RECOMMENDATION

FROM:     Classified Senate
TO:       Dr. Susan Sperling, College President
DATE:     May 17, 2018

Subject/Item: Prioritization of 2018-19 Classified Professional Positions

Summary:
As part of the 2018-19 Classified Prioritization Process, Classified Senate evaluated and ranked fifty-two (52) new classified professional positions requested through the 2018-19 program review cycle. In April 2018, the Classified Prioritization Committee invited Chabot College classified professionals to participate in the evaluation and prioritization of these positions. Participants were asked to review the position requests and indicate whether the position met various criteria (see below). Participants were also asked which five (5) positions they deemed to be most needed in 2018-19 AY.

Criteria
1. Necessary to clarify student pathways to graduation or career readiness.
2. Necessary to strengthen support for students trying to achieve their educational goal in a reasonable amount of time.
3. Necessary to meet a specified mandate or regulation (e.g., federal or state law, board policy, accreditation standard).
4. Necessary to create a safer environment.
5. Necessary to fill a vacancy created by retirement, layoff, separation, or loss of funding.
6. Necessary to provide certain expertise that is either not represented in current staffing or that will be lost due to reduced funding.
7. Necessary due to increased demand for services.
8. Necessary to help achieve equitable outcomes among student groups.

In addition to ranking these fifty-two (52) new classified professional position requests, Classified Senate also reviewed current funded vacant positions and positions soon to be vacated as a result of the SERP.

Recommendation:
Classified Senate recommends to the College President the following:

In order to achieve no net loss in classified professional positions, managers with funded vacant positions should do one of the following for 2018-19 AY:

1. Immediately fill the position.
2. Update the position to better meet the current needs of the area and then immediately fill the position.
3. Release the funds assigned to the position to fund the highest ranked position on Classified Senate’s 2018-19 Classified Prioritization List (attached).

By Vote: # Voting Yea 12 ___  # Voting Nay 0 ____  # Abstaining 0 ___
Accreditation Standard Addressed:
III.A.9 – The institution has a sufficient number of staff with appropriate qualifications to support the effective educational, technological, physical, and administrative operations of the institution.

Fiscal Implication:
Ongoing salary savings from unfilled funded vacancies would cease.

Attached Documents:
- Classified Prioritization Process
- Classified Senate’s 2018-19 Classified Prioritization List

Submitted by Classified Senate President:
Signed: [Signature]
(Noell Adams)

COLLEGE PRESIDENT’S ACTION

Approved _______ Disapproved _______
Supported _______ Supported with Amendments (see comments section below) _______
Not Supported _______ Referred to: _______

Comments (if applicable):

Action Taken on this date: ______________________

Signed: ______________________
(Dr. Susan Sperling, College President)
### Classified Senate's 2018-19 Classified Prioritization List

<p>| Rank | Requested Position Title | Weighted Value | A% | B% | C% | D% | E% | F% | G% | H% | I% | J% | K% | L% | M% | N% | O% | P% | Q% | R% | S% | T% | U% | V% | W% | X% | Y% | Z% | A-% | B-% | C-% | D-% | E-% | F-% | G-% | H-% | I-% | J-% | K-% | L-% | M-% | N-% | O-% | P-% | Q-% | R-% | S-% | T-% | U-% | V-% | W-% | X-% | Y-% | Z-% | A-H Average |
|------|--------------------------|----------------|-----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|</p>
<table>
<thead>
<tr>
<th>Rank</th>
<th>Requested Position Title</th>
<th>Weighted Value</th>
<th>A%</th>
<th>B%</th>
<th>C%</th>
<th>D%</th>
<th>E%</th>
<th>F%</th>
<th>G%</th>
<th>H%</th>
<th>I%</th>
<th>No criteria met</th>
<th>A-H Average</th>
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<tbody>
<tr>
<td>41</td>
<td>Senior Administrative Assistant (Grant Development Office)</td>
<td>1.00</td>
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<td>0%</td>
<td>0%</td>
<td>8%</td>
<td>8%</td>
<td>50%</td>
<td>58%</td>
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<tr>
<td>42</td>
<td>Part Time, 20 hours/week: Instructional Assistant, ESL (English as a Second Language)</td>
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<td>0%</td>
<td>27%</td>
<td>9%</td>
<td>82%</td>
<td>82%</td>
<td>36%</td>
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</tr>
<tr>
<td>43</td>
<td>Coordinator, Work-Based Learning (First Year Experience &amp; Pathways)</td>
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<td>75%</td>
<td>0%</td>
<td>0%</td>
<td>8%</td>
<td>67%</td>
<td>50%</td>
<td>58%</td>
<td>0%</td>
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<tr>
<td>44</td>
<td>Part Time, 20 hours/week: Instructional Assistant, Mass Communications (Mass Communications)</td>
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<td>92%</td>
<td>8%</td>
<td>25%</td>
<td>33%</td>
<td>83%</td>
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<tr>
<td>45</td>
<td>Administrative Assistant (2 of 2) (First Year Experience &amp; Pathways)</td>
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<td>75%</td>
<td>0%</td>
<td>0%</td>
<td>33%</td>
<td>33%</td>
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<td>46</td>
<td>Part Time, 20 hours/week: Senior Instructional Assistant, Administration of Justice (Administration of Justice)</td>
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<td>75%</td>
<td>0%</td>
<td>0%</td>
<td>33%</td>
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<td>25%</td>
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<td>Part Time, 20 hours/week: Instructional Assistant, Music Technology (Music Recording &amp; Technology)</td>
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<td>92%</td>
<td>0%</td>
<td>17%</td>
<td>0%</td>
<td>75%</td>
<td>42%</td>
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<td>0%</td>
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<td>Part Time, 20 hours/week: Laboratory Technician, Art (Art)</td>
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<td>92%</td>
<td>0%</td>
<td>42%</td>
<td>0%</td>
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<td>0%</td>
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<tr>
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<td>73%</td>
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<td>9%</td>
<td>0%</td>
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<td>0%</td>
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<tr>
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<td>Part Time, 16 hours/week: Campus Safety Officer (Campus Safety &amp; Security)</td>
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<td>0%</td>
<td>160%</td>
<td>17%</td>
<td>25%</td>
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<td>0%</td>
<td>0%</td>
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<tr>
<td>51</td>
<td>Part Time, 15 hours/week: Administrative Assistant (Mathematics)</td>
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<td>17%</td>
<td>50%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>33%</td>
<td>25%</td>
<td>25%</td>
<td>8%</td>
<td>19%</td>
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<tr>
<td>52</td>
<td>Box Office/Marketing Specialist (Theater)</td>
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<td>0%</td>
<td>8%</td>
<td>0%</td>
<td>0%</td>
<td>8%</td>
<td>50%</td>
<td>33%</td>
<td>0%</td>
<td>17%</td>
<td>13%</td>
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