

Participatory Governance Leaders Meeting  
 Administration Building / Room 1901 / President's Conference Room  
 1:30 – 3:00 PM / First and Third Wednesdays

<b>ITEMS</b>	<b>TIME</b>	<b>TOPICS</b>	<b>LEADERS</b>	<b>EXPECTED OUTCOME</b>
1	1:30-1:35	Welcome	Holcroft	
2	1:35-1:40	Approval of Minutes: February 18, 2015	Holcroft	Action
3	1:40-1:55	Emergency Hire – Language Arts – 1 <sup>st</sup> Read	Starer	
4	1:55-2:10	Review of Institutional Standards – 1 <sup>st</sup> Read	Kuo	
5	2:10-2:25	Outreach Update	Swett	
6	2:25-2:40	DSPS Update	Ong	
7	2:40-2:50	Educational & Strategic Master Plan (ESMP) – S	Kuo	
8	2:50-3:00	Questions/Comments	Holcroft	

Week of March 2 – VPs meet with each other to create one prioritized resource request list

Week of March 16 – VPs Present their prioritized resource request to OPC (except for faculty & staff request prioritizations)

ESMP (ongoing through 2014-

Meeting started at 1:34PM.

### **1. Welcome**

Vice President of Finance & Administrative Services and Acting President Bernata Slater presided over the meeting as President Judy Miner was on medical leave until April 1, 2015.

### **2. Approval of Minutes: February 18, 2015**

February 18, 2015 Minutes approved by consensus.

### **3. Emergency Hire – Language Arts – 1<sup>st</sup> Read**

Starer presented the emergency hire for a librarian position in the Learning Resource Center (LRC). The agenda incorrectly listed this item as an emergency hire for Language Arts. Starer stated that Librarian Pam Wilkes was retiring and the Language Arts & LRC Division sought to fill the position vacancy with an emergency hire. A part-time librarian could not easily fill the vacancy, as this highly technical position required a specific skill set; and thus, Starer asked PaRC for authorization to proceed with the hiring process.

Classified Senate President Karen Smith stated that the Board of Trustees had not yet approved Wilkes' retirement and asked how the college would proceed. Starer replied that the letter would appear on the April Board of Trustees agenda. Presently, Starer stated that the division was asking for PaRC's permission to begin the hiring process.

Operations & Planning Committee (OPC) Faculty Chair Debbie Lee request clarification on the regular faculty hiring process. Slater stated that the normal procedure for hiring faculty positions was as follows: faculty positions were requested by the deans in the program review documents; the vice presidents and the president would rank each request; the district would then notify the college of the hiring authorizations for the coming year. Slater continued on to state that this librarian position would not appear as part of the approved 2015-

Gawlick review the institutional standards for the following areas: student course completion, student program completion, student degree completion, student certificate completion, student transfer to four-year colleges/universities, student licensure exam pass rate for CTE programs, student job placement rate for CTE program completers. Regarding the student licensure exam pass rate for CTE programs, Heiser asked why the sample size was so small. Mummert responded that the sample sizes were based on the program class size. Lee asked why the actual number of students, instead of the percentage, was reported for the student program completion standard, the student degree completion standard, and the student certificate completion standard. Mummert commented that the Accrediting Commission for Community and Junior Colleges (ACCJC) requested actual numbers for these particular standards.

Lee asked if the college would be penalized for not meeting the established standards. Gawlick replied that these standards were set so that the college would successfully meet each standard. Gawlick noted that the college's aspirational goals would be documented as part of the

