



**Ex-Officio Members Present:**

Andrew LaManque, Bill Ziegenhorn, Casie Wheat, Denise Swett, Elaine Kuo

**Guests:**

Justin Schultz

**Meeting began at 1:32PM.****1. Welcome.****2. Approval of Minutes: June 3, 2015**

June 3, 2015 Minutes approved by consensus.

**3. Emergency Hire Request: