**MEMO**

Date: March 1, 2016

To: Roundtable, Classified Senate, and Faculty Senate

From: Tram Vo-Kumamoto, VP of Instruction

CC: Dr. Krista Johns, President

 Dr. May Chen, VP of Institutional Effectiveness

 Dr. Josefina Baltodano, VP of Student Services

Re: Classified Prioritization Committee Recommendations

**Classified Prioritization Committee**

**Faculty Representation:** Josh Boatright, Jennifer Lowood, Laura Roberto

**Classified Representation:** Donna Dorsey, Roberto Gonzalez, Marilyn Montague, Karen Shields

**Admin. Representation:** Antonio Barriero, Brenda Johnson, Shirley Slaughter

The classified prioritization committee met on Monday, February 29 to review the classified prioritization process. The following is the committee’s recommendation broken up into two categories Priority 1 – need now and Priority 2 – need next year.

**Priority 1**

General Fund (Ranked – 1 is highest)

1. Distance Ed Analyst
2. Instructional Assistant English
3. Chemistry Lab Technician
4. Duplicating Technician
5. Instructional Assistant Math
6. Library Technician

Categorical Fund (Unranked)

* Admissions and Records Technician
* Campus and Student Life Staff Assistant
* DSPS Staff Assistant
* Financial Aid Clerical Assistant
* Student Personnel Services Specialist – Orientation and Assessment Outreach

**Priority 2**

College Operational Needs (unranked)

* Custodian
* IT Staff
* Staff Assistant, Business Office
* Storekeeper

Programmatic Needs (unranked)

* Art Studio Lab Assistant
* Career Services Specialist\*
* CIS Lab Technician
* Counseling Clerical Assistant
* DSPS Instructional Assistant (3)
* Financial Aid Placement Assistant
* Instructional Assistant English (1)
* Instructional Assistant HUSV
* Instructional Assistant MMART
* Instructional Assistant Spanish
* Program Specialist, Academic Pathways\*
* Program Specialist, Workforce and Applied Science\*
* Veterans Program Staff