<table>
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<th><strong>PURPOSE:</strong></th>
<th>The Services and Program Reduction Advisory Committee shall serve as an advisory committee in the case of either the reorganization of programs involving classified staff, or a reduction of services involving classified staff. Reorganization shall be defined as any change being made within the college organizational structure.</th>
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<td><strong>MEMBERSHIP:</strong></td>
<td>Shall consist of three classified representatives appointed by CCEU (one of which shall act as committee Chair), one faculty member appointed by the Faculty Senate, one faculty member appointed by CCFT, one management representative from the affected area, and the Cabinet administrator or designee from the affected area.</td>
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<td><strong>MEETINGS:</strong></td>
<td>Shall meet on a regular and ongoing basis, schedule and frequency to be determined by the committee.</td>
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| **CHARGE:** | To review administration proposals regarding service reductions or reorganizations. To affirm that the decision-making processes were inclusive, whether they were realistic from an employee perspective, and to identify any subsequent issues that may need to be addressed after the changes are affected. **Criteria**  
Did the unit have inclusive meetings to gather input from all involved staff?  
What is the proposed change?  
What is the implementation plan/timeline?  
How are staff affected?  
How are services affected?  
How are students affected?  
Has the work associated with the reorganization been identified and either eliminated or disbursed?  
What is the impact on other areas on campus?  
Are there potential reclassification issues?  
Will this change result in workload concerns?  
Does this proposal present any other issues that need to be addressed?  
Is retraining needed? What is the plan to retrain displaced or reorganized employees?  
**Additionally, in cases of reduction:**  
Has the work associated with the loss of a position been identified and eliminated? |
| **PROCESS:** | **Reorganization/Reduction Process Steps**  
1. The SPRAC Committee receives the reduction or reorganization proposal after the unit has formulated it.  
2. The committee will review the plan and meet with the affected unit as necessary.  
3. The committee will evaluate information and provide input to the unit manager for further review.  
4. The manager has an opportunity to respond to the committee’s concerns.  
5. The committee Chair will provide a final summary to the affected manager, the Cabinet and to CPC. |
| **MINUTES:** | The Chair shall see that minutes of all meetings are recorded, distributed to Committee members, and posted online to the Budget Information page. |