



**TO:** Career Education Committee

**FROM:** Career Education Sub-committee, Heather Hernandez, Safiyyah Forbes, and David Vetrano

**DATE:** May 3, 2021

**RE:** Recommendation on a replacement protocol for new positions and to determine which positions to rehire when vacated.

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**New positions:**

- New positions should be submitted through Program & Area Review each year.
- Positions should flow to their respective prioritization committees, Classified, Faculty, and Administration.
- Guidance from the CE Committee should be provided to the prioritization committees on positions that could potentially be funded by CE or are a priority for the CE Committee; or a presentation on positions as appropriate. The CE Committee could continue to utilize the voting ballot to determine the most supported positions by the committee and that could be provided to prioritization committees as an information item to help guide prioritization.
- Hiring of new positions should not be determined in the CE Committee; they should flow through the broader institution processes with the hope of breaking down funding silos to better align restricted funding with college priorities, build transparency, and utilize a process that can be replicated year over year.
- Once determined, funds for new positions, or positions moved to CE funding through the integrated planning and budget process, should be encumbered at the start of the fiscal year so that those funds will not be considered available for new CE project proposals.

**Rehire of existing positions:**

- Positions left vacant, for any reason, should be reviewed by the hiring manager. Upon review, the Senior Leadership Team (SLT) may choose to fill vacated positions deemed essential for college functionality at any time during the prioritization cycle. If the vacancy is not filled, it would need to go back through prioritization if it is requested in the future.
- Funds for existing positions should be encumbered at the start of the fiscal year so that those funds will not be considered available for new CE project proposals.

**Documents/Websites to Review:**

- Classified Prioritization Process
  - [www.chabotcollege.edu/governance/classified-senate/docs/prioritization/prioritizationprocess.pdf](http://www.chabotcollege.edu/governance/classified-senate/docs/prioritization/prioritizationprocess.pdf)
  - [www.chabotcollege.edu/governance/classified-senate/prioritization.php](http://www.chabotcollege.edu/governance/classified-senate/prioritization.php)



- Administrative Prioritization Process
  - [www.chabotcollege.edu/governance/docs/administrativeprioritizationprocess.pdf](http://www.chabotcollege.edu/governance/docs/administrativeprioritizationprocess.pdf)
  - [www.chabotcollege.edu/governance/administrative-prioritization-committee](http://www.chabotcollege.edu/governance/administrative-prioritization-committee)
- Faculty Prioritization Process
  - [www.chabotcollege.edu/governance/faculty-prioritization-committee/docs/general/faculty%20prioritization%20process%20oct%202019%20final%201.pdf](http://www.chabotcollege.edu/governance/faculty-prioritization-committee/docs/general/faculty%20prioritization%20process%20oct%202019%20final%201.pdf)
  - [www.chabotcollege.edu/governance/faculty-prioritization-committee](http://www.chabotcollege.edu/governance/faculty-prioritization-committee)