Classified Hiring Priority Committee

CHP Membership 2018-2019:

Student Services: Claudia Estrada (Supervisor), Vanndaro Chhum, Olivia Picolla (Co-Chair)
Administrative Services: Ellen Engels, Marco Chavez
Instructional Services: Jeannette Leon, Ikuko McAnally (Co-Chair)
Administration: Lorenze Legaspi, Monica Romero

www.sdmesa.edu/about-mesa/governance/committees/classified-hiring-priority-committee.shtml
Committee Overview

• The purpose of the CHP Committee is to review classified personnel requests made during the Program Review process and make recommendations to President’s Cabinet.
• The committee also reviews and updates the CHP request form and criteria rubric.
• CHP committee met twice in the fall and once every two weeks upon receipt of requests from the Program Review Committee.
CHP Updates

- **CHP Form:**
  - The CHP request form was added under the new REQUESTit system in the 18-19 academic year.
  - CHP updated the questions integrating equity.
  - Increased the character limit in Q1 from 5,000 to 10,000 and Q2 from 1,500 to 3,000.
  - Added clarifying questions (these are not scored):
    - "Is this a shared position? Yes or No"
      - If yes, which department are you sharing a position with?
    - "Is this an increased position? Yes or No"
      - If yes, describe current FTE and month/year and requested FTE and month/year. (ex. from 0.5 FTE to 1.0 FTE and 10 month/year to 12 month/year)
CHP Updates contd.

- **Rubric:**
  - Reorganized criteria so that it could be met by either including the information in Q1 or Q2.
  - Added *Address Equity* as a criteria aligning with integrating equity into the questions.
  - Added Equity and Excellence under the *Impact on Outcomes* criteria.

- With the added Equity criteria, the maximum average score will now be 25 points from 20 points.
Process Overview

- Classified personnel requests submitted during the Program review process are vetted by the CHP committee based on the rubric and then ranked.
- CHP paid close attention to data making sure it was included in the responses.
- When new funding is received or a re-organization of functions occurs, the CHP list is referred to by the President for consideration.
Notes regarding CHP Recommendation List

• Only one position request per form.
• Highest and lowest scores were removed
• Final scores are calculated to an average
• The maximum average score that can be achieved was 20
• Shared position requests are first scored individually
  and then combined for a final average
• None of the ranked positions had valid documentation of Health & Safety nor Accreditation regulations.
• Note that the Position Request process cannot be used for position reclassification.
CHP Recommendations

Classified Hiring Priority Recommendation List
Thank You & Questions

"Great things in business are never done by one person, they’re done by a team of people."
- Steve Jobs -

2019 - 2020 Committee Membership

Student Services: In progress
Administrative Services: Ellen Engels (Chair)
Instructional Services: (In progress - 1 Vacancy), Ikuko McAnally
Administration: Lorenze Legaspi, Monica Romero