

TO: College Council

FROM: Classified Prioritization Committee

DATE: May 27, 2015

SUBJECT: Classified Professional Position Request 2015-2016

OVERVIEW

The Classified Prioritization Committee (a subcommittee of Classified Senate) began working on the classified prioritization process in early 2014 under a charge by the PRBC, and in November 2014, College Council approved the committee's proposed *Classified Prioritization One-Year Process* [Appendix A]. Since January 2015, the committee has been liaising between Classified Senate and administrators as they progressed through the prioritization process for 2015-2016 classified professional position requests. Through this process, Classified Senate and administrators developed separate prioritized position lists.

On May 19, 2015, President Sperling and her vice presidents met with Classified Prioritization Committee to present administrators' final list of approved classified position requests for 2015-2016. On May 21, 2015, Classified Prioritization Committee hosted a listening session with Classified Professionals to gather feedback on the final list, and to develop recommendations for College Council.

FEEDBACK

Lab Technician I (2 FTE)

These positions, one for Auto Tech/BMW and one for Welding/Machine Tool Tech/Fire Tech/Electronics, have been identified as program needs in division program review for several years. These were identified as priority one needs by Classified Prioritization Committee.

These positions directly serve students in the classrooms and laboratories and assist in the overall college strategic plan goal of assisting students in meeting their educational goals in a timely manner.

PRBC noted the importance of supporting lab areas in its resource allocation statement to College Council.

Stage Technician

"Reconfiguring possibilities" shouldn't play into the ability to add 1 FTE to this area. This area has been told for several years that a regular hire will happen, even prior to the prioritization process for 2015-2016 classified professional position requests. This position was part of the 2014-2015 planning process. In fact, this position was submitted and approved by the Dean of Arts, Humanities and Social Sciences in November 2014 and sent on to Human Resources, but has not been announced as of May 2015.

The position of Stage Technician would add another member to our labor force that would be able to work 40 hours per week, thus assisting to provide more comprehensive services to PAC clients.

Performing Arts Center Operations Coordinator

"Reconfiguring possibilities" shouldn't play into the ability to add 1 FTE to this area. This area has been told for several years that a regular hire will happen, even prior to the prioritization process for 2015-2016 classified professional position requests. This had been one FTE position prior to the current PAC manager being hired and vacating the operations coordinator position. The position was never backfilled.

TV Studio Assistant

Is it appropriate that PEG funds can be used for a regular classified position? It is our understanding that PEG funds cannot be used for regular positions. A position would need to be funded from college accounts.

"Reconfiguring possibilities" shouldn't play into the ability to add 1 FTE to this area. This area has been told for several years that a regular hire (vs. temporary hires) will happen, even prior to the prioritization process for 2015-2016 classified professional position requests.

Assessment Specialist

Is this a placeholder job title? Will the duties of this new position be representative job duties of an assessment specialist?

Administrative Assistant II – Administrative Services

We still have questions about breadth of job duties for this position. Will the workload and job duties be in line with the workload of current Administrative Assistant IIs?

RECOMMENDATIONS

Based on feedback in the listening sessions, the committee suggests:

1. At least one of the **Lab Technician** position should be moved to the approved list. Any Lab Technician not moved to the approved list, should be given highest priority as funding becomes available. Rationale for this suggestion: To align with PRBC's recommendation to support lab areas and bolster learning support. Lab Technicians are needed to fill critical gaps in our infrastructure in order to maintain programs and support the needs and success of our students.
2. **Stage Technician** should be moved to the approved list. Rationale for this suggestion: This position had been previously approved. Reconfiguration in area does not affect the need for this position.
3. **TV Studio Assistant** should be moved to the approved list. Rationale for this suggestion: This position had been previously approved. Reconfiguration in area does not affect the need for this position.

The Classified Prioritization Committee will be available to assist in any discussion or analysis needed to implement these recommendations.

Classified Professional Requests 2015-2016

Follow-up for 3/25/15 Meeting with Dr. Sperling Provided by Chabot Classified Senate – 4/1/15

At the conclusion of our 3/25/15 meeting, President Sperling requested that we highlight the positions that were prioritized by Classified Senate, but not included on the administration's initial list. Below is a list of these positions for further review and discussion by administrators. It is our hope that these positions will be reconsidered for possible inclusion on administration's updated list. (As agreed, the updated list will be provided to the sub-committee by April 9th. This deadline ensures that Classified Senate will have adequate time to review the list and provide feedback/recommendations and/or endorsement.)

