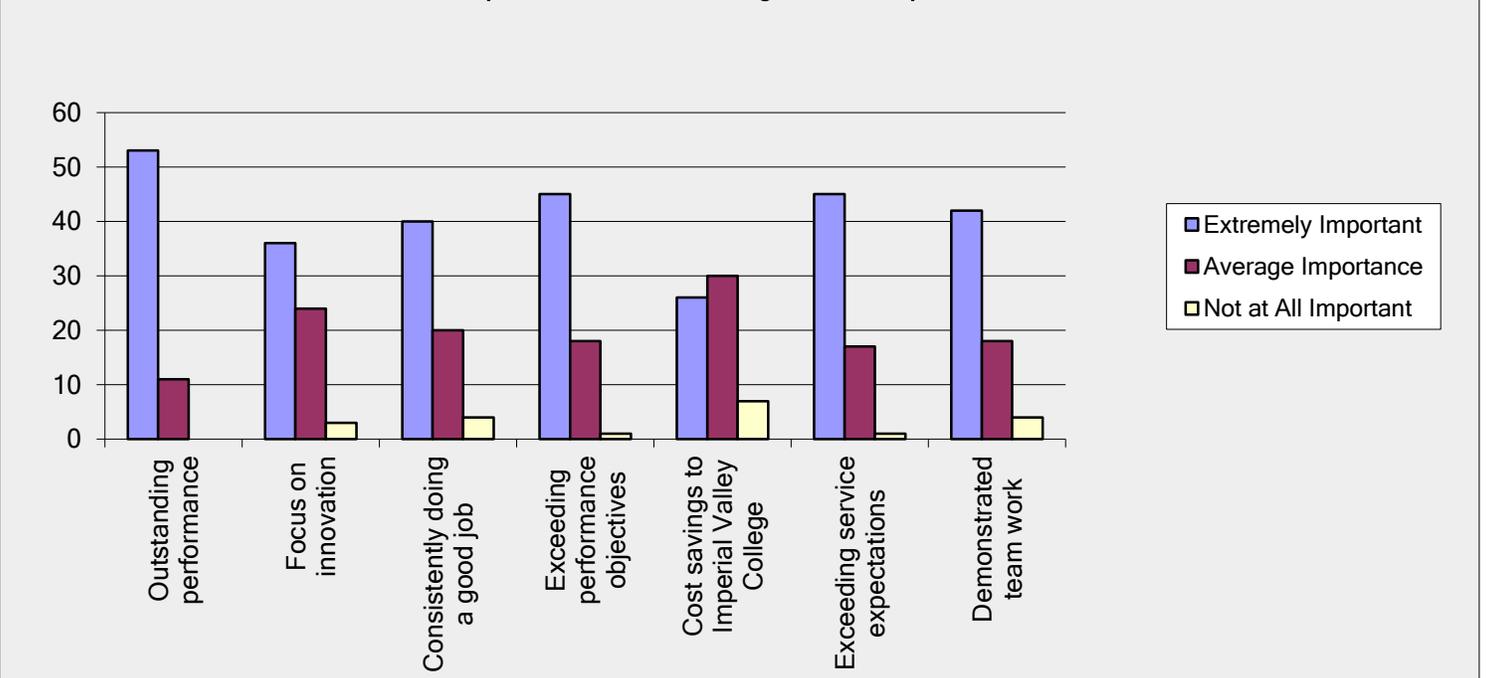


Employee Recognition & Rewards Program Survey

Please rate the importance of the following criteria as qualifications for an award:

Answer Options	Not at All Important	Average Importance	Extremely Important	Response Count
Outstanding performance	0	11	53	64
Focus on innovation	3	24	36	63
Consistently doing a good job	4	20	40	64
Exceeding performance objectives	1	18	45	64
Cost savings to Imperial Valley College	7	30	26	63
Exceeding service expectations	1	17	45	63
Demonstrated team work	4	18	42	64
			<i>answered question</i>	64
			<i>skipped question</i>	1

Please rate the importance of the following criteria as qualifications for an award:



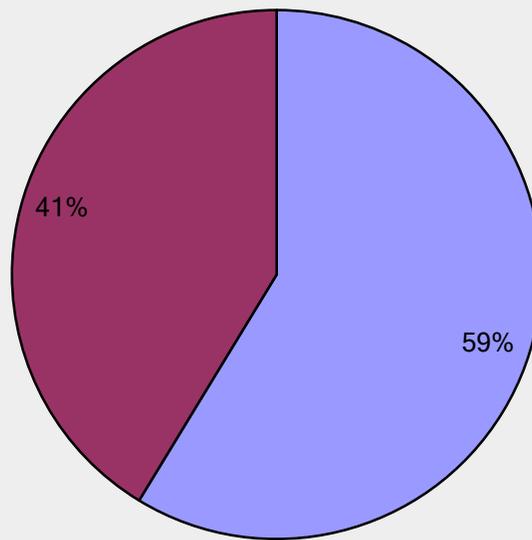
Employee Recognition & Rewards Program Survey

Have you ever received an award from Imperial Valley College?		
Answer Options	Response Percent	Response Count
No	58.7%	37
Yes, if yes, what for?	41.3%	26
<i>answered question</i>		63
<i>skipped question</i>		2

Number	Yes, if yes, what for?
1	Professionalism - Dr. Dominguez
2	Role model and leadership
3	Employee of the Month
4	Making a difference in counseling
5	Outstanding student
6	Student Services Award
7	Worker of the Month
8	GEM Award
9	President's Distinguished Service Award
10	employee of the month
11	Excellence in leadership and the STAR Award for 5 pillars of excellence
12	Star Award: best support on telecheck machine
13	employee of the month
14	Student Services Award
15	President's Distinguished Service Recognition, President's
16	Outstanding Dedication, GEMs
17	Employee of the Month
18	GEM
19	GEMM
20	GEM
21	2 PRESIDENTS AWARDS AND GEMS
22	GEMS-don't remember what for
23	Presidential Distinguished Award for computerizing assessment process, leadership awards from VP
24	Employee of the Month
25	Recognition Award for Outstanding Service - Customer Service

Have you ever received an award from Imperial Valley College?

