

IMPERIAL VALLEY COLLEGE

HUMAN RESOURCES (HR) - STAFFING PLAN

The purpose of this Staffing Plan is to outline the Department's strategies and processes for identifying, analyzing, and retaining the human capital levels needed to effectively support all current and future District activities. It includes the development, implementation, and evaluation of staffing-related processes. These processes require a continuous examination of organizational structures, position functions, recruitment sourcing, hiring and orienting, internal communications, and training/succession planning. Effective staffing management practices will help objectively identify the District's needs and guide future human capital decision making. This plan is not simply a snapshot in time, but is meant to be a living document that aligns with the District's goals and educational master plan.

STAFFING PLAN (FY 2008-2011)

HR STRATEGIC GOALS	OBJECTIVES
Recruitment	<ul style="list-style-type: none"> • Establish an objective method to assess the need for replacement and recruitment of vacant positions based on the District's needs. • Acknowledge the shrinking talent pool from which to recruit, and be prepared for increasing pressure to retain current employees. • Develop cost-efficient and innovative recruitment strategies to meet the increasing demand and dwindling budget resources.
Forecasting the Recruitment Needs	<ul style="list-style-type: none"> • Assess potential employee retirement dates. • Review facilities and programs plans.
Compliance with EEO and other regulations	<ul style="list-style-type: none"> • Recognize diversity in much broader concepts beyond age, ethnicity, and gender to new dimensions, which include education, family status and work experience. • Complete personnel file Audit. • Develop a procedure that forms a screening committee pool to be appointed in order versus by committee chair.
Safety	<ul style="list-style-type: none"> • Safety- Improve the District Crisis Management Plan, including emergency preparedness and training for Administrators and staff. • Coordinate a preemptive H1N1 information plan and have contingency plans in place.
Integration of Technology	<ul style="list-style-type: none"> • Web Time Entry: electronic timesheet submission process. • Maximize the use of Banner and other applications: applicant tracking data collect and analyze statistical data to identify trends and assist during the decision making process. • Completion of a Business Process Analysis to fully assess current processes, to support a wide range of process development, reengineer, and training.

STAFFING LEVELS

Imperial Valley Community College (IVC) currently employs a well-qualified staff dedicated to meeting the needs of our students and our community. There are currently 150 full-time faculty members. The College also employs 197 part-time faculty members. Thirty-two full time and 21 part-time faculty members are non-instructional. Non-instructional faculty members are counselors and librarians. College management, office, technical, and grounds support functions are filled by 153 classified employees, 11 confidential employees, and 9 Classified Managers. The College employs 14 Administrators. Approximately 440 student employees provide additional office and lab assistance.

A declining economy and a historic high unemployment rate spiked the College's enrollment and demand for services. In order to meet the growing demands without compromising the financial stability of the institution, the District initiated a systematic process to prioritize attrition or replacement of critical positions only. As a result, an ad hoc participatory governance task force was formed known as "Thaw." The thaw group met and reviewed requests to fill vacant positions and ranked the vacancies in order of importance. Those recommendations were presented to the Superintendent/President who directed the Human Resources department to initiate a recruitment campaign. During the 2009-2010 fiscal year, the Department hired 12 full time faculty members to help meet the increasing student enrollment demands.

STAFFING CHANGES

Turnover Rates

For the first time in at least a decade there was no turnover in the district's administration. However, IVC will experience some changes in administrative positions due to reorganizations and retirements during the next year. Also impacting the organizational structure will be the number of anticipated faculty and staff retirements that will occur over the next five years and beyond.

District demographics indicate that 57% of the full-time faculty and 27% of the classified workforce are over 50 years of age; during the period of June 2009 to October 2009, a total of 14 classified employees announced their retirement. An additional 4 faculty members retired this year. The district will need to consider having an independent assessment to determine if future supplemental retirement incentives would result in cost savings and should be offered.

Reduction in Services

Due to a State budget shortfall and deficit budget spending, the district reviewed, assessed, and recommended service reductions via closure of the Brawley Extended Campus. The closure impacted 1 full-time faculty position, 1 full-time classified position and 1 part-time classified position. The district transferred the faculty member to another location and was able to reassign the full-time classified employee. The part-time classified position was not able to be absorbed and resulted in a layoff.

