## PURPOSE AND AUTHORITY:

The Classified Prioritization Sub-Committee is a standing committee of the College Planning Council. A report with recommendations will be presented to the CPC according to the process and timeline. The assessment for new classified needs will happen on an annual basis and those findings shall be archived. Classified staffing needs may change outside of the annual planning cycle due to changes in funding sources. In the event that this does occur, details will be presented to the College Planning Council.

## MEMBERSHIP:

Shall consist of 2 classified representatives, 1 shall act as committee Chair, 2 faculty members, 1 confidential, 1 manager or designee and 1 non-voting student member. The intent is to have all college components represented on the committee to ensure cross component representation.

## MEETINGS:

The committee will convene:

1. On an annual basis aligned with:
   a. Process Timeline
   b. Budget Development Timeline
2. As necessary to consider new requests associated with new funding received.
   - All new requests will follow the same steps outlined in the process guidelines with the exception of requests deemed as urgent. These requests will be presented to the committee as information items.
   - Decisions will be made by members present at each meeting.
   - Recommendations can be sent to the CPC via e-mail if needs arise off cycle from the scheduled CPC meetings.
   - Evaluation will occur at the end of the process.

## AGENDA

The Committee Chair will develop an agenda for each meeting

## MINUTES:

The Chair shall see that minutes of all meetings are recorded, distributed to committee members, and posted online on the College Planning Council website.

## EVALUATION

The committee shall evaluate after each annual budget cycle, seeking input about process and outcomes from work areas that had interface with committee.