

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: Noell Adams
(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

Rank	Requested Position Title	Weighted Value	Clarify pathways	Strengthen student support	Mandate or regulation	Improve safety	Fill a vacancy	Provide necessary expertise	Increased demand for service	Help achieve equitable outcomes	No criteria met	A - H Average
			A%	B%	C%	D%	E%	F%	G%	H%	I%	
1	Program Director, Learning Connection (Learning Connection)	25.00	14%	100%	14%	29%	29%	86%	93%	71%	0%	54%
2	Senior Instructional Assistant (Online Learning)	15.00	0%	100%	0%	8%	92%	92%	92%	42%	0%	53%
3	Library Technician (increase current 10 month 26 hour employee to Full Time) (Library)	15.00	7%	100%	14%	43%	21%	43%	93%	64%	0%	48%
4	Instructional Assistant, English (Learning Connection)	12.50	8%	83%	8%	42%	8%	67%	75%	42%	0%	42%
5	IT Staff (Engineering)	10.00	7%	71%	0%	14%	7%	79%	79%	29%	0%	36%
6	Career/Transfer/Employment Coordinator (Career & Transfer Center) (General Counseling) (Counseling Dean's Summary)	9.63	60%	93%	20%	7%	40%	67%	73%	60%	0%	53%
7	Administrative Services Technician (Business Services)	9.00	8%	25%	8%	17%	8%	83%	50%	25%	8%	28%
8	Mailroom Clerk (Switchboard & Mailroom)	9.00	0%	7%	7%	7%	86%	57%	50%	0%	7%	27%
9	Admissions & Records Assistant II (Admissions & Records)	8.25	24%	100%	24%	6%	47%	29%	76%	41%	0%	43%
10	Part Time, 20 hours/week: Web Assistant (Webmaster)	8.00	15%	31%	15%	0%	8%	46%	69%	15%	15%	25%
11	Outreach Specialist (First Year Experience & Pathways)	7.50	83%	100%	0%	0%	8%	50%	58%	92%	0%	49%
12	Instructional Assistant, ESL (Learning Connection)	7.50	17%	92%	8%	33%	8%	83%	75%	50%	0%	46%
13	Performing Arts Specialist (Theater)	7.50	8%	67%	0%	25%	8%	100%	42%	17%	0%	33%
14	Campus Safety Officer (Campus Safety & Security)	7.00	7%	29%	0%	100%	14%	29%	57%	0%	0%	29%
15	Outreach & Communications Coordinator, Financial Aid (Financial Aid)	5.50	44%	94%	19%	13%	13%	44%	56%	50%	0%	41%
16	Instructional Assistant, Mass Communications (Mass Communications)	5.00	8%	85%	38%	54%	69%	85%	31%	38%	0%	51%
17	Instructional Assistant, Math (Learning Connection)	5.00	8%	92%	0%	42%	8%	83%	92%	50%	0%	47%
18	Community Television Assistant, PEG TV (Mass Communications)	5.00	8%	46%	15%	15%	23%	92%	85%	8%	0%	37%
19	Part Time, 24 hours/week: Instructional Assistant, Early Childhood Development (Early Childhood Development)	5.00	38%	69%	0%	0%	0%	77%	46%	54%	0%	36%
20	Part Time, 20 hours/week: Clerical Assistance, Accredited Regional Training Program (Applied Technology & Business)	5.00	8%	50%	67%	0%	8%	75%	42%	8%	0%	32%
21	Counseling Assistant II (Change it Now (CIN))	5.00	8%	83%	0%	17%	0%	42%	17%	75%	0%	30%
22	Administrative Assistant, Athletic Eligibility & Facilities Management (Kinesiology & Athletics)	5.00	0%	58%	50%	8%	8%	50%	17%	25%	0%	27%
23	Instructional Systems Technician (Computer Support & Audio Visual)	5.00	0%	55%	0%	18%	18%	36%	55%	18%	9%	25%
24	Coordinator/Supervisor, Financial Aid (Financial Aid)	4.13	24%	82%	47%	6%	29%	76%	76%	47%	6%	49%
25	Program Coordinator, College Transitions (SSSP)	4.13	53%	73%	7%	7%	13%	47%	40%	60%	20%	38%
26	Research Analyst/Programmer (Office of Institutional Research)	4.00	23%	31%	0%	0%	15%	54%	69%	31%	15%	28%
27	Administrative Assistant or Senior Administrative Assistant (Office of Institutional Effectiveness)	4.00	31%	46%	0%	0%	8%	38%	54%	31%	8%	26%
28	Part Time, 24 hours/week: Campus Safety Officer (Campus Safety & Security)	4.00	0%	23%	0%	92%	23%	23%	31%	0%	8%	24%
29	Program Coordinator, Former Foster Youth & Homeless (Special Programs & Services Dean's Summary)	3.44	31%	77%	15%	15%	23%	54%	38%	69%	0%	40%
30	Administrative Assistant (1 of 2) (First Year Experience & Pathways)	2.50	75%	75%	0%	0%	33%	33%	42%	42%	0%	38%
31	Part Time, 20 hours/week: Laboratory Technician, Biology (Evening) (Biology)	2.50	8%	67%	0%	25%	0%	75%	67%	42%	0%	35%
32	Part Time, 20 hours/week: Laboratory Technician, Chemistry (Evening) (Chemistry)	2.50	8%	67%	0%	33%	8%	75%	50%	33%	0%	34%
33	Stage Technician (Reed L. Buffington Visual & Performing Arts Center)	2.50	0%	38%	8%	54%	62%	62%	31%	0%	0%	32%
34	Accounting Technician (Applied Technology & Business)	2.50	0%	42%	17%	0%	8%	67%	67%	33%	17%	29%
35	Program Director, Paralegal (Administration of Justice)	2.50	50%	42%	0%	8%	0%	75%	25%	25%	0%	28%
36	Program Coordinator, RISE (VP, Academic Services Office)	2.50	33%	58%	8%	0%	0%	33%	25%	67%	8%	28%
37	Administrative Assistant (VP, Academic Services Office)	2.50	0%	25%	0%	0%	8%	67%	58%	33%	0%	24%
38	Admissions Specialist, International Students (International Students)	1.38	14%	86%	14%	0%	57%	57%	14%	29%	0%	34%
39	Part Time, 20 hours/week: Administrative Assistant (VP, Student Services Office)	1.38	0%	42%	8%	0%	0%	0%	67%	8%	17%	16%
40	Part Time, 15 hours/week: Administrative Assistant (Office of Institutional Research)	1.00	0%	18%	0%	0%	18%	55%	64%	9%	18%	20%