Additionally, Imperial County Department of Social Services informed the district that they were cutting funding to the CalWORKS program. This program elimination resulted in position elimination of 4 full-time temporary Counselor positions and 1 full-time classified position. This

elimination came as a surprise since the program had been continuously contracted since 1987. The district has signed a Memorandum of Understanding to allow certain reemployment privileges to those employees.

Reorganization

In order to efficiently meet the staffing-level demands with less money, the Executive Council was directed to conduct an extensive review of their area organizational structures and functions. As a result, the organizational realignment has changed the functionality and reporting structures of several departments in an effort to optimize services to students while better controlling processes and costs.

One example is the establishment of a “Grants team”, which grouped three previously isolated positions and combined them. The goal is to provide better review, communications, and recommendations regarding potential grant options for the District.

HIRING PROCESS

Faculty and Classified Prioritization Process

The intent of the faculty and staff prioritization process is to identify the most critical vacant positions and to expedite the recruitment process of vital positions. The current faculty prioritization process includes a justification of the position’s impact on the program, strength of the program, and the ability to meet student needs. The Curriculum and Instruction (C&I) committee is the formal constituent group authorized to make recommendations on this subject matter.

As mentioned in the Staffing Levels section, the District formed an ad hoc Thaw task force to recommend prioritization of all vacant open positions. To ensure consistency, a ranking criterion was developed to determine the criticality of any position. The crucial factors included:

Vacancies Prioritization Criteria

1. Funding Source
2. Justification/Criticality
 - a. Position is unique for the department or program
 - b. Regulatory to department or program
 - c. Number of students program served
 - d. Critical function to success of IVC
 - e. Position affects transfer/graduation rate(s)
 - f. Position affects instruction
3. The impact of not filling the position
4. Workload distribution alternatives

During 2009, the taskforce evaluated a total of 12 faculty positions, 4 classified management, and 5 classified positions. Their final recommendations for prioritization are attached (Attachment A).

The District plans to continue using this standard criterion as an objective way for the executive council to make vacancy hiring decisions. This will assist in eliminating the previous practice that automatically replaced vacated positions (due to resignation, retirement, etc.). Each vacancy will need to be assessed for need and/or alternatives along with specific justification in writing. Request to hire form will be updated to reflect this process and will include a section linking the position to the Educational Master Plan and District mission (Attachment B). Emergency situations will be handled on a case-by-case basis and be presented to the Executive Council for consideration by the area Vice President.

Employee Recruitment

Imperial Community College District adheres to equal employment opportunity guidelines, job-related criteria determined by position qualifications, institutional objectives, for hiring.

Certificated and classified employees' hiring and recruitment processes are outlined in Board approved policies and respective collective bargaining agreements.

All employees must meet specific criteria established to perform essential duties of the classification or job. These include minimum qualifications for both certificated and classified positions, which the college lists in position descriptions. Minimum qualifications and equivalency procedures for faculty members are established through Minimum Qualifications for Faculty and Administrators in California Community Colleges.

The College develops certificated job announcements in conjunction with the Superintendent/President, the area Vice President, and the Chief Human Resources Officer (CHRO). Position announcements are then published through the Human Resources Office.

Selection Process

The Board has approved hiring policies and procedures to monitor all District selection processes. The Human Resources Department in partnership with the Policy and Procedure Committee is currently developing HR Departmental procedures.

The CHRO, assigned HR staff, and the designated committee chair review all applications to determine pool diversity and minimum qualification requirements prior to forwarding applications to the screening committee. Human Resources staff members provide committee chairs with a variety of tools (e.g. checklist) to assist in appropriately guiding the chairperson and designated administrator through the entire process.

To assist in ensuring equal opportunity for certificated positions, each screening/selection committee designates a six member committee from which three come from the specific division/department/office and the other three members are from another area. Larger even-numbered committees may be approved by the EEO Officer when community membership on the committee is solicited from representation base of Imperial Valley for certain positions (e.g. agriculture positions, music positions, management positions, etc.).

