

## Classified Hiring Prioritization Criteria, Rank & Costs

Criteria	Impact on Campus Operations	Infrastructure Needs	Impact on Student Success & Enrollment	Priority (Top 3)	Costs
<b>Academic Affairs</b>					
1. Sr. Office Assistant				X	36,768
2. Office Assistant (AH)				X	33,036
3. Office Assistant (Educ Services)					
4. Office Assistant (Bus)				X	33,036
5. Admin Assistant					
6. Life Sciences Lab Tech					
7. Lab Assistant (Earth)					
8. Lab Assistant (Phys Sciences)					
9. Library Tech					
10. Instructional Assistant -IT					
11. Instructional Media Tech					
<b>Sub-total</b>					<b>\$102,840</b>
<b>Administrative Services</b>					
1. Admin Analyst					
2. Purchasing Aide					
3. Payroll Assistant					
4. Accounting Assistant					
5. Auto Mechanic				X	55,320
6. Custodian				X	32,760
7. Custodian					
8. Custodian					
9. Custodial Supervisor					
10. Construction Maintenance Planner & Scheduler					
11. Computer & Network Support Specialist				X	59,388
12. Sr Comp Support Spec					
13. Web Designer					
<b>Sub-total</b>					<b>\$147,468</b>
<b>Student Services</b>					
1. Grad Office Trans Evaluator (0.5 FTEE)				X	19,722
2. Athletic Trainer					
3. Financial Aid Assistant				X	35,436
4. Student Services Specialist				X	54,384
<b>Sub-total</b>					<b>\$109,542</b>

**Grand Total**

**\$359,850**

# DRAFT

## MASTER CALENDAR OF TIMELINES & TASKS - Academic Affairs & Office of Instruction

<--Enter dates to include in filter--> 11/2/15, Mon 11/14/15, Sat

Still needs to be reviewed against the new AFT contract

Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk.	Task	Task Details	AFT Contract
Deans, Admin. Staff	Summer/Fall	10/20/15, Tue	11/2/15, Mon		Sched. prep.	Schedule meetings between Deans, Chairs and Karen to discuss the <b>galley</b> redlines.	
Deans, Chairs, Academic Affairs team	Summer/Fall	10/22/15, Thu	11/2/15, Mon		Sched. prep.	Deans meet with Chairs and others, review the <b>Galley</b> redlines for Summer/Fall, then submit to Karen	
Peer Review Committee	1-3 year cycle for each member		11/2/15, Mon	?	Evaluations (Comprehensive)	Complete - Comprehensive evaluation. Committee continues gathering data, reviews, and completes the Comprehensive evaluation summary and forwards it to the	Art. 19.G.5. Art. 42. Appendix C
Admin. Staff	Monthly (as needed)		11/2/15, Mon		Facilities mgmt.	Generate Room Listing of Weekend Classes for Campus Sheriff's Office	
Academic Senate	1st & 3rd Tuesd		11/3/15, Tue		Committees	Academic Senate Executive Board meeting	
V.P., Deans, Chairs, others	1st Tuesday		11/3/15, Tue		Div. Council	Divisional Council meeting	
???	As needed		11/4/15, Wed	?	Accreditation	In November - College constituencies sign off on report before submitting to Board	
Planning Committee	1st Wednesday		11/4/15, Wed		Committees	Planning and Institutional Effectiveness Committee meeting	
Student Success / ATD	1st Wednesday		11/4/15, Wed		Committees	Student Success / ATD Committee meeting	
Core Team							
FYI	Monthly		11/4/15, Wed		FYI	Payroll Lockout - Semi-monthly	
V.P., Deans, Helen, Karen, Kimberly	Wednesdays		11/4/15, Wed		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays		11/4/15, Wed		FYI	Office of Instruction follow up meeting	
Admin. Staff	Yearly		11/4/15, Wed		Notices	Send holiday closure announcement to faculty through academic affairs email for Veteran's Day.	
College Council	1st Thursday		11/5/15, Thu		Committees	College Council meeting	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
V.P. (via Admin. Staff)	Spring	10/30/15, Fri	11/6/15, Fri	Fa 10	Instr. Asg's.	Offer letters are mailed (email with return receipt acceptable) for Spring adjunct assignments (by end of 10th week of prior semester).	Art. 16.A.4.
V.P., Deans, Admin. Staff	Every other Friday	-	11/6/15, Fri		FYI	Academic Affairs - all staff meeting	
Deans, Admin. Staff	Summer/Fall	10/29/15, Thu	11/9/15, Mon		Sched. prep.	Schedule follow up meetings (as needed) between Deans, Chairs and Karen to discuss the <b>galley</b> redlines.	
Karen	Summer/Fall	11/2/15, Mon	11/9/15, Mon		Sched. prep.	1. roll over cost centers in DAY 2. rolls over previous terms on Protocol, if not done during galley prep 3. request District do global changes if needed	
Deans, Chairs, Academic Affairs team	Summer/Fall	11/2/15, Mon	11/9/15, Mon		Sched. prep.	Deans hold follow up meetings with Chairs, review/finalize the <b>Galley</b> redlines, assignments by seniority and Work Block forms for Summer/Fall, then submit to	
Accreditation Steering Committee	2nd Monday	-	11/9/15, Mon		Committees	Accreditation Steering Committee meeting	
Work Environment Committee	2nd Monday	-	11/9/15, Mon		Committees	Work Environment Committee meeting	
Faculty being reviewed	1-3 year cycle for each member	-	11/9/15, Mon	?	Evaluations (Comprehensive)	Faculty member being reviewed has 5 days to submit comments on the Comprehensive evaluation summary to the committee.	Art. 19.G.9. Art. 42. Appendix C
Tenure Review Committee, Probationary member	Yearly	-	11/9/15, Mon		Tenure Review	Tenure Review Committee gathers and summarizes data, shares with faculty member in a final evaluation committee	Art. 42.C. Appendix C
Professional Learning Sub Committee	?	-	11/10/15, Tue		Committees	Professional Learning Sub Committee	
Academic Senate	2nd & 4th Tuesday	-	11/10/15, Tue		Committees	Academic Senate meeting	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. WK	Task	Task Details	AFT Contract
Professional Learning Subcommittee	?	-	11/10/15, Tue		Prof. Dev.	Professional Learning Subcommittee	per K. Manner
V.P., Deans, Helen, Karen, Kimberly	Wednesdays	-	<del>11/11/15, Wed</del>		FYI	Office of Instruction meeting	
Deans, Admin. Staff	Wednesdays	-	<del>11/11/15, Wed</del>		FYI	Office of Instruction follow up meeting	
FYI	Yearly	-	11/11/15, Wed		Holiday	Veteran's Day	Art. 11, App. M
Student Equity, Access and Completion Committee (SEAC)	2nd Thursday	-	11/12/15, Thu		Committees	Student Equity, Access and Completion Committee meeting (formerly EMC)	
Faculty teaching D/DL	Spring	11/2/15, Mon	11/16/15, Mon	?	Instr. Asg's.	Faculty who agree to an increased enrollment limit in their D/DL class, submit written approval prior to the term's priority enrollment start.	Art. 40.C.
Karen, Admin. Staff	Monthly	11/13/15, Fri	11/18/15, Wed		Instr. Asg's.	Checks instructor asgs (and corrects as needed) prior to Payroll Lockout to be sure: - Systems are in sync - SFP is coded properly - In-progress classes are set up properly - Pending ESCs are processed...	
Probationary faculty member	Yearly	11/9/15, Mon	11/19/15, Thu		Tenure Review	Probationary member has 10 days to comment on review before it is forwarded to V.P.	Art. 42.B. Appendix C
Faculty	Spring	11/6/15, Fri	11/23/15, Mon	Fa 13	Instr. Asg's.	Faculty return written acceptance or refusal of Spring adjunct assignment within 10 working days of the offer.	Art. 16.A.4.
Karen	Summer/Fall	<del>11/9/15, Mon</del>	<del>11/23/15, Mon</del>		Sched. prep.	1. puts Galley redlines on Protocol, & ACT, Puente, Intern'l, Jumpstart... (if not done already), 2. misc. clean up.	