Outreach & Communications Specialist for Financial Aid We see that an Outreach & Communications Specialist position funded through Equity was proposed by administrators. Will this proposed position also support the needs of Financial Aid as originally requested?	1.0
Student Services Specialist III for Financial Aid	1.0
Instructional Assistant II for DSPS	1.0
Lab Technicians for Applied Tech & Business These positions were discussed in our 3/25/15 meeting.	2.0
Instructional Assistant for Learning Connection This position was discussed in our 3/25/15 meeting.	1.0
Instructional Computer Lab Specialist for MURT, DIGM, PHOT This position was discussed in our 3/25/15 meeting.	1.0
Program Coordinator/Director for TV/Radio Areas This position is listed as "Under Discussion" on the list provided by administrators.	1.0
Institutional Research Clerk III/Admin Research Assistant	1.0
Reclassify Veterans Benefits Specialist to Veterans Coordinator We support reclassification to align positions district-wide.	Reclass
Upgrade Micro/Cell Biology Laboratory Technician We support hiring full-time (12 months) classified professionals whenever possible. Upgrading this position will help support summer sessions. This position was discussed in our 3/25/15 meeting.	Upgrade

Classified Professional Requests 2015-2016

Recommendations/Feedback

Provided by Chabot Classified Senate – 2/5/2015

Classified staff from across campus reviewed classified staff positions requested through 2015-2016 program review submission, and provided feedback and recommendations at a special meeting held on January 14, 2015, and a Classified Senate meeting held on January 23, 2015. This document, prepared by the classified prioritization subcommittee, is a synthesis of those recommendations and statements provided by PBRC, and is intended to help guide the prioritization of filling classified positions for the 2015-2016 fiscal year. Although not every position is addressed in this document, every position is important and should be kept in the conversation going forward. Additionally, we recognize that because our current process only includes positions requested through program review, many position requests that are filled through grants or categorical funding are left out of the prioritization process. In an effort to include these positions, this prioritization subcommittee recommends that the College develop a consultative process through which all stakeholders (e.g., classified prioritization subcommittee) are informed and given an opportunity, if appropriate, to offer recommendations. This addition to our current one year process would also help this subcommittee to be better informed regarding grant and categorical hiring needs, in order to refine and adopt a more inclusive long term Classified Prioritization Process.

In a statement to the subcommittee, PRBC expressed support for the newly adopted Classified Prioritization Process, which gives voice to classified professionals who are uniquely positioned to know what is needed to improve the College's primary services. PRBC emphasized the need to prioritize positions that support the strategic plan goal starting with Admissions and Records, Financial Aid, and learning support, and the importance of maximizing student access. Additionally, in a statement to Faculty Prioritization, PRBC recommended, "that the College consider a radical new direction from its historical pattern. Traditionally, we obtain our FTES goal, translate that to FTEF, and put it on the schedule... we see a critical need for classified and administrative personnel to support our existing and projected FTES goals. Critical gaps in infrastructure prevent us from maintaining programs and meeting student needs."

In general, we support reclassification where classified professionals are already doing the work (e.g., Administrative Assistant II) and/or to align positions district-wide (e.g., Veterans Benefits Specialist vs. Veterans Coordinator). We support hiring full-time classified professionals, as opposed to part-time, whenever possible, as this builds a more cohesive team, and gives classified professionals a greater opportunity to participate in shared governance and professional development activities. We support higher-level classified positions within departments, which can provide leadership, address more complex policy issues, be hands on with job duties, as well as support management. There is also strong support for classified positions that serve global campus needs such as clerical support for shared governance committees, accreditation, and human resources hiring/paperwork.

STUDENT SERVICES: *(Priorities in no particular order)*

Supported Requests:

We support filling all positions funded by Student Success and Support Program (e.g., Degree Audit / Student Education Planning System Coordinator, Transcript Evaluator, etc).

Admissions and Records

- Admissions and Records Assistant II – *This position would help restore the department to its*

previous staffing level and allow A & R to offer extended/evening hours.

STUDENT SERVICES: *(continued from previous page)*

Supported Requests:

Financial Aid

- Outreach & Communications Specialist – *More outreach to our future students would have a direct impact on enrollment by helping students to complete the FAFSA, meet financial aid deadlines, and ensure timely disbursement of aid.*
- Student Services Specialist III – *This position could act as a lead in the absence of the director (e.g., assist with managing staff and troubleshoot more complex issues).*
- Student Services Specialist II – *This position is needed to reduce processing times, which could have a direct impact on student success and enrollment.*

DSPS

- Counselor Assistant I – *This position would help stabilize staffing in DSPS and replace work currently being done by student assistants.*
- Instructional Assistant II

Contested Request:

Psychology Counseling

- Media Specialist – *These duties should fall under the assignments of the Webmaster.*

ACADEMIC SERVICES: *(Priorities in no particular order)*

Supported Requests:

Applied Technology & Business

- Lab Techs/Assistants – *The Lab Tech/Assistant positions requested should be highly prioritized as these positions provide student support within, and outside the classroom (maintaining labs between classes, helping students hands on, fixing machinery, ordering supplies, ensuring safety compliance, etc.), as well as providing support for faculty.*

Office of Academic Services

- Scheduler/Banner Specialist

Learning Connection

- Instructional Assistant for Learning Connection

Music Recording and Technology

- Instructional Computer Lab Specialist (20 hours) – *This department has specific and highly technical computer needs that this position could support thereby reducing the workload of our Computer Support team and faculty within the department.*

Mass Communication/TV

- Program Coordinator (Director of TV/Radio Areas) – *This position is needed to restore the program*

and, if faculty are not currently fulfilling these duties through reassigned time, provide needed supervision/leadership.