■ No ■ Yes, if yes, what for?



Employee Recognition & Rewards Program Survey

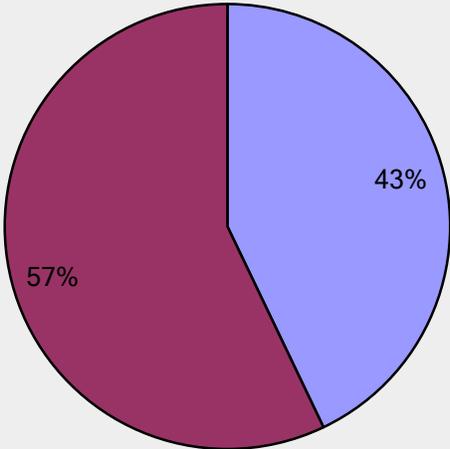
Have you ever nominated someone for an award at Imperial Valley College?

Answer Options	Response Percent	Response Count
No	42.9%	27
Yes, if yes, what for?	57.1%	36
<i>answered question</i>		63
<i>skipped question</i>		2

Number	Yes, if yes, what for?
1	Student Services Awards
2	Employee of the Month
3	EMPLOYEE OF THE MONTH
4	monthly award
5	GEMS
6	GEM
7	Employee of the month
8	Employee of the Month Award Worker of the Month, Outstanding
9	Alumnus Award
10	bbb
11	Employee of the month, GEM Award
12	Employee of the Month
13	employee of the month
14	JEM
15	For student services awards
16	Employee of the month student services awards, woman of the
17	year for CFS
18	Student Services Award
19	Employee of the Month, GEM
20	Employee of the Month
21	Employee of the month
22	Employee of the Month
23	Employee of the Month
24	Employee of the month.
25	Employee of the Month
26	Employee of the Month
27	GEMS
28	co-worker
29	Exceptional work on a project Rafael Santos Award/ Student of the
30	Year in my discipline
31	Counselor of the Year Award
32	Employee of the Month
33	Employee of the month
34	Employee of the Month
35	Employee of the Month, Year & Gems

Have you ever nominated someone for an award at Imperial Valley College?

■ No ■ Yes, if yes, what for?



Employee Recognition & Rewards Program Survey

What types of things would you like to see in a Recognition & Rewards Program?

answered question - 40

skipped question - 25

Response Text

- 1 I just want to see that faculty are equally recognized with staff. It sometimes appear that faculty who just teach classes well, are not recognized, and since that is our main mission here at IVC, it should be acknowledged more. Not just the faculty who get on committees or do something to help the administration.
- 2 just to be recognized
- 3 Things that would help students become productive citizens and have a better quality of life.
- 4 Input from students.
- 5 Something that years from now will bring a smile when you remember that at one time you were recognized for your hard labor.
- 6 Public notices/press releases; cash/gift cards; certificates/plaques
- 7 A person should be awared for their efforts and making a difference in someones life equally and assisting a program be a success. In addition, all staff on campus and off campus should be consider.
- 8 Merit based tenure. If the effort is there the reward should be there.
The program should have standards. The current awards program has no value, since anyone is selected and it appears to be based on personality, rather than a measurable standard. There needs to be clear criteria and an expection of excellence. Yes, people like to be recognized for their efforts. But to have value, an awards program should recognize exceptional behavior, not average or mediocre behavior.
- 10 One that truly recognizes exceptional value to the organization, not just one that passes the awards around. Several of the "Employees of the Month" are questionable...this devalues the entire process and those that are very deserving.
- 11 Department awards for adjunct instructors
- 12 Recommendations for full-time (e.g. tenure track etc.), parking spot, gift cards, newspaper ad, free lunch for a week.
- 13 Departmental Recognition; Division Recognition; Best Team Player; Most Congenial; IVC Community Service Award; Best Administrator; Outstanding Service Award; Outstanding Benevolent Community Service; Most Innovative Award; Most Creative Award; Most Scholarly Award; Global Ambassador Award; Outstanding Faculty; Outstanding Staff
- 14 I would like to see people rewarded for going above and beyond the expectations of their jobs in ways that benefit others at IVC. We get paid to do our jobs WELL. No one should get an award for just doing what they are paid to do. People who put extra time and effort into helping staff and students at IVC should be recognized for their extra service and achievements.

Employee Recognition & Rewards Program Survey

What types of things would you like to see in a Recognition & Rewards Program?

answered question - 40

skipped question - 25

Response Text

- Different "awards".[]
Level 1. Most common.[]
"Thanks" Award w/printed certificate of award.[]
It could be a gift card for a restaurant or an IVC souvenir employee can choose.[]
Level 2. Bronze Award[]
For outstanding performance[]
Could be Gift Cards with more credit or cash.[]
- 15 Level 3. Silver Award[]
For outstanding performance and exceeding objectives.[]
Gift card with high credit or Cash[]
Level 4. Gold Award.[]
Outstanding Performance, exceeding objectives, saving cost to IVC and going beyond service expectations.[]
R&R (Refresh & Renew). Cash value for paid vacation for the family.
- 16 Just recognition, maybe a thank you card or movie tickets or a gas card, More important than the recognition or award is the fact that we are all still a team. During the past couple of years with the reorganization and layoffs it feels that we are not all on the same page or working towards the same goal or purpose. That is what IVC needs at this time....more unity.
- 17 Cash prizes!
- 18 I would think an R&R program would need to be meaningful and substantial, not just another flavor of the month program.
- 19 That employees on and off campus are recognized for their service to the college and the students.
- 20 day off with pay, certificate, luncheon, ad in the IVPress
- 21 Awards for someone who goes beyond what is expected and not just for doing their job well.
- 22 Anything that will make a great employee feel appreciated. Quality of work and initiative should be recognized.
Board Resolution[]
- 23 Official Certificate of Recognition (so this can be documented on resume for advancement)[]
Gift Card - To Restaurant or Theater
- 24 Recognition should be given to not only the award recipient but to ALL nominees. Just to be nominated promotes increased productivity. The award should be two... one for classified and one for certificated... other classifications?? There should be no room for preference by classification. The criteria should be revisited after a year of this new program... yes, another survey. :-)
- 25 Consistency, and a way to keep it from becoming a popularity contest.
- 26 Incentives
- 27 Money and recognition college wide
- 28 Recognition for various categories such as teamwork, customer service, "above and beyond". A plaque or something staff person can hang in their work space.
- 29 I would like to see a light catered lunch and an award ceremony.
- 30 SMALL PLAQUE AND/OR GIFT CERT FOR DINNER ETC
- 31 Reward for Team Work not only one person

Employee Recognition & Rewards Program Survey

What types of things would you like to see in a Recognition & Rewards Program?

answered question - 40

skipped question - 25

Response Text

32 Various things to chose from instead of one -like a parking spot or a gift card. Something for an entire team/dept. Lunches with one of the bosses.