The committee shall have an equal balance of both ethnic representation (majority and non-majority) and gender diversity (half women and half men) on each certificated and classified screening/selection. The Human Resource office will be developing draft procedures to form a pool

of employees who want to volunteer to serve on a screening committees. Once a committee chair is determined by the area Vice President then members of the volunteer pool list will be asked if they want to participate and be assigned. The requirements for ethnic and gender representation remain and this pool should facilitate a larger percentage of employees participating in screening. The goal is to increase the employee knowledge level and trust in the process, while increasing the District's legal posture when responding to any process complaints.

EMPLOYEE, STUDENT AND PUBLIC SAFETY

Student and staff safety is a high priority for the District. A Director of Evening College to oversee District operations during the evening hours is being recruited. In addition, the Thaw team recommended a Director of Campus Safety and Security to oversee the patrolling of District properties, manage the response to call for service including crimes in progress and reports of crimes or suspicious activities, enforce applicable laws on District premises, and administer other security operations and activities.

The Environmental Health and Safety Committee updated bylaws (Attachment C) and has several critical issues to consider including: on-site campus emergency booths (with direct lines to security, alarms, flashing lights, etc.), a preemptive plan for H1N1, and accident prevention that addresses reconstructed parking lots and a new building.

The District also implemented an Employee Assistance Plan (EAP) on August 1, 2009. This plan allows employees and their qualifying family members free access to a variety of mental health / counseling professionals. The EAP is a 24 hours a day/7 days a week program that also gives employees information and referrals to address legal, financial, and personal health issues. Administrators and Managers can also work with the Human Resources office to make mandatory EAP referrals under special circumstances where there is a belief that the employee may harm themselves or others.

INTEGRATION OF TECHNOLOGY

The use of technology and modernization of processes is necessary to increase efficiency and productivity. The Human Resources office, in partnership with the Business Office and the Information Systems department, are currently conducting a business process analysis (BPA). The goal is to identify the current processes and any rework or duplication associated with the processes. When deficiencies or duplicative efforts are identified then a recommendation to streamline will be made and include options for automation. The Human Resource office plans to launch a test group for an automated timesheet in early 2010. Besides recording time electronically, employees will be able to request time off and see their work hours and leave balances at anytime via the internet.

The Human Resources office is also absorbing the Benefits coordination from the Business office. An online self-service type of option is currently being developed with a scheduled launch happening in late 2009. This "Benefit Bridge" will allow employees 24 hour /7 days a week access to important benefit information, including: their current coverage, access to health-related information and contacts, costs/expenditures, open enrollment periods, forms, and a variety of health/wellness related information.

HUMAN CAPITAL: EMPLOYEE PROFESSIONAL DEVELOPMENT

Although the budget may have never looked worse, the District plans to continue with a third year of a program that allows all employees to obtain professional development training for no cost. G.L.E.A.M. (Gaining Leadership Expertise, Aptitude, and Mentoring) is a program that exposes participants to a variety of community college and general leadership knowledge. G.L.E.A.M. was created in 2007-2008 to help provide continuity in leadership and to avoid extended and costly vacancies in key positions. Besides monthly educational topics, mentoring partnerships, and an ability to present innovated projects to administration, G.L.E.A.M. is used to identify and prepare candidates for high-level management positions that will likely become vacant due to retirement, resignation, or new opportunities. With a growing number of administrators and managers becoming eligible for retirement, programs like G.L.E.A.M. are essential in proactively preparing staff to continue meeting the needs of the community. Graduates have been responsible for some extremely innovate program concept ideas, including: The Student Mental health Office, 1st S.T.E.P. parent orientation, Bike Patrol, a Financial Aid computer lab, Employee Zumba dance classes, Automation of student request forms, etc.

Sexual harassment and discrimination awareness training sessions are offered on an-ongoing basis and non-supervisors can now take sessions like this on-line at their convenience.

The District has joined a legal consortium which will be providing 5 days of training, within the county, for Administrators, Managers, and certain Confidential positions for no additional costs. Topics include: Privacy Issues in the Public Workplace, Performance Management, etc. (Attachment D).