Classified Senate's 2018-19 Classified Prioritization List

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41	Senior Administrative Assistant (Grant Development Office)	1.00	0%	0%	0%	8%	8%	50%	58%	8%	8%	17%
42	Part Time, 20 hours/week: Instructional Assistant, ESL (English as a Second Language)	0.00	18%	100%	0%	27%	9%	82%	82%	36%	0%	44%
43	Coordinator, Work-Based Learning (First Year Experience & Pathways)	0.00	50%	75%	0%	0%	8%	67%	50%	58%	0%	39%
44	Part Time, 20 hours/week: Instructional Assistant, Mass Communications (Mass Communications)	0.00	8%	92%	8%	25%	33%	83%	25%	25%	0%	38%
45	Administrative Assistant (2 of 2) (First Year Experience & Pathways)	0.00	75%	75%	0%	0%	33%	33%	42%	42%	0%	38%
46	Part Time, 20 hours/week: Senior Instructional Assistant, Administration of Justice (Administration of Justice)	0.00	25%	75%	0%	0%	33%	58%	25%	42%	0%	32%
47	Part Time, 20 hours/week: Instructional Assistant, Music Technology (Music Recording & Technology)	0.00	8%	92%	0%	17%	0%	75%	42%	17%	0%	31%
48	Part Time, 20 hours/week: Laboratory Technician, Art (Art)	0.00	0%	92%	0%	42%	0%	58%	33%	17%	0%	30%
49	Instructional Assistant, Psychology (Learning Connection)	0.00	0%	73%	0%	9%	0%	64%	45%	45%	0%	30%
50	Part Time, 16 hours/week: Campus Safety Officer (Campus Safety & Security)	0.00	0%	17%	0%	100%	17%	25%	25%	0%	0%	23%
51	Part Time, 15 hours/week: Administrative Assistant (Mathematics)	0.00	17%	50%	0%	0%	0%	33%	25%	25%	8%	19%
52	Box Office/Marketing Specialist (Theater)	0.00	0%	8%	0%	0%	8%	50%	33%	0%	17%	13%