33 -\$50 gift certificate to the book store

34 I believe recognition is a wonderful thing. My concern is that some people have wonderful caring support staff and peers around them who will take the time and effort to nominate, others, who work just as hard, do not. The same goes for students, sometimes you have a caring, giving class and other times you do not. The caring class may nominate an instructor, not based on how good the instructor is, but based on how kind the class is. []

A reward system like you are suggesting often leads to jealousy. It can also lead to the feeling that no matter how hard you try; no matter how hard you work no one takes notice. This can make a good employee feel like there is no reason to continue to do the best job they can, because it seems to make no difference to anyone. []

If there is no reward system there are no comparisons between peers and these feelings of inadequacy, jealousy, despair don't arise. I am just saying you should think about this before it is implemented.

35 What I do not want to see is a popularity contest. Award needs to be given for true merit of innovative ideas and applications that help Imperial Valley College live up to its mission statement.

36 Just recognize people for what they do not because they are in a clique.

37 I believe the college does this already. In my opinion what is lacking is informal recognition by administration (Dean and VP's).

38 Not just the customer service committee deciding the award winners. Keep politics out of the selection process.

39 Fairness across the board.

Fair chance given to all employees[]

40 Options on rewards[]

More genuine and sincere recognition

APPLICANT NAME	Gender		Over 40	Disability	Vietnam Veteran	White	Black or African American	Hispanic or Latino	Asian	Native Hawaiian/Pacific Islander	American Indian/Alaskan Native	Two or more races	Walk-in/IVC Human Resources Office	Advertisement	Special Recruitment by District	Government Employee (EDD)	Current IVC Employee	IVC Website	Friend, Relative, Associate	Other
	M	F																		
49	xxx		x					x										x		
50	xxx		x					x										x		
51	xxx		x					x		x								x		
52	xxx		x					x						x				x		
53	xxx		x	x				x						x				x		
54	xxx		x				x											x		
55	xxx		x	x			x							x				x		
56	xxx	x						x										x		
57	xxx		x					x										x		
58	xxx	x		x			x									x				
59	xxx	x		x				x						x						
60	xxx	x						x									x			
61	xxx	x		x				x									x			
62	xxx	x						x				x								
63	xxx	x						x											x	
64	xxx		x					x										x		
65	xxx	x						x										x		
66	xxx		x					x										x		
67	xxx		x					x									x			
68	xxx		x	x				x										x		
69	xxx	x						x						x						
70	xxx		x					x										x		
71	xxx		x					x								x				
72	xxx		x	x			x							x						
73	xxx		x					x						x						
74	xxx		x					x				x								
75	xxx		x					x						x						
76	xxx		x					x										x		
77	xxx		x					x										x		
78	xxx		x					x											x	
79	xxx		x					x					x							
80	xxx		x					x								x				
81	xxx		x	x				x						x						
82	xxx		x					x												x
83	xxx		x				x											x		
84	xxx		x					x									x			
85	xxx		x	x				x								x			x	
86	xxx		x					x										x		
87	xxx	x						x										x		
88	xxx		x					x										x		
89	xxx		x					x						x						
90	xxx		x	x				x										x		
91	xxx		x					x						x						
92	xxx	x					x											x		
93	xxx		x				x					x		x						
94	xxx		x					x										x		
95	xxx		x					x										x		
96	xxx		x					x										x		
97	xxx		x									x						x		
98	xxx		x					x						x						
99	xxx		x					x										x		
100	xxx		x					x						x						
101	xxx		x					x											x	
102	xxx		x					x										x		
103	xxx	x						x												
104	xxx		x					x						x						
105	xxx		x		x			x										x		
106	xxx		x					x										x		
107	xxx		x					x										x		
108	xxx		x					x									x			

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



Date: December 10, 2012

To: EEO-all, Chro-all

From: Jonathan Lee, Staff Counsel

Re: EEO Plan Completion Advice

On October 23-26, 2012, the Association of Chief Human Resource Officers (ACHRO) held its annual meeting. On the morning of October 24, a general session was held where Tosh Shikasho, retired Equal Employment Opportunity (EEO) and Diversity Officer for the California Community College Chancellor's Office, made a presentation regarding the completion of EEO plans. During his presentation, Tosh indicated that our office would be sending to the field a document that would complement the advice he provided at the ACHRO conference. This document attempts to highlight the important details to assist all Districts in completing their EEO plans.

Elements Required of District EEO Plans

Policy Statement: The current EEO policy statement comes under title 5, section 53002, which states, "The governing board of each community college district shall adopt a policy statement setting forth the district's commitment to an equal employment opportunity program. This statement may also incorporate the nondiscrimination policy statement required pursuant to section 59300 and other similar nondiscrimination or equal employment opportunity statements which may be required under other provisions of state and federal law." As indicated in the Model EEO Plan, title 5 does not expressly require that this policy statement be included in a district Plan. However, because districts are required to adopt a policy statement, and the policy statement should set the tone for the Plan, and because the Plan must include processes for notifying employees about the policy statement (tit. 5, § 53003(c)(3),) it is suggested that districts include the policy statement in the Plan.

District Plan: The current requirements of the district EEO Plan come under title 5, section 53003. Subdivision (a) talks about the requirement of districts to develop and adopt a district-wide written EEO Plan. Subdivision (c) talks about what is required in the district's EEO Plan.

