

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

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):

- o **"Is this a shared position? Yes or No"**

- If yes, which department are you sharing a position with?

- o **"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)



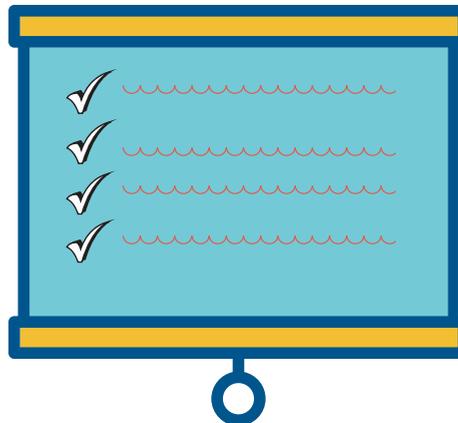
CHP Updates contd.

- **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