

San Diego Mesa College
Classified Hiring Priority Committee
Prioritization List Spring 2013

1	Career Center	Senior Student Services Assistant	1.0 / 12 month
2	Testing/Orientation	Student Services Assistant	1.0 / 12 month
3	Admissions (1)	Senior Student Services Assistant (1)	1.0 / 12 month
3	Employment / Payroll	Administrative Technician	1.0 / 12 month
4*	Student Health Services	Senior Student Services Assistant	1.0 / 10 month
5	Physical Science / Physics / Engineering	Instructional Lab Technician	1.0 / 12 month
6	Admissions (2)	Senior Student Services Assistant (2)	1.0 / 12 month
7	Biology	Instructional Support Supervisor	1.0 / 12 month
7	DSPS	Student Services Assistant	1.0 / 12 month
8	DSPS	Senior Clerical Assistant	1.0 / 12 month
9	Reprographics (1)	Production Services Assistant (1)	1.0 / 12 month
10	Business Services	Senior Accounting Technician	1.0 / 12 month
11	Drama	Theater Technician	1.0 / 12 month
12	Reprographics (2)	Production Services Assistant (2)	1.0 / 12 month
13	Dental Assisting	Instructional Lab Technician	0.5 / 12 month
14	Stockroom	Stockroom Clerk	1.0 / 12 month
15	Architecture / Interior Design	Program Support Technician	1.0 / 12 month
16	Art, Fine (1)	Instructional Lab Assistant (1)	1.0 / 12 month
17	Psychology	Senior Clerical Assistant (2)	0.5 / 12 month
18	Art, Fine (2)	Instructional Lab Assistant	1.0 / 12 month
19	Outreach	Student Services Technician	1.0 / 12 month
20	DSPS / High Tech Center	Instructional Assistant	1.0 / 12 month

*Positions in this department are funded solely from Student Health Fees.

Note:
Positions requests reviewed from the Spring 2012 Program Reviews.

Classified Hiring Priority (CHP) Committee
February 05, 2013 Minutes

Present: Shannon Bacon, Paul Gomez, Ashanti Hands, Trina Larson, Andrew MacNeill, Jane Ponce, Monica Romero, Rocio Sandoval, Robin Watkins, Kathleen Wells

Absent: None

Guests: Tim McGrath

1.0 REVIEW OF COMMITTEE CONFIDENTIALITY

Vice President Tim McGrath addressed the CHP Committee on confidentiality. To keep the integrity of the voting process and its results, the members were reminded that all information related to the scoring and ranking of classified position requests should remain as such before, during and after each session. All process inquiries should be addressed to the CHP Chair.

2.0 REVIEW SCORING AND SUBSEQUENT DISCUSSION

The CHP Committee reviewed the spreadsheet for individual member scoring, total scoring as well as final ranking. The issue of committee members scoring for their own department's position(s) was again discussed. As noted before, as long as members were consistent in their scoring of all positions and scoring was only based on the information provided the committee once again agreed that all members should score on all positions. Discussion ensued regarding the ranking and how members scored based on their review of provided information for position requests. A tie was noticed. It was agreed that the ranking for ties should receive the same numeric value as its counterpart (i.e. request #2 and request #3 had the same ranking; they would both be identified as #2). Recommendations to Program Review for improving communication with requesting departments on how to complete the rubric form will be taken to the Program Review Committee by Kathleen Wells, current Program Review Co-Chair.

3.0 FINAL RANKING

After much discussion, the CHP Committee agreed that the member scores and ranking would remain as originally submitted. It was noted that the process would need to be reviewed in the Spring based on a number of topics and questions that arose. All believed that the first go around was successful. The results will be forwarded to BARC via PIEC.

4.0 NEXT MEETING

It was agreed (as stated above) that the next meeting agenda would focus on the first completed process, discuss ways to change the process as needed, and answer questions that may arise. The topics to be discussed are:

- Current process examination
- Rubric streamlining
- Ranking ties
- Subjective scoring
- Data use and how it plays a role in scoring
- How requests are written and its role in scoring/ranking
- Timeline for request of classified position
- How to score multiple positions of the same classification
- Request separation based on funding

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- The next CHP Committee meeting is scheduled for Tuesday, March 05, 2013 at 10:00 a.m. for an hour and one-half.

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