District Evaluation and Report to the Chancellor: Subdivision (b) talks about the current requirement that districts review the district EEO Plan at least every three years and, if

necessary, revise and submit to the Chancellor's Office for approval. Subdivision (a) also talks about submission of the Plan to the Chancellor's Office for review and approval.

Advisory Committee: Pursuant to title 5, section 53005, "Each community college district shall establish an Equal Employment Opportunity Advisory Committee to assist the district in developing and implementing the plan required under section 53003."

State "continuing good faith efforts": In accordance with title 5 section, 53003(f), "Each community college district shall make a continuous good faith effort to comply with the requirements of the plan required under this section."

Board approves and District submits to Chancellor's Office: This is required under title 5, section 53003(a). "The governing board of each community college district shall develop and adopt a district-wide written equal employment opportunity plan to implement its equal employment opportunity program. Such plans and revisions shall be submitted to the Chancellor's Office for review and approval."

Model EEO Plan

In order to assist community college districts in completing their EEO plans, we issued the first Model Plan on June 27, 2006 and issued an **updated** Model Plan on April 9, 2007. The updated Model EEO Plan is available on our website at:

<http://extranet.cccco.edu/Divisions/Legal/EEO.aspx>

The Model EEO Plan contains 16 components, 12 of which are required sections. Our office does acknowledge that certain sections cannot be completed due to the lack of accurate availability data. Districts are encouraged to complete all sections that do not require the use of this data at this time.

The district EEO Plan is requested to be submitted by June 28, 2013. In order to complete these plans on time, our office recommends the following actions to be commenced:

- **Form Advisory Committee:** Advisory committees are the first step in achieving approval.
- **Adopt Policy Statement:** Adopting a policy statement strengthens your EEO Plan and is recommended in our Model EEO Plan.
- Review all memos sent by our office regarding completion of district EEO Plans. They will give you useful information on what to do to submit the EEO Plan.
- Read the entire 4/3/07 **Model** EEO Plan & title 5 section 53003 for relevant information and advice. It will tell what is required, suggested, and what is optional.

- Follow the 4/3/07 Model EEO Plan outline in terms of the requested components.
- If the district decides not to include optional components or language, indicate that in your cover memo and in the plan. It makes it easier for the reader to understand what you are communicating. If your district doesn't want to include any optional component or optional or suggested language, don't include it, it is not required.
- We will evaluate your district EEO Plan according to what is minimally required legally for a district EEO Plan. What is required is indicated in the Model EEO Plan.
- You are not required to use the sample model language in the Model EEO Plan unless it says it is mandatory. The Guidelines will indicate whether the model language is mandatory, suggested, or optional. It will be easier for the reader if districts used the sample model language, especially if it is mandatory.
- If you need to convince people that they need to do the district EEO Plans, tell them the State Chancellor's Office requests and encourages the submission of district EEO Plans and show them the April 25, 2012, memo from Steve Bruckman to Board of Trustees, Presidents, Chief Executive Officers, Chief Human Resources Officers, Equal Employment Officers, Community College Attorneys, Chief Instructional Officers, Academic Senate Presidents, & Chief Student Services Officers.
- If you need to convince people that the district EEO Plan does not go far enough to promote diversity, then you tell them we took it as far as legally permissible.
- Taking direct language from the Model EEO Plan and inserting it into your district Plan is a viable option. Be careful when making modifications to this language as an explanation for the variance
- In Plan Component 10: Analysis of District Workforce and Applicant Pool, the Sample Workforce Analysis and Analysis of Applicant Pool Tables on page 29 and 33 of the Model EEO Plan are very helpful. Make sure you also provide the narrative analysis that indicates any trends, highlights, explanations, or shifts in data to help the reader better understand the tables.
- Refer to the EEO checklist on pages 65-68. This is a good tool to assist districts to assess the thoroughness of their EEO Plans.
- Provide a cover letter to your district's approved EEO Plan indicating any important information to assist the reader to more easily review your EEO Plan.
- Los Rios CCD has submitted an exemplary EEO plan. They are a good model to follow if you need help completing your plan.

In conclusion, our office will provide as much support as possible. Please contact me with any questions or concerns and I will try to help and assist all districts who contact me for support, assistance, and help. I can be reached at jlee@cccoco.edu.

