San Diego Continuing Education
Faculty Hiring Priorities Committee
Minutes

Tuesday, September 20, 2017
4 p.m. – 5 p.m., ECC, Rm. 121

ATTENDEES/ PROXIES	Committee Members	
	Laura Burgess, Co-Chair	Corinne Layton
	John Bromma, Co-Chair	Esther Matthew- Absent
		Joan McKenna
	Don Aragon- Absent	Laurie Mikolaycik- Absent
	Kathy Campbell- Absent	Pat Mosteller
	Sean Caruana- Absent	Timothy Pawlak
	Robin Carvajal	Sam Phu- Absent
	Lorie Crosby Howell- Absent	Barbara Pongsrikul
	Marquest Glover- Absent	Leslie Quinones
	Michelle Gray	Jane Signaigo-Cox- Absent
	Steve Gwynne- Absent	Laurel Slater- Absent
	Lydia Hammett- Absent	Tom Smerk- Absent
	David Holden- Absent	Carol Wilkinson
	Neill Kovrig- Absent	

Agenda Item A:	Call to Order:
DISCUSSION	• The meeting was called to order by J. Bromma at 4:03 p.m.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item B:	Review and Approval of Minutes:
DISCUSSION	• Unable to approve minutes from May 9th due to lack of quorum. • Hold for approval at the October 18th meeting.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Add May 9th minutes to be approved at the October 18th meeting.	• Ginger Davis	• October 18, 2017

Agenda Item C: **New Business:**

DISCUSSION	**Voting:**
	- Discussion occurred around what was appropriate in terms of who could vote and what was fair to the group. - Deans and Program Chairs are official voting members. There are nine official programs; two votes will be allowed per program. - Academic Senate and Classified Senate Representatives will not be voting members. - If a voting delegate cannot attend a meeting, they can designate an alternate to vote on their behalf. If a faculty member is not available, a counselor could be the designated alternate. - If there are multiple representatives for one program, only two votes are required. - We could put forward a motion to the committee by providing a percentage of required attendees. - The central function of this committee is to decide which program gets the next contract faculty. - If there is a voting item, we will require mandatory attendance to the meeting and voting members will know in advance if there is a voting item. - If there is a position that is allocated to the program, then the two votes per program might be better. - Per the SDCE participatory handbook, the FHPC recommends positions to Executive Governance Council (EGC) for final recommendation to the President. Ultimately, the President has the final decision. - The agreement is: we will change the voting delegation to two votes per program. A program is defined by having a program chair. In the event of a tie, the VP of Instruction will vote to break the tie. - APPROVED BY CONSENSUS: One person can cast both votes for their program in case an alternate cannot be identified. **Quorum Delegates:** - Discussion occurred around what would be a fair percentage of votes based on the number of voting delegates. There are 18 official voting members. - All members can participate in discussion but only the voting delegates will vote. 40% + 1 of 18 would require at least 8 people to be present to vote. By reducing the quorum, it will allow the committee to move forward with decision making items. - APPROVED BY CONSENSUS: 40% + 1, requiring at least 8 people to form a quorum. **Faculty Request Forms:** - In May 2017, faculty was asked to submit requested positions using the Faculty Hiring Priorities Request forms approved by the committee.

	- Four submissions were received: 1- Emeritus, 1- Healthcare Careers, 2- ESL. - A copy of the four submissions was provided to the committee. - Discussion occurred around the purpose of why the request forms and scoring rubrics were formed. The goal was to have every vacant position go into a pool for consideration. - At the end of the day, the college president makes the final decision on which faculty are hired. - The original email, sent by the former VPI, was shared with the directions on the purpose of the task to complete the forms. It verifies that if a faculty submitted a faculty request in their program review submission, the idea was to test the forms and evaluate the experience in completing the forms. - In the past, there was no standard presentation or questions to answer. As a result, the faculty request form and scoring rubric were created to provide a structure and process. - As a committee, the next step might be us looking at the four submissions and score them based on the approved scoring rubric.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
- Send an email out to the committee regarding voting and quorum delegates discussion. - Committee to score the 4 faculty request submissions and bring feedback to the October meeting.	- Ginger Davis - FHPC	- After the meeting. - October 18, 2017

Agenda Item D: **Roundtable:**

DISCUSSION	• None

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item E: **Next Meeting**

DISCUSSION	• October 18, 2017, 4 p.m. – 5 p.m., ECC 121

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item F: **Adjournment**

DISCUSSION	• The meeting was adjourned by J. Bromma at 5:00 p.m.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Submitted by Ginger Davis, Sr. Secretary, VP Instruction
Approved on: 10/18/17