Recommendations of Thaw Committee

ATTACHMENT A

Final Ranking

Position	Comments	Recommendation	Final Ranking
Director of Campus Safety and Security	Crucial position. Recommendation is to hire based on 50% of the salary being paid from parking revenues.	Yes	1
Instructional Assistant/Curriculum Specialist	Crucial position. The Committee recommends changing the status from Confidential to Classified to increase the potential pool of internal applicants.	Yes	2
Physics/Math (Ranked #1 by C&I)	The position was filled with a full time temporary faculty member. Replacement position, no budgetary impact. This is the only Physics Instructor IVC has; without a replacement we cannot offer Physics classes.	Yes	3
Librarian (Ranked #2 by C&I)	District funded position. Filling this position will impact the general budget. Current legislation requires a certificated Librarian to be present at all times the library is open. IVC currently has only 1 full-time and 2 part-time Librarians.	Yes	4
Political Science (Ranked #3 by C&I)	Political Science 102 is a graduation requirement for IVC students and we have a 102% fill rate in all classes. Half of all classes are currently being taught by adjunct instructors and we have exhausted the pool of adjuncts. We cannot meet student need without an additional instructor. A Political Science instructor has been elected Academic Senate President.	Yes	5
English/Reading (Ranked #4 by C&I)	Replacement, budgeted position. Several English positions open.	Yes	6
English Composition (Ranked #6 by C&I)	Replacement, budgeted position. Several English positions open.	Yes	7
Psychology (Ranked #7 by C&I)	Two positions have been unfilled for a number of years. Psychology is a popular major and required for General Studies and Nursing majors. A pool of adjunct instructors is available, but according to some committee members the quality of instruction is questionable in some instances. Need a full-time hire to improve instructional quality and curriculum	Yes	8
English ESL (Ranked #10 by C&I)	Replacement, budgeted position. The ESL department is losing two faculty members this year. Two Thaw Requests forms were submitted for a similar position. Committee is requesting clarification on second request form.	Yes	9
Math (2 requests) (Ranked #12 by C&I)	Two requests submitted for consideration. The Committee recommends one position. Replacement, budgeted position	Yes (1 position)	10
Director of Community and Public Relations	Recommendation is to hire a part-time position through an open recruitment process. Cost neutral.	Yes	11

English (Basic Skills)	Basic Skills is a grant funded non-tenure track position. Recommended only if it is a categorical, non-tenure track position. Not ranked by C&I.	Yes (Grant Funded)	Not ranked
Purchasing Technician	Approve the funding of a temporary Purchasing Technician through June 30, 2009. The Purchasing Department needs to make a request for a full time position for FY 2009-10.	Yes (Temporary position)	Not ranked

Administration of Justice (Ranked #9 by C&I)	A vast large pool of adjunct instructors is available since an Associate Degree is the minimum qualification to teach these courses.	No	Not recommended
English Composition (Ranked #15 by C&I)	Not included with recommended English positions.	No	Not recommended
Small Business Advisor	Defer recommendation until a determination can be made whether or not the District has to assume the cost of the position upon termination of the grant. It was mentioned that this position was eliminated a few years ago. If so, it needs to go through Planning and Budget and follow the process. What is the need for this position?	Not recommendation due to lack of information	Not recommended
Financial Aid Assistant	The Committee discussed the possibility of job sharing (e.g. the Student Employment Specialist may assume some of the duties of the Financial Aid Assistant/ work part-time). Open position: Position was advertised last year; applications are ready to be reviewed by appropriate screening committee members.	Keep it frozen (Job sharing successful)	Not recommended
Evening Audio-Visual Technician	Consider re-classing the position so there are two equal Media Technician positions, split schedule in order to provide day and evening coverage. Cross-training recommended. Standardize the positions to reflect upcoming changes (smart classroom technology). Part-time position can be requested again at a later time, if the need remains. Reclassification of one position was approved. The Committee recommends adjusting work schedules.	No (Reclassification approved/Adjust schedule)	Not recommended
Classified Manager Admissions	Defer recommendation until the Thaw Committee is presented with a complete re-organization of the department related to creation of this position. Statement on justification section is contradictory; it may be interpreted as if an additional position is being requested. Unless written clarification is provided, the Committee cannot recommend this position.	No Clarification needed	Not recommended
Director of Research, Planning and Grant Administration	The Thaw Committee recommends that administration looks for cost savings through reorganization of existing positions. Other options explored: (A) Move forward with this position, if other two positions are eliminated (B) Fund Director position only, no staff. Then, hire additional staff (under Director's supervision) using future categorical funding only.	No	Not recommended
(Micro) Biology (Ranked #5 by C&I)	Re-evaluate this position; determine if any current faculty member is qualified to teach this course. The number of classes being offered does not constitute a full workload. Please note: This class is a pre-requisite for Nursing students.	No	Not recommended



IMPERIAL COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

REQUEST TO HIRE FACULTY/CLASSIFIED EMPLOYEE

Date Submitted: _____ Dept/Program: _____

Name and Title of Requesting Authority: _____

1. The position you are filling is (check as applicable):

Vacant **Faculty** position
 Full-time (Board Policy) Part-time (E.C. 87482.5)

Substitute for absent **Faculty** (E.C. 87481)
 Name of Absent Employee: _____
 Reason for Absence: _____

Temporary **Faculty** position due to higher enrollment (E.C. 87482)
 (Maximum employment of two semesters in any consecutive three-year period).

Authorized Vacant (open) **Classified** position
 Date position is open and vacant: _____
 Target fill date: _____

Substitute Employee for an absent **Classified** employee (E.C. 88003)
 (Maximum 60 days of employment)
 Name of Absent Employee: _____
 Reason for Absence: _____

Short Term Employee – “to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis” (E.C. 88003; Board Resolution No. 12673)
 (Maximum 60 days of employment. The difference between a substitute and a short-term employee is that a substitute employee temporarily fills in for an absent regular employee; a short-term employee is an additional temporary employee.)

NOTE: A completed Request for Approval of Short-Term Position form must accompany this Request to Hire form (see attached.)

2. Description of Position:

Position Title: _____
 NOTE: The position title and classification for a short-term position shall be determined based on the information from the Request for Approval of Short-Term Position form.

Is this a new or existing Classification Specification? New Existing
(Attach new or current classification specification)

Beginning date: _____ Ending Date: _____

Months of Service: _____ Salary Range: _____ Hourly Salary: _____

Number of Hours Per Week: _____ Work Shift: _____

Position reports to: _____

Person to be Hired (if applicable) Academic Classified

Name: _____ SSN: _____

Home Phone: _____ Address: _____ City/Zip Code _____

3. Funding:

Please identify the sources of funding that will be used to support this position, consider potential funding changes (e.g. reductions) that may be forthcoming.

Is this position in the current year's budget? Yes No

Does this position commit future district funds? Yes No

How long has it been vacant? (if applicable) _____

If funding from more than one source, provide percentage of funding from each source. If account(s) or funds cannot be verified due to an invalid account or lack of funding, the Request to Hire form will be returned to the requesting department. Funding can only be verified on all full-time positions and classified part-time positions. Funding for adjunct faculty positions must be verified at the division level based on the number of adjunct positions approved during the budget process, and the Business Office will verify that funding is available at the time the Request to Hire form is received

- | | | |
|--|---------------------|-------------------|
| <input type="checkbox"/> District | Account Code: _____ | Percentage: _____ |
| <input type="checkbox"/> Categorical | | |
| G Federal | Account Code: _____ | Percentage: _____ |
| G State | Account Code: _____ | Percentage: _____ |
| <input type="checkbox"/> Other (explain below) | Account Code: _____ | Percentage: _____ |

4. Justification:

Is filling this position critical for one or more of the following? (a) Accreditation; (b) regulatory compliance; (c) to meet a contractual or other legal obligation; (d) to meet an academic need or transfer/graduation rate; (e) as part of a reorganization; (f) essential to the ongoing operation or service level of a program or department; (f) other purpose of similar importance? Explain:

5. Alternatives:

If the position is currently unfilled, has the department or program been able to perform the duties or responsibilities? Explain:

Has the department or program explored other ways to perform the duties and responsibilities (i.e., enhanced automation, short-term employment, temporary out of class assignment)? Explain:

6. Approval:

Requesting Authority: *I hereby acknowledge that I have verified the funding source and that there are adequate monies in my department budget to fund the position.*

Signature: _____ Date: _____

Administrative Dean/Director: Approved Disapproved

Reason for disapproval: _____

Signature: _____ Date: _____

President/Vice President: Approved Disapproved

Reason for disapproval: _____

Signature: _____ Date: _____

Director of Fiscal Services Funding Verified

Comments: _____

Signature: _____ Date: _____

*****For Use by Human Resources Official Only*****

CHRO review of Form and Position Description

Signature: _____ Date: _____

Assigned to : _____

Position Control Number: _____

**IMPERIAL COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES OFFICE**

REQUEST FOR APPROVAL OF SHORT-TERM POSITION

(THIS FORM MUST ACCOMPANY THE REQUEST TO HIRE FORM TO REQUEST A SHORT-TERM EMPLOYEE)

Background

Assembly Bill 500 (AB500) amended Education Code Section 88003 to require that "before employing a short-term employee, the governing board shall specify the service to be performed by the employee, and shall certify the ending date of service." Additionally, Education Code Section 88003 further states that "'short-term employee' as used in this section, means any person who is employed to perform a service for the District, upon the completion of which, the service required or similar service will not be extended or needed on a continuing basis."

In order to comply with the provisions of Education Code Section 88003 (as amended) each Request to Hire form requesting a short-term employee will require this information and the Dean/VP's certification.

The position title and classification for a short-term position shall be determined based on the information provided below. Short-term employees must meet the minimum qualifications for the classification. The determination of whether a prospective short-term employee meets the minimum qualifications for the classification shall be based on the education and experience requirements for the classification and, if applicable, successful completion of a skills demonstration examination.

1. Reason(s) short-term position is required (i.e., conversion, special project, etc.). Please be specific.

2. Duties /tasks to be performed: (The information provided will be used to (1) determine the appropriate classification for the short-term assignment, and (2) develop the resolution for approval of the position by the Board.) Attach additional sheets if necessary.

3. Dates of service: From: _____ To: _____

I certify that the short-term position and the service(s) being requested will not be extended or needed on a continuing basis.

Vice President and/or Dean

Date

*****FOR USE BY HUMAN RESOURCES OFFICE ONLY*****

Classification: _____ Salary Range/Step: _____

IMPERIAL VALLEY COLLEGE

Standing Rules of the Environmental Health and Safety Committee

*Access to the Environmental Health and Safety is available to all members of all constituencies
Board Approval May 8, 2002, Resolution No. 12427
Revision Approval September 3, 2003 Resolution No. 12785
Environmental Health & Safety Committee Revisions May 18, 2009*

MISSION

To carry out its mission to foster excellence in education for its students, the District must provide a safe learning and working environment for its students, faculty and staff. The purpose of the Environmental Health and Safety Committee is to create and maintain such an environment. The committee proposes to accomplish this purpose through the following functions and activities:

FUNCTIONS

- create and maintain active interest in health and safety and to increase commitment to these issues;
- stimulate an awareness of health and safety issues in an atmosphere of cooperation between campus constituencies and increase motivation and morale;
- identify problems;
- formulate policy and procedures;
- monitor and improve workplace health and safety;
- ensure that District safety programs and procedures are in compliance with state and federal statutes and regulations.

ACTIVITIES

- develop and implement programs to protect employees safety and health;
- deal with employee complaints and suggestions concerning health and safety;
- set up and promote programs to improve employee training and education;
- accident investigation and follow up;
- consult with professional and technical experts;
- make recommendations to management for accident prevention and safety program activities;
- monitor effectiveness of programs and procedures;
- periodic surveys and inspections to detect hazards and make recommendations for change;
- review and investigate reports of hazardous conditions and coordinate corrections;
- disseminate information about requirements concerning workplace health, safety, and environmental protection;
- hazard reporting and accident/injury recordkeeping.

MEETINGS

The committee shall meet regularly, not less than quarterly, and report to College Council. The meeting schedule shall be posted on the Committee's website at the beginning of the academic year.

AGENDA

1. The Environment Health and Safety 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 of the Environmental Health & Safety Committee and distributed to members a week in advance of the scheduled meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the Committee's website and available for review, with attachments, at the Human Resources Office.

OPERATIONS

1. The Environmental Health and Safety Committee shall provide advice and guidance to the District on applicable health and safety matters.
2. A simple majority of members must be present to hold a meeting.
3. Copies of attendance records shall be forwarded to Academic Services and the President's office.
4. Minutes will be recorded at each Committee meeting and distributed via email to all District employees. Copies of minutes will be forwarded to College Council.

COMMITTEE MEMBERS

The Environmental Health and Safety Committee shall be composed as follows:

- 1 District's Safety Administrator (Committee Chair, non-voting member)
- 1 Administrative Representative
- 2 Faculty Representatives
- 1 Student Representative
- 1 Classified Representative
- 1 Classified Manager/Classified Confidential Representative
- 1 Representative from the Maintenance Department
- 1 Representative from Parking Control
- 1 Representative from DSP&S Program
- 1 Representative from the Allied Health Department

- 1 Representative from Information Technology
- 1 Representative from Public Relations

TERMS OF OFFICE

Voting members shall be appointed by their constituent groups. Management representatives or representatives from different departments shall be selected by management. Voting members shall serve a continuous term of at least one and not more than three consecutive years.

The District's Safety Administrator shall serve as Committee Chair.

PROCEDURES

Since the Board of Trustees has established the Environmental Health and Safety Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The Environmental Health and Safety Committee will allow for discussion and recommendations to be a shared process by representatives of all constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted on the College website and available for review, with attachments, at the Human Resources office.
3. All committee recommendations will be forwarded to College Council for discussion and approval.

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the Environmental Health and Safety Committee.

LIEBERT CASSIDY WHITMORE

EMPLOYMENT LAW | EDUCATION LAW | LABOR RELATIONS | MANAGEMENT TRAINING

2009/2010 Workshop Schedule

Imperial Valley ERC

September 10, 2009 – “Public Agency Issues During Lean Economic Times”

date: Thursday, September 10, 2009

time: 9:00 a.m. to 12:00 p.m.

location: Imperial

host: **Imperial County**

audience: Human Resources Staff and Executive Level Management

September 10, 2009 – “Legal Issues for Negotiators”

date: Thursday, September 10, 2009

time: 1:00 p.m. to 4:00 p.m.

location: Imperial

host: **Imperial County**

audience: Members of the Agency Negotiating Team

October 29, 2009 – “Privacy Issues in the Workplace”

date: Thursday, October 29, 2009

time: 9:00 a.m. to 12:00 p.m.

location: Imperial

host: **Imperial Irrigation District**

audience: Upper Management, Human Resources/Employment Relations Staff,
Agency Counsel

October 29, 2009 – “Public Sector Employment Law Update”

date: Thursday, October 29, 2009

time: 1:00 p.m. to 4:00 p.m.

location: Imperial

host: **Imperial Irrigation District**

audience: Executive Managers, Human Resources/Employee Relations Managers

December 17, 2009 – “Prevention and Control of Absenteeism and Abuse of Leave”*date:* Thursday, December 17, 2009*time:* 9:00 a.m. to 12:00 p.m.*location:* El Centro*host:* City of El Centro*audience:* Supervisors and Managers**December 17, 2009 – “Handling Grievances”***date:* Thursday, December 17, 2009*time:* 1:00 p.m. to 4:00 p.m.*location:* El Centro*host:* City of El Centro*audience:* Supervisors and Managers**February 18, 2010 – “Discipline: Putting It into Practice”***date:* Thursday, February 18, 2010*time:* 9:00 a.m. to 4:00 p.m.*location:* Imperial*host:* City of Imperial*audience:* Supervisors and Managers**April 1, 2010 – “Supervisory Skills for the First Line Supervisor/Manager”***date:* Thursday, April 1, 2010*time:* 9:00 a.m. to 4:00 p.m.*location:* Imperial*host:* Imperial Irrigation District*audience:* Supervisors and Managers