JL/II

No.	Date	Updated	Request Type	Request Detail	Latest Notes	Client	Status	Priority	Alert Level	Tech	Location	URL
9640	1/17/13 9:36 am	1/17/13 4:50 pm	HR Request • Request to Hire • Faculty • Teaching • Part Time • Existing	Mayra Rodarte: Following nursing grant guidelines, and to meet BRN requirements for specia...	Martha, The following RTH has been approved. P... T. Gregory: I'm concerned about the timi...	Hartsock, Laura	In Progress	Urgent		J. Waddell	Imperial Valley College	+
8745	11/15/12 1:07 pm	11/16/12 1:39 pm	HR Request • Request to Hire • Faculty • Teaching • Full Time • Temporary	VN Program Instructor : Sue Higgins retired in June 2012 and not replaced. Need an...	Sheila, The following Request to Hire for a Ful... Sheila, The following Request to Hire for a Ful...	Aguirre, Tina	In Progress	High		J. Waddell	Imperial Valley College	+
7814	10/2/12 6:19 pm	10/16/12 3:43 pm	HR Request • Request to Hire • Faculty • Non-Teaching • Part Time • Existing	Request to hire a Part-time Counselor: Request to hire part-time Counselor, Kristen Gomez ...	E. Silva: Approved. Efrain, please try now. Please select note and...	Garcia, Martha	In Progress	Medium		J. Waddell	Imperial Valley College	+
8682	11/13/12 3:21 pm	11/16/12 2:58 pm	HR Request • Request to Hire • Faculty • Teaching • Part Time • New	Joel Murphy: We will be hiring Joel Murphy as a part-time Basic English Composition instru...	Martha, A Request to Hire a new part-time facu... T. Gregory: Great - just have an adminis...	Hernandez, Sara	In Progress	Medium		J. Waddell	Imperial Valley College	+
8531	11/2/12 11:32 am	11/7/12 3:54 pm	HR Request • Request to Hire • Volunteers	Volunteer to Help Out with Miscellaneous Graphic Design Needs: We've been having a student...	This person is okay to begin volunteering. Thi... T. Finnell: Approved...Todd	Ramos, Omar	In Progress	Medium		J. Waddell	Imperial Valley College	+
7527	9/19/12 4:25 pm	9/28/12 12:19 pm	HR Request • Request to Hire • Classified • Regular • Short-Term	Hire short-term replacement for Mirella Cital: Essential to begin migration from Sirsi lib...	Martha, The following Request to Hire was recei... K. Berry: I approve this temporary repla...	Ruhl, Taylor	In Progress	Urgent		J. Waddell	Imperial Valley College	+
7509	9/19/12 10:19 am	9/24/12 4:58 pm	HR Request • Request to Hire • Classified • Regular • Full Time • New	RTH for FA Secretary Position: Secretary needed in Financial Aid to perform duties and res...	Martha, The following Request to Hire was recei... V. Jaime: Approved.	Seals, Lisa	In Progress	Urgent		J. Waddell	Imperial Valley College	+
9057	12/4/12 4:01 pm	12/5/12 5:18 pm	HR Request • Request to Hire • Classified • Regular • Full Time • Existing	Request to Hire - Replacement: This position is to replace the one currently filled by Ces...	S. Lopez: Approved Sent from my iPad T. Gregory: DENIED. Area administrator h...	Cortes-Ramirez, Carol	Updated by User	Urgent		J. Waddell	Imperial Valley College	+
10116	2/6/13 2:04 pm	2/19/13 8:18 am	HR Request • Request to Hire • Classified • Regular • Short-Term	Water Systems Treatment Specialist: Mr. Webster is requesting to hire a short-term employe...	Martha, A request to hire was submitted and has... C. Fletes: I have verified the account c...	Cruz, Charlene	In Progress	Urgent		J. Waddell	Imperial Valley College	+
8210	10/19/12 2:48 pm	10/31/12 3:49 pm	HR Request • Request to Hire • Professional Expert	Preschool Cook: Job description: Maintain a high standard of cleanliness in the kitchen, ...	Martha, The following Request to Hire for a Pro... T. Gregory: Approved based on Kathy's ap...	Green, Becky	In Progress	High		J. Waddell	Imperial Valley College	+
8776	11/16/12 12:48 pm	11/27/12 2:21 pm	HR Request • Request to Hire • Faculty • Teaching	EMS and Health Education : Art Garcia is an approved CPR, First Aid, and EMS Instructor. ...	Martha, A Request to Hire a new part-time facul...	Aguirre, Tina	In Progress	High		J. Waddell	Imperial Valley College	+

				<ul style="list-style-type: none"> Part Time New 		C. Fletes: I have verified the account c...									
7768		10/1/12 11:24 am	10/3/12 3:05 pm	<ul style="list-style-type: none"> HR Request Request to Hire Faculty Teaching Part Time Existing 	Science - Chemistry : Full-time chemistry instructor needs a substitute. No other full-tim...	<p>Martha/Sheila The following Request to Hire was...</p> <p>T. Gregory: Approved</p>	Aguirre, Tina		In Progress	Urgent		J. Waddell		Imperial Valley College	
9055		12/4/12 1:50 pm	12/6/12 1:12 pm	<ul style="list-style-type: none"> HR Request Request to Hire Professional Expert 	Traffic School Instructor: Our traffic school instructor is being changed to a professiona...	<p>Martha, The following RTH for a Professional Ex...</p> <p>K. Berry: I approve Sent from my iP...</p>	Silva, Efrain		In Progress	Urgent		J. Waddell		Imperial Valley College	
7570		9/20/12 4:13 pm	10/22/12 1:14 pm	<ul style="list-style-type: none"> HR Request Request to Hire Classified Regular Short-Term 	Custodian: We have 2 custodians out on sick leave and expected to return in 6 weeks. ...	<p>Martha, The following Request to Hire was recei...</p> <p>Martha, The following Request to Hire was recei...</p>	Cruz, Charlene		Closed	Urgent		J. Waddell		Imperial Valley College	
7638		9/24/12 3:28 pm	9/26/12 5:00 pm	<ul style="list-style-type: none"> HR Request Request to Hire Classified Regular Substitute 	Substitute Teacher Pool: Create a Pool of Qualified Substitutes Class Title: Preschool ...	<p>Martha, The following Request to Hire was recei...</p> <p>K. Berry: I approve, this position is ca...</p>	Green, Becky		In Progress	Urgent		J. Waddell		Imperial Valley College	
8622		11/7/12 1:21 pm	12/10/12 1:23 pm	<ul style="list-style-type: none"> HR Request Request to Hire Professional Expert 	Request to Hire for Ralph Fernandez: I am submitting as of October 2012, Professional Expe...	<p>Martha, A Request to Hire for a Professional Ex...</p> <p>K. Berry: Approved</p>	Ruiz, Rhonda		In Progress	Medium		J. Waddell		Imperial Valley College	
7718		9/27/12 11:44 am	10/3/12 12:11 pm	<ul style="list-style-type: none"> HR Request Request to Hire Faculty Teaching Part Time Existing 	Automotive Dept. : Filling this position is critical to meet a contractual obligation. &nb...	<p>Martha, The following Request to Hire was recei...</p> <p>K. Berry: I approve this categorical pos...</p>	Vasquez, Melisa		In Progress	Urgent		J. Waddell		Imperial Valley College	
10423		2/22/13 10:48 am	2/26/13 10:27 am	<ul style="list-style-type: none"> HR Request Request to Hire Faculty Teaching Full Time Contract Existing 	Request to Hire: Request to Hire replacement for vacant full-time faculty position in the ...	<p>E. Silva: I approve.</p> <p>C. Fletes: I have verified the account c...</p>	Wells, Edward		Updated by User	Medium		J. Waddell		Imperial Valley College	
7228		9/10/12 10:14 am	9/25/12 10:03 am	<ul style="list-style-type: none"> HR Request Request to Hire Classified Regular Full Time New 	Student Services Technician position for Financial Aid: District decision to replace Finan...	<p>Martha, The following Request to Hire was recei...</p> <p>C. Fletes: I have verified the account c...</p>	Seals, Lisa		In Progress	Urgent		J. Waddell		Imperial Valley College	
8545		11/2/12 3:37 pm	12/10/12 1:24 pm	<ul style="list-style-type: none"> HR Request Request to Hire Professional Expert 	Submission of Request to Hire for LD 35 Firearms: As per the direction of Patty Robles, I ...	<p>Martha, A Request to Hire for a Professional Ex...</p> <p>K. Berry: Approved</p>	Ruiz, Rhonda		In Progress	Medium		J. Waddell		Imperial Valley College	
7526		9/19/12 3:43 pm	9/26/12 4:54 pm	<ul style="list-style-type: none"> HR Request Request to Hire Professional Expert 	WIA/Grants Specialist: Melisa Vasquez has submitted her resignation effective 9/28/12. &nb...	<p>Martha, The following Request to Hire was recei...</p> <p>Martha, The following Request to Hire was recei...</p>	Silva, Efrain		In Progress	Urgent		J. Waddell		Imperial Valley College	
6724		8/22/12	9/19/12	HR Request			Seals, Lisa		Cancelled	Urgent		J. Waddell		Imperial	

