

**From:** [Annebelle Nery](#)  
**To:** [College of the Desert Distribution Group](#)  
**Subject:** Planning & Prioritization Time--Part II: Staff and Equipment Prioritization Update  
**Date:** Tuesday, March 07, 2017 2:48:42 PM

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Good Afternoon College of the Desert,

**Please prioritize your staff and equipment requests within your own units, departments and executive branch (see below).** You will be prioritizing 3 lists: Staff, Instructional Equipment/Technology and Non-Instructional Equipment/Technology. These lists should be derived from the submitted program review updates in your areas. If you have not done so, please submit all your program review addendums to Sai Vang by March 15th, 2017 (use the same PRU template and fill in the changes/additions).

**Equipment is defined** as any item whose total cost (including shipping, tax, installation, etc.) is greater than \$500, and has a useful life of more than one year. Class sets or kits made up of items that individually cost less than \$500 may qualify as “equipment” if they do not include consumables or are expected to serve the classroom for more than a year and are purchased as a complete set or kit, so long as the set cost exceeds \$500. Consumables, replacement and individual items that cost less than \$500 are generally classified as supplies.

Programs/Units within your executive units (Office of the President, Student Success and Student Learning, Administrative Services, Human Resources) should begin prioritizing their respective lists. Then proceed to prioritize within their executive unit. Once your respective prioritization is complete, please send me and Sai a copy of the agendas, minutes, and prioritized list by **5pm, Wednesday April 19, 2017**. Please use the prioritized lists [template](#).

The **staff prioritization will occur Friday April 28<sup>th</sup> from 12-3pm (lunch will be provided)**. Please note that a workgroup is currently working on improving the process so more details will follow.

**The college equipment prioritization is scheduled for Friday May 5<sup>th</sup> from 12-3pm** (lunch will be provided). Please note that a workgroup is currently working on improving the process so more details will follow. Participating in the college equipment prioritization are the Executive, Senate Executive, Deans, Department Chairs, and CSEA representative.

**President** – President’s Office, Educational Centers, Institutional Advancement, and Community Education-PaCE

**Administrative Services** – Vice President’s Office, Facilities (Custodial, Grounds, Maintenance & Operations), Fiscal/Business Services, Information Technology/Information Systems, and Public Safety

**Human Resources** – Vice President’s Office and Human Resources

**Student Learning** – Vice President’s Office, Applied Sciences & Business, Communication & Humanities, Health Sciences & Education, Library and Learning Resources, Math & Sciences and Social Sciences & Arts

**Student Success** – Vice President’s Office, Counseling Services, Enrollment Services, and Institutional Research

Our PRUs are directly tied to our prioritization, planning and resource allocation. Dates for equipment and staff prioritization have been updated for the 2016-2017 Prioritization Cycles— please click on the following link for the current [dates](#).

Thank you and we look forward to your participation in our planning processes!

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