**MEMO**

Date: April 13, 2015

To: Roundtable, Classified Senate, and Faculty Senate

From: Tram Vo-Kumamoto, VP of Instruction

CC: Dr. Deborah Budd, President

Dr. May Chen, VP of Student Services

Re: Classified Prioritization Committee Recommendations

**Classified Prioritization Committee**

**Faculty Representation:** Fabian Banga, Jennifer Lowood, Linda McAllister

**Classified Representation:** Dwayne Cain, Nancy Cayton, Roberto Gonzalez, Catherine Nichols

**Admin. Representation:** Antonio Barriero, May Chen, Shirley Slaughter

On Friday, April 10, 2015 the Classified Prioritization Committee met to go over their role as committee members and to rank the twelve priority 1 positions. After hearing about the funding available, the committee grouped the twelve positions into 3 categories (Funded Position, Proposed Position – Categorical Fund, Proposed Position – General Fund). Since the appropriate funding was deemed available for the funded position and proposed position – categorical groups, the committee chose to only rank the proposed positions – general category.

Funded Position

* Public Information Officer

***Recommendation:*** *Since funding is already available for this position AND this position is deemed a critical role for the college, the committee recommends that the college move forward to hire.*

Proposed Positions - Categorical Fund (not ranked)

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

***Recommendation:*** *Since funding is available for the above positions, the committee recommends that the college move forward to hire the above positions.*

Proposed Positions - General Fund (In ranked order starting with the highest need)

* Distance Ed Analyst
* Instructional Assistant English
* Chemistry Lab Technician
* Campus and Student Life Staff Assistant
* Duplicating Technician
* Instructional Assistant Math
* Library Technician

***Recommendation:*** *Upon funding, the committee recommends that the college move forward to hire based on the above prioritization.*