

# IMPERIAL VALLEY COLLEGE

ent and has found categories of support within its purview :

Analysis and Planning of District Staffing Needs.  
Equal Employment Opportunity/Diversity Policies and Procedures.  
Classification and Reclassifications of District Staff

## AGENDA:

1. The Staffing Committee will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the Chair of the Staffing Committee and distributed to the Committee members 24 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.

## MEMBER STRUCTURE:

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.
2. The voting members of the Staffing Committee are:
  - 2 faculty members appointed by the Academic Senate and 1 alternate
  - 2 classified members appointed by CSEA and 1 alternate.
  - 2 administrators: The Chief Human Resources Officer (CHRO) and one appointed by the Administrative Council and 1 alternate
  - 1 member of the Classified Management and 1 alternate
  - 1 member of the Classified Confidential and 1 alternate
  - 2 students appointed by the ASG and 1 alternateNon-voting members include:
  - The HR Administrative Assistant will be the recording secretary.
  - The Human Resource Analyst will be available for consultation purposes
3. A Co-Chair will be elected from within the voting membership by the members of the Staffing Committee.
4. The Staffing Committee may create ad hoc committees as needed to address college wide issues and task forces

5. The Co-Chair of the Staffing Committee shall be elected for a two year term by the committee and be a voting member. In the absence of the Chair, the Chair will conduct meetings of the Staffing Committee
6. Should an individual who is finishing his/her term be elected as Chair he/she shall serve the two years of the term of office.

**OPERATIONS:**

1. A quorum must be present to hold a meeting. For this Committee a quorum is 5 members