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Party(ies)	Cycle	Target Date to Begin Task	Completion Date	Sem. Wk	Task	Task Details	AFT Contract
V.P. or designee, Chair, Supervisor	1-3 year cycle for each member	9/24/15, Thu	11/25/15, Wed	?	Evaluations (Basic)	Continue - Basic evaluations.	Art. 19.E-F. Art. 19.J. Appendix C
V.P. or designee	2 year cycle for each member	8/24/15, Mon	12/4/15, Fri	?	Evaluations (Division. Chair)	Division Chair evaluations - conducted by the V.P. or designee	Art. 19.K-M. Appendix C
Deans, Chairs	Fall	8/24/15, Mon	12/11/15, Fri		Sched. prep.	Review any Tutoring opportunities and set up sections as needed to capture non-credit positive attendance hours (FTES).	Audit requirement
Kathy	Fall	9/1/15, Tue	12/11/15, Fri		Sched. prep.	Review the collection of non-credit positive attendance hours (in the library). Remind IT to update as needed.	



# ENROLLMENT CAP INCREASE REQUEST

Per the new Collective Bargaining Agreement online instructors may increase their enrollment cap by submitting the following form to their Division Chair

AFT Local 1521 CBA  
Article 40: Distance Learning  
Section C: Class Size and DL Assignments

“Class size limits shall only be raised with the prior approval of the assigned faculty member in consultation with the department/division chair and the appropriate vice president or designee. Beginning at the point a class reaches its enrollment limits, students may only be added with the permission of the course’s assigned faculty member.”

SEMESTER	YEAR	COURSE	SECTION #

INSTRUCTOR’S LAST NAME	INSTRUCTOR’S FIRST NAME

\_\_\_\_\_  
**Instructor** **Date**

\_\_\_\_\_  
**Division Chair** **Date**

\_\_\_\_\_  
**Dean** **Date**

\_\_\_\_\_  
**Vice President of Academic Affairs** **Date**

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