

From: [Joel Kinnamon](#)
To: [College of the Desert Distribution Group](#)
Subject: Fall 2019 Staff and Equipment Prioritization Update
Date: Thursday, January 30, 2020 2:48:22 PM

Dear Colleagues,

As part of the synchronization of the Program Review Update (PRU) submission timeline for student services and support services programs with the Program Enhancement Plan/Program Enhancement Plan Update (PEP/PEP-Up) submission timeline for instructional programs during the current academic year, the Office of Institutional Effectiveness and Planning conducted additional prioritization sessions for new classified staff positions and equipment during fall semester 2019. Prioritization for staff positions took place on November 15, 2019. Prioritization for equipment took place on December 6, 2019.

Classified Staff Positions

[Classified staff positions as prioritized by the Staff Prioritization Committee](#) were reviewed by Executive Cabinet. One (1) position was approved for recruitment:

- Library Specialist – Technical Services

Equipment

- **Instructional equipment** requests defined as High Tier were prioritized by the Equipment Prioritization Committee. [The top 16 instructional equipment requests](#) totaling \$275,694 were approved by Executive Cabinet for purchase.
 - Note regarding item #2: The existing kilns will be examined to see if they can be repaired. If not, new kilns will be purchased.
- **Non-instructional equipment/technology** requests defined as High Tier were prioritized by the Equipment Prioritization Committee. [The top three \(3\) non-instructional equipment/technology requests](#) totaling \$81,317 were approved by Executive Cabinet for purchase.

Going forward, PEPs, PEP-Ups, and PRUs are all due on March 15. As of 2020, staff and equipment prioritization will take place during spring semester each year while faculty prioritization will take place during fall semester.

Thank you to the COD community, and particularly the members of the two prioritization committees, for your involvement in this important institutional planning activity. I deeply appreciate your work.

Sincerely,
Joel