		2:29 pm	11:35 am	<ul style="list-style-type: none"> Request to Hire Classified Regular Full Time Existing 	RTH FOR FA SECRETARY POSITION: SECRETARY NEEDED IN FINANCIAL AID TO PERFORM DUTIES AND RES...	Spoke to Lisa, changed this position into a new...						Valley College		
9710	1/22/13 12:16 pm	2/19/13 9:01 am	<ul style="list-style-type: none"> HR Request Request to Hire Classified Regular Part Time Existing 	Replace Staff Secretary II: Replace parttime Staff Secretary II position that will be open...	<p>Martha, The following RTH has been approved. P...</p> <p>T. Gregory: APPROVED *We will need to s...</p>	Green, Becky	<input checked="" type="checkbox"/>	In Progress	Urgent		J. Waddell	<input checked="" type="checkbox"/>	Imperial Valley College	
9133	12/10/12 5:48 pm	2/19/13 9:01 am	<ul style="list-style-type: none"> HR Request Request to Hire Classified Regular Part Time Existing 	Hire Staff Secretary II Position : I would like to request approval to hire a part-time St...	<p>Martha, The following Request to Hire for was r...</p> <p>K. Berry: Approved</p>	Garcia, Martha	<input checked="" type="checkbox"/>	In Progress	High		J. Waddell	<input checked="" type="checkbox"/>	Imperial Valley College	
8113	10/16/12 3:35 pm	10/19/12 9:05 am	<ul style="list-style-type: none"> HR Request Request to Hire Classified Regular Full Time Existing 	Request to Hire Classified Employee: Miguel Vanegas gave two week notice on 10/15/12, his ...	<p>Martha, The following Request to Hire was recei...</p> <p>J. Enz: Approve - Jeff Enz</p>	Sano, Adriana	<input checked="" type="checkbox"/>	In Progress	High		J. Waddell	<input checked="" type="checkbox"/>	Imperial Valley College	
7559	9/20/12 1:04 pm	9/24/12 5:00 pm	<ul style="list-style-type: none"> HR Request Request to Hire Faculty Teaching Full Time Temporary 	Geography: Since 1 full-time instructor and 1 part-time instructor left after spring 2012....	<p>a Sheila, The following Request to Hire was...</p> <p>Sheila, The following Request to Hire was recei...</p>	Aguirre, Tina	<input checked="" type="checkbox"/>	In Progress	High		J. Waddell	<input checked="" type="checkbox"/>	Imperial Valley College	
8684	11/13/12 3:35 pm	11/16/12 2:59 pm	<ul style="list-style-type: none"> HR Request Request to Hire Faculty Teaching Part Time New 	Nicolai Beope: Nicolai Beope will be hired as a part-time faculty for the spring semester.	<p>Martha, A Request to Hire a new part-time facu...</p> <p>T. Gregory: Thank you Sara - I understan...</p>	Hernandez, Sara	<input checked="" type="checkbox"/>	In Progress	Medium		J. Waddell	<input checked="" type="checkbox"/>	Imperial Valley College	
9545	1/14/13 5:56 pm	1/15/13 4:12 pm	<ul style="list-style-type: none"> HR Request Request to Hire Faculty Teaching Part Time Existing 	Approval to Hire Alyssa Matsuno to teach Dental Assistant Program courses: It is res...	<p>Martha, The following RTH has been approved. P...</p> <p>T. Gregory: APPROVE</p>	Garcia, Martha	<input checked="" type="checkbox"/>	In Progress	Urgent		J. Waddell	<input checked="" type="checkbox"/>	Imperial Valley College	
9182	12/13/12 8:56 am	1/9/13 8:51 am	<ul style="list-style-type: none"> HR Request Request to Hire Classified Regular Short-Term 	Water Systems Treatment Specialist: Mr. Webster is requesting Manuel Canez be hired as a s...	<p>Martha, The following Request to Hire for was ...</p> <p>J. Lau: Approved</p>	Cruz, Charlene	<input checked="" type="checkbox"/>	In Progress	High		J. Waddell	<input checked="" type="checkbox"/>	Imperial Valley College	
8903	11/27/12 10:21 am	12/6/12 1:11 pm	<ul style="list-style-type: none"> HR Request Request to Hire Faculty Teaching Full Time Temporary 	Vicki Viloria for Spring Semester: Vicki Viloria will be teaching this spring as a full-ti...	<p>Sheila, The following RTH for a Full-Time Tempo...</p> <p>Sheila, The following RTH for a Full-Time Nursi...</p>	Sell, Maria	<input checked="" type="checkbox"/>	In Progress	Medium		J. Waddell	<input checked="" type="checkbox"/>	Imperial Valley College	
8541	11/2/12 2:48 pm	12/10/12 1:26 pm	<ul style="list-style-type: none"> HR Request Request to Hire Professional Expert 	Submission of Request to Hires for LD 35 Firearms: As per the direction of Patty Robles, I...	<p>Kathy, A Request to Hire has been submitted for...</p> <p>Kathy, A Request to Hire has been submitted for...</p>	Ruiz, Rhonda	<input checked="" type="checkbox"/>	Updated by User	Medium		J. Waddell	<input checked="" type="checkbox"/>	Imperial Valley College	
8543	11/2/12 3:26 pm	12/10/12 1:27 pm	<ul style="list-style-type: none"> HR Request Request to Hire Professional Expert 	Submission of Request to Hires for LD 35 Firearms: As per the direction of Patty Robles, I...	<p>Kathy, A Request to Hire has been submitted for...</p> <p>Kathy, A Request to Hire has been submitted for...</p>	Ruiz, Rhonda	<input checked="" type="checkbox"/>	Updated by User	Medium		J. Waddell	<input checked="" type="checkbox"/>	Imperial Valley College	

7359	9/13/12 11:39 am	9/19/12 5:05 pm	HR Request • Request to Hire • Classified • Regular • Short-Term	Temporary replacement for Mirella Cital: Mirella is transferring	K. Berry: I approve this position replac... T. Gregory: Carlos is correct - we have ...	Ruhl, Taylor	Cancelled	Medium	J. Waddell	Imperial Valley College
9668	1/17/13 4:37 pm	1/18/13 1:58 pm	HR Request • Request to Hire • Classified • Regular • Full Time • Existing	Water Systems Treatment Specialist: Mr. Webster is requesting the position be advertised. ...	Martha, The following RTH has been approved. P... J. Lau: approved	Cruz, Charlene	In Progress	High	J. Waddell	Imperial Valley College
8532	11/2/12 11:34 am	11/9/12 9:35 am	HR Request • Request to Hire • Faculty • Teaching • Part Time • Existing	Electrical Trades: James Gaxiola 820 Panno St. Brawley, CA 92227 Tel # 760 960-3092	Martha, The following Request to Hire for a par... Correction: This instructor will be able to tea...	Robles, Patricia	In Progress	Medium	J. Waddell	Imperial Valley College
7930	10/9/12 10:07 am	10/19/12 9:07 am	HR Request • Request to Hire • Professional Expert	Request to hire : Instr. Steve Holt is requesting Oscar Garcia (Jr.) to assist with EMT sk...	Martha, The following Request to Hire for a Pro... C. Fletes: I have verified account 17315...	Wheat, Sara	In Progress	High	J. Waddell	Imperial Valley College
8624	11/7/12 2:05 pm	12/10/12 1:22 pm	HR Request • Request to Hire • Professional Expert	Request to Hire for Frank Fernandez: I am submitting as of October 2012, Professional Expe...	Martha, A Request to Hire for a Professional Ex... K. Berry: Approved	Ruiz, Rhonda	In Progress	Medium	J. Waddell	Imperial Valley College
9345	1/8/13 4:03 pm	1/9/13 11:34 am	HR Request • Request to Hire • Faculty • Teaching • Part Time • New	Speech Communication New Part-Time Faculty: Requesting a Request to Hire for Rumaldo Marque...	T. Gregory: APPROVE C. Fletes: I have verified the account c...	Gamboa, Toni	Cancelled	Urgent	J. Waddell	Imperial Valley College
9348	1/8/13 4:45 pm	1/9/13 8:56 am	HR Request • Request to Hire • Faculty • Teaching • Full Time • Temporary	Speech Communication Full Time Temporary Faculty: Requesting a Request to Hire for Sabrina...	Sheila, The following RTH for a Full-Time Temp... T. Gregory: APPROVED - Discussed with EC...	Gamboa, Toni	In Progress	Urgent	J. Waddell	Imperial Valley College
8518	11/2/12 9:10 am	11/9/12 9:34 am	HR Request • Request to Hire • Faculty • Teaching • Part Time • Existing	Electrical Trades: This instructor position will be able to teach Electrical Trades 101-10...	Martha, The following Request to Hire for a par... Martha, The following Request to Hire for a par...	Robles, Patricia	In Progress	Medium	J. Waddell	Imperial Valley College
8460	10/31/12 8:47 am	12/7/12 4:29 pm	HR Request • Request to Hire • Classified • Regular • Short-Term	Custodian: We currently have 2 custodians out on sick leave and expected to return in 4 we...	Martha, The following Request to Hire was recei... T. Gregory: Approved	Cruz, Charlene	Closed	Urgent	J. Waddell	Imperial Valley College
9641	1/17/13 9:59 am	1/17/13 4:49 pm	HR Request • Request to Hire • Faculty • Teaching • Part Time • Existing	Ida Obeso: Following nursing grant guidelines, increase clinical cohorts to cover 2nd seme...	Martha, The following RTH has been approved. P... T. Gregory: APPROVED (see previous notes...	Hartssock, Laura	In Progress	Urgent	J. Waddell	Imperial Valley College
8625	11/7/12 2:22 pm	12/10/12 1:22 pm	HR Request • Request to Hire • Professional Expert	Request to Hire Jorge Hernandez: I am submitting as of October 2012, Professional Experts ...	Martha, A Request to Hire for a Professional Ex... K. Berry: Approved	Ruiz, Rhonda	In Progress	Medium	J. Waddell	Imperial Valley College