ACADEMIC SERVICES:

Requests Requiring Further Assessment/Evaluation:

Nursing

- Simulation Lab Tech/Helper – *We support assessment of this area to identify staffing needs. Possibly a 20 hour position could fulfill this request.*

Science and Mathematics

- MESA Coordinator – *We support assessment of this program in order to identify classified positions that can address the work this program requires (e.g., budget, payroll, hiring, scheduling, Banner data entry for mandated State reports, etc.). With this classified support, the director would be able to do more for the program in terms of outreach, campus wide involvement, coordinating internships, scholarships, etc. If available, we support the use of an alternative funding source (i.e., Student Equity) to support the MESA Program.*
- Supervisor/IA for the STEM Center – *We support assessment of this area to better identify staffing needs. Classified staff could help to ensure we are collecting all student sign-ins that are reported as non-credit hours, as well as follow up with other problems as they arise (e.g., issues with SARS-Trak, go-print, student use copy machine, as well as ensuring the 60+ computers are operational by reporting outages/issues, assist with tutor/faculty scheduling, reporting faculty absences, and general supervision of the whole area, etc). If available, we support the use of an alternative funding source (i.e., Student Equity) to support the STEM Center.*

Contested Requests:

Geography

- Systems Administrator – *Systems Administrator is a high-level position; this position should be supporting more than one area (i.e., Systems Administrator supports entire campus and should fall under Computer Support). The Instructional Support Specialist requested by Administrative Services could be responsible for the duties described in the Geography Department's request.*

Arts, Humanities, and Social Sciences (AHSS)

- Marketing - *Marketing is needed college-wide.*

ADMINISTRATIVE SERVICES: (Priorities in no particular order)

Supported Requests:

Administrative Office/Business Office

- Fiscal Coordinator for Grants and Special Programs – *This would help to facilitate accurate accounting and record keeping, as well as the ability to produce needed reports in a timely manner for grants and categorical funds.*

ADMINISTRATIVE SERVICES: *(continued from previous page)*

Supported Requests:

Campus Safety

- Campus Safety Supervisor – *We support this position, but only if we were to eliminate or lower the amount we currently pay for the HPD officer to oversee the campus safety office. The Director of Campus Safety and Security cannot by law manage campus safety personnel. Hiring a campus safety supervisor would provide continuity in many areas of process management and in leadership/supervision of district employees. Adding this position would align Chabot with LPC in regards to staffing, as well as ensure adequate follow up on internal matters. Possibly, we could have an HPD Liaison Officer, rather than a director.*

Computer Support & Audio-Visual

- Instructional Support Specialist – *IT workload has increased within the past two years in many areas including the number of computers on campus(now 2,400 stations) and support for server demands (now 26 servers). Adding this position would help bring the current workload of computer support personnel within reasonable levels, and also provide additional support for instructional computer labs.*

Reprographics Center

- Reprographics Technician II – *Converting this position from 20 to 40 hours would extend the support we currently offer, provide the campus with evening hours, and ensure the center is operational when another staff member may be absent.*

Requests Requiring Further Assessment/Evaluation:

Administrative Office/Business Office

- College Administrative Assistant (HR/Hiring) – *This request requires further clarification and assessment. We recognize that such a position would serve a global campus need and, therefore, should be a priority. Our concern, however, is that the described duties for this position seem better suited for a Human Resources Technician I than for an Administrative Assistant.*

Development Office

- FTE Grant Developer/Writer and Development Specialist (2 separate positions) – *The subcommittee was informed that, due to special circumstances, the Development Office was not able to submit a program review for 2015-2016. As a result, the needs of the Development Office were not fully considered through our review process. In an email to the subcommittee, the Development Office expressed a need for 3 positions – Administrative Assistant II, FTE Grant Developer/Writer, and Development Specialist. It was the subcommittee's analysis that the Administrative Assistant II request had been captured in the Office of Development and the Foundation's program review submitted to PRBC in October 2014, and, as such, this position was considered in our review process. The FTE Grant Developer/Writer and Development Specialist requests, however, did not appear in this program review and, therefore, these positions were not fully reviewed through our process. By adhering to the guidelines outlined in the Classified*

Prioritization One Year Process, Classified Senate was not prepared to make accommodations for special circumstances. We plan to address this issue in our next revision to the process.

PRESIDENT'S OFFICE:

Supported Request:

Institutional Research

- Institutional Research Clerk III/Admin Research Assistant – *This position would help to stabilize the staffing in the IR office, provide more support to the campus community, and replace work currently being done by student assistants.*