Respondent

1   Amanda Xu

11:58
Time to complete

1. Committee Name: *

○ Education Action Plan (EAP)

○ Planning and Budgeting (PBC)

○ President's Policy Advisory Council (PPAC)

○ Facilities and Safety

○ Outreach and Marketing

○ Professional Development

◉ Staffing

○ Student Learning Outcomes Team (SLOT)

○ Technology

○ Academic Senate

○ Associated Students of Mendocino College

○ Classified Senate

○ Management Team

○ Academic Review

○ Curriculum

○ FLEX

○ Accreditation Steering

○ Enrollment Management

○ Equal Employment Opportunity (EEO)

○ Guided Pathways Leadership Team

○ Distance Education

○ Professional Development Leave

○ Health Benefits

○ Tech Review

○ Mendocino Coastal Field Station

2. Committee Chair: *

> Amanda Xu --> Nicole Marine Starting October

3. Background and Purpose: *

Reference text: https://www.mendocino.edu/sites/default/files/committee_handbook_2012_archived_0.pdf

> Background: The Staffing Committee was formed to review and analyze human resource needs of Mendocino College.
>
> Purpose: The Committee makes recommendations to PBC concerning Program Review requests for staffing. The goal of this Committee is to recommend the most efficient and effective use of human resources that best carries out the District's mission, vision, values, strategic goals and objectives

4. Typical Actions/Decisions: *

Reference text: https://www.mendocino.edu/sites/default/files/committee_handbook_2012_archived_0.pdf

> Review all Program Review documents with requests for staffing.
> Evaluate Program Review staffing requests for alignment with and potential fulfillment of District strategic goals and objectives.
> Maintain a system of scoring staffing requests from program review that supports and accomplishes District goals and objectives.
> Prepare a written summary of the results of scoring program review staffing requests organized by employee groups (M/S/C, Faculty, and Classified) to PBC.
> Engage in discussions with PBC, as requested, to explain the scoring process.
> Provide feedback/scores to those who requested staffing through Program Review.
> Solicit and incorporate feedback for improvement of scoring criteria/process from PBC and Program Review requestors.
> Discuss and accept additional direction from PBC as needed to maintain college operations.

Meeting Schedule

Indicate meeting day(s), time and frequency

5. Frequency of Meetings *

- [ ] Weekly
- [ ] Bi-Weekly
- [x] Monthly
- [x] As Needed
- [ ] Other

6. Day of the Week: *

- [ ] Monday
- [ ] Tuesday
- [ ] Wednesday
- [ ] Thursday
- [x] Friday

7. Time of day: *

- [x] Varies

Committee Composition

8. Please indicate which groups are represented in your committee and the numbers of members for each group (select 0 if you do not have representation of a specific group in your committee)

	0	1	2	3	4	5	6
Faculty	○	○	○	○	○	◉	○
Administrator	○	○	○	○	◉	○	○
Classified	○	○	○	○	◉	○	○
Part-Time Faculty	◉	○	○	○	○	○	○
Students	◉	○	○	○	○	○	○
Manager	◉	○	○	○	○	○	○

9. Average Term lengths of Committee Members: *

Select all that apply

- ☐ 1 year
- ☐ 2 years
- ☑ 3 years
- ☐ 4 years
- ☐ Nature of Position
- ☐ Other

10. Members Chosen by: *

Select all that apply

- ☑ Constituent Appointment
- ☐ Position in Constituent Group
- ☑ Employment Position
- ☐ Resource Member
- ☐ Other

11. Experience Required for Membership: *

- ☐ None
- ☑ Three years with district

Academic Year Membership

Please go to this site: https://www.mendocino.edu/about/mlccd/institutional-research/committee-goals-and-descriptions, click on *the yellow link* **"Committee Membership",** *download the file and input member names. Then upload the file to this section.*

12. Committee Membership 2023-2024 *

*Upload Membership Template - After this, you will be prompted to submit your form. **Please check the box "Send me an email of my responses" for your records.***

📊 Staffing_commitee_membership_2024-2025_Amanda Xu.xlsx

12. Committee Membership 2023-2024 *

*Upload Membership Template - After this, you will be prompted to submit your form. **Please check the box "Send me an email of my responses" for your records.***

📊 Staffing_commitee_membership_2024-2025_Amanda Xu.xlsx