8708	11/14/12 10:41 am	11/16/12 2:16 pm	HR Request • Request to Hire • Classified • Regular • Full Time • New	Hire FA Technician: Outreach Coordinator position will be replaced by Financial Aid Techni...	Martha, The following Request to Hire for was ... T. Gregory: Approve	Seals, Lisa	In Progress	Urgent	J. Waddell	Imperial Valley College
8747	11/15/12 1:40 pm	11/16/12 1:55 pm	HR Request • Request to Hire • Faculty • Teaching • Full Time • Contract • Existing	Nursing Instructor : Jean Stroud retired in June 2011 and was not replaced Al Meek retir...	Sheila, The following RTH for a Full-Time Nurs... T. Gregory: Approve for a full time temp...	Aguirre, Tina	In Progress	Medium	J. Waddell	Imperial Valley College
5992	7/26/12 2:16 pm	9/13/12 10:36 am	HR Request • Request to Hire • Administrative • Full Time • Contract • New	Test: Test		Dorsey-Freeman, Sheila	Closed	Urgent	J. Waddell	Imperial Valley College
9044	12/4/12 10:50 am	12/6/12 1:11 pm	HR Request • Request to Hire • Faculty • Non-Teaching • Part Time • New	Esmerela Swarthout - 573-63-2117 2429 Ohare Ct. Imperial, CA 92251 760.222.7880: <...	Martha, The following RTH for a Part-Time Non-T... T. Gregory: Approved	Nunez, Norma	In Progress	High	J. Waddell	Imperial Valley College
8823	11/20/12 9:43 am	11/27/12 2:23 pm	HR Request • Request to Hire • Faculty • Teaching • Part Time • Existing	Psychiatric nursing faculty PT: Need to hire experienced psychiatric nursing faculty PT to...	Martha, A Request to Hire a new part-time facul... K. Berry: I approve Sent from my iPho...	Aguirre, Tina	In Progress	Urgent	J. Waddell	Imperial Valley College
8105	10/16/12 1:51 pm	10/17/12 10:39 am	HR Request • Request to Hire • Administrative • Full Time • Contract • Existing	Vice President for Student Services: This position is currently vacant and duties are bein...	The following Request to Hire was received and ... V. Jaime: Approved. Victor Vic...	Waddell, Jessica	In Progress	High	J. Waddell	Imperial Valley College
8795	11/19/12 10:19 am	12/10/12 1:21 pm	HR Request • Request to Hire • Professional Expert	Hire Professional Expert to close-out SMOG Grant: Current case manager has accepted a new ...	Martha, A Request to Hire for a Professional Ex... K. Berry: Approved.	Silva, Efrain	In Progress	Urgent	J. Waddell	Imperial Valley College
9092	12/6/12 12:11 pm	1/15/13 1:59 pm	HR Request • Request to Hire • Faculty • Non-Teaching • Part Time • New	Testing at local high schools: Karin Salazar will be administering the ACCUPLACER test to ...	Martha, The following RTH has been approved. P... T. Gregory: APPROVE	Nunez, Norma	In Progress	Medium	J. Waddell	Imperial Valley College
8690	11/13/12 4:33 pm	12/10/12 1:21 pm	HR Request • Request to Hire • Professional Expert	Hire Case Manager Professional Expert: I am requesting approval to hire a Case Manager as ...	Martha, A Request to Hire for a Professional Ex... K. Berry: Approved.	Garcia, Martha	In Progress	High	J. Waddell	Imperial Valley College
9780	1/24/13 9:03 am	1/25/13 3:27 pm	HR Request • Request to Hire • Faculty • Teaching • Part Time • Existing	Welding Instructor: Jose Cardenas was scheduled to teach WELD 105 this spring semester. &n...	Martha, The following RTH has been approved. P... C. Fletes: I have verified the account c...	Arce-Gomez, Frances	In Progress	Medium	J. Waddell	Imperial Valley College
8781	11/16/12 3:01 pm	11/27/12 2:21 pm	HR Request • Request to Hire • Faculty • Teaching • Part Time • New	American Sign Language New Part-Time Faculty: Requesting a Request To Hire for Alejandra G...	Martha, A Request to Hire a new part-time facul... K. Berry: I approve of this request. ...	Gamboa, Toni	In Progress	High	J. Waddell	Imperial Valley College

8746	11/15/12 1:32 pm	11/16/12 1:37 pm	HR Request • Request to Hire • Faculty • Teaching • Full Time • Temporary	RN Simulation Coordinator AND RN Instructor : Jack Williams relocated in August 2011 and h...	Sheila, The following Request to Hire for a Fu... T. Gregory: Approve continuation of FTT	Aguirre, Tina	In Progress	High	J. Waddell	Imperial Valley College
8332	10/24/12 5:00 pm	10/31/12 3:51 pm	HR Request • Request to Hire • Faculty • Non-Teaching • Part Time • Existing	Request to Hire Outreach Counseling Specialist: Person to be Hired: Maria R. Navarro Date...	Martha, The following Request to Hire for the O... T. Gregory: Approved - we are tracking a...	Aguilar, Erika	In Progress	Medium	J. Waddell	Imperial Valley College
7696	9/26/12 4:43 pm	9/28/12 12:20 pm	HR Request • Request to Hire • Faculty • Teaching • Part Time • New	PT Welding Instructor: To accomodate a teaching need in Welding program. No other PT...	Martha, The following information was received ... Jose Cardenaz has an employment application on ...	Silva, Efrain	In Progress	High	J. Waddell	Imperial Valley College
7263	9/11/12 10:57 am	9/24/12 4:59 pm	HR Request • Request to Hire • Classified • Regular • Full Time • Existing	11 month Preschool/Infant/Toddler Teacher: Position needs to be filled ASAP to cover ratio...	Martha, The following Request to Hire was recei... E. Silva: Approved	Green, Becky	In Progress	Urgent	J. Waddell	Imperial Valley College
8544	11/2/12 3:33 pm	12/10/12 1:27 pm	HR Request • Request to Hire • Professional Expert	Submission of Request to Hire for LD 35 Firearms: As per the direction of Patty Robles, I ...	Kathy, A Request to Hire has been submitted for... Kathy, A Request to Hire has been submitted fo...	Ruiz, Rhonda	Updated by User	Medium	J. Waddell	Imperial Valley College
9314	1/7/13 3:54 pm	1/9/13 11:34 am	HR Request • Request to Hire • Faculty • Teaching • Part Time • New	Speech Communication New Part-Time Faculty: Requesting a Request to Hire for Sabrina Worsh...	K. Berry: Approve K. Berry: Approved Kathy Berry, RN, M...	Gamboia, Toni	Cancelled	Urgent	J. Waddell	Imperial Valley College