

**San Diego Continuing Education  
Faculty Hiring Priorities Committee  
Minutes**

Tuesday, May 16, 2018  
4 p.m. – 5 p.m., ECC, Rm. 121

<b>ATTENDEES/ PROXIES</b>	<b><i>Committee Members</i></b>	
	John Bromma, Co-Chair – Absent	Esther Matthew
	Michelle Fischthal, Co-Chair	Joan McKenna
		Henry Merritt- Absent
	Kathy Campbell	Laurie Mikolaycik- Absent
	Sean Caruana	Pat Mosteller
	Robin Carvajal	Timothy Pawlak- Absent
	Lorie Crosby Howell- Absent	Sam Phu- Absent
	Marquest Glover- Absent	Barbara Pongsrikul
	Michelle Gray- Absent	Cassandra Storey- Absent
	David Holden- Absent	Leslie Quinones- Absent
	Neill Kovrig- Absent	Carol Wilkinson
	Corinne Layton	

**Agenda Item A: Call to Order**

<b>DISCUSSION</b>	
	<ul style="list-style-type: none"> <li>The meeting was called to order by M. Fischthal at 4:10 p.m.</li> </ul>

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item B: Review and Approval of Minutes**

<b>DISCUSSION</b>	
	<p><b>April 18, 2018:</b></p> <ul style="list-style-type: none"> <li>The minutes were M/S/C by Pat Mosteller and Robin Carvajal with the following edit:               <ul style="list-style-type: none"> <li>Agenda Item C: Add note, “The following discussion is informational only and will be addressed in the fall.”</li> </ul> </li> <li>Abstentions: N/A</li> <li>Discussion:               <ul style="list-style-type: none"> <li>Regarding Agenda Item C: Information gathered still needs to be addressed. This will be our first agenda item for the fall/September meeting.</li> <li>Need to determine if this committee will prioritize a list once a year through the Program Review process or twice during the academic year and how that will be addressed.</li> <li>A reference to the mid-year replacements that occurred at the</li> </ul> </li> </ul>

January 17<sup>th</sup>, 2018 meeting was noted. The committee needs to revisit the discussion that occurred to determine best course of action to support mid-year replacements.

- The following inserts, from the approved January 17<sup>th</sup>, 2018 and February 21<sup>st</sup>, 2018 minutes, are regarding mid-year replacements:

**Mid-Year Replacements Updates (January 17<sup>th</sup>, 2018)**

- Kay and John met with Carlos regarding retirements and mid-year replacements.
- Carlos agreed that we could compromise and give extra points to replacements which would give them an advantage but not a guarantee on replacing the position.
- The idea is that the committee as a whole will score each request and give additional points as a group.
- A motion was moved to allow Healthcare Careers to access the current open contract to comply with California Department of Health for programmatic needs, effectively immediately. M/S/C - PAT MOSTELLER AND SEAN CARUANA; ABSTENTION- CAROL
- Per the meeting with Carlos, Kay and John, Faculty requests will be reviewed twice a year. One suggestion is that January/February requests, take Program Review data into consideration for hires effective July 1<sup>st</sup>; and, March hires will take retirements into consideration for hires effective September 1<sup>st</sup>.
- As a committee, we should consider the two best points in the year to review. This will allow the committee to be more responsive in organizational needs. (i.e. February and October)
- **ACTION: Come up with a reasonable number of extra points to propose to give to mid-year replacements to discuss at a future meeting.**

**Mid-Year Replacements Updates (February 21<sup>st</sup>, 2018)**

- SDCE President wanted retirements back into the general pool. As a committee, we did not prefer that strategy.
- The compromise was to give retirements some extra weight (e.g. 10% per contract), but still add them to the general pool to be considered in the prioritization process.
- A total of 20 points can be earned on the scoring rubric. With the extra points rule in place, a retirement request that scored an 18 would have their score adjusted to 20.
- A suggestion was to increase the extra point value.
- On the prioritization list, it would be helpful to have the scores next to them. If retirements are included, we could see the adjusted score based on the "extra points" provided.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Post minutes on SDCE master calendar.</li> </ul>	<ul style="list-style-type: none"> <li>• Ginger Davis</li> </ul>	<ul style="list-style-type: none"> <li>• Before next meeting.</li> </ul>

**Agenda Item C: New Business**

<b>DISCUSSION</b>	<p><b>18-19 Committee Membership</b></p> <ul style="list-style-type: none"> <li>• Committee membership is based on positions currently held. If there are any changes or vacancies in the new academic year, the Academic Senate and Classified Senate can assist with Faculty and Classified Professionals representation.</li> <li>• Deans would like to obtain a list of faculty representation from the Senates to reference.</li> <li>• Add delegate and voting notations at the bottom of all future meeting agendas (e.g. 40%+1 rule from September 2017 meeting.)</li> </ul> <p><b>18-19 Committee Meeting Schedule</b></p>
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	<ul style="list-style-type: none"> <li>• VPI, ROC meeting conflict. Proposed to seek new meeting date/time.</li> <li>• Doodle poll will be sent out to propose a new time.</li> </ul>
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ACTION ITEMS	PERSONS RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Add delegate notation to agendas as a key reference.</li> </ul>	<ul style="list-style-type: none"> <li>• Ginger Davis</li> </ul>	<ul style="list-style-type: none"> <li>• Before September meeting.</li> </ul>

**Agenda Item D: Continuing Business**

<b>DISCUSSION</b>	<p><b>Prioritization List Update</b></p> <ul style="list-style-type: none"> <li>• The committee would like to learn how the decisions, of which positions to fill, were made (e.g. regarding retirements).</li> <li>• A handout was provided addressing the committee’s concerns how the SDCE President made final prioritization.</li> <li>• There are 4 currently or pending positions openings.</li> <li>• We need to confirm the number of current actual open positions. This will apply to the fall (October) hiring timeframe.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Confirm number of actual open positions. Get information to the senate. Sent handout of President’s recommendations to John Bromma.</li> </ul>	<ul style="list-style-type: none"> <li>• Michelle Fischthal</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item E: Roundtable**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• P. Mosteller- Need clarification on quorum and how the votes from the deans, who represent more than one program, are accounted for.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item F: Next Meeting**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• September 2018, PDC 106 (ECC Headquarters Building)</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item F: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The meeting was adjourned by M. Fischthal at 4:48 p.m.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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• None	• N/A	• N/A
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Submitted by Ginger Davis, Sr. Secretary, VP Instructional Services

Approved on: \_09/24/18\_\_\_\_\_