

IMPERIAL VALLEY COLLEGE

Standing Rules of the Staffing Committee

Access to the Staffing Committee is available to all members of all constituencies

PURPOSE:

The purpose of the Staffing Committee is to afford the campus community a chance to provide input and make recommendations about staffing-related issues and activities, and to take action upon recommendations from feeder subcommittees. The committee will make recommendations to the shared governance committees and/or the Superintendent/President and has four broad categories of scope within its purview:

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

MEETINGS:

At its first meeting of each academic year the Staffing Committee will set a time and place to meet agreeable to its members. The Committee will meet at least once a month during the school year. A schedule of the meetings will be provided on the website.

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 Co-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 other 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 alternate.

Non-voting members include:

The HR Administrative Assistant will be the recording secretary.

The Human Resource Analysts 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 to address specific (single item) issues.

TERMS OF OFFICE:

1. Other than the chair, terms for faculty, classified, classified managers/confidential, and administrators shall be for 2 years. A member may be reappointed to the committee after a period of at least 2 years of non-membership.
2. In order to stagger replacement members versus a new slate every 2 years, the initial appointment terms shall be as follows: 1 faculty member will serve a 2 year term and the other faculty member for 3 years; 1 CSEA member will serve a 3 year term and the other will serve for 2 years; the classified manager will serve for 3 years; the classified confidential member will serve for 2 years. Following this initial period, terms will remain at 2 years.
3. Terms for student representatives shall be for 1 year.
4. The Chair of the Staffing Committee shall be the Chief Human Resources Officer (CHRO), who is also a voting member (for purposes of tie breaking, etc. as outlined in Robert's Rules of Order).

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 Co-Chair will conduct meetings of the Staffing Committee.
6. Should an individual who is finishing his/her term be elected as Co-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, and must include the Chair (or Co-Chair if the Chair is absent) and recording secretary.
2. Constituent groups may designate an alternate who may serve during a Staffing Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the Staffing Committee in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings.
4. Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

PROCEDURES:

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

1. The Staffing Committee will allow for discussion and recommendations to be a shared process by representatives of all five 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.
3. The actions and recommendations of the Staffing Committee will be expressed in written form to the College Council, with informational reports also provided to and from the Academic Senate and the Educational Master Planning Committee (depending on the subject matter). For example, issues that fall within the purview of the Academic Senate as outlined in Assembly Bill 1725 (1988).
4. The Staffing Committee will serve as a centralized forum to share information and discuss activities, projects, programs, and plans that have been developed, or are being developed, within its purview, and reserves the right to express its views and opinions to the Superintendent /President on any of the above.

Drafted: August 2011, Revisions in September 2011

Discussion: September 7, 2011 – Academic Senate
 September 9, 2011 – Management Council
 September 12, 2011 – College Council
 October 10, 2011 – College Council (revisions)

Action: September 21, 2011 –Academic Senate (tabled until meeting on Oct 5, 2011)
 September 26, 2011 – College Council (majority approval of recommendation with dissention)
 Scheduled for October 5, 2011 – Academic Senate (tabled for revisions)
 Scheduled for Information item on October 19, 2011
 Scheduled for Board approval on October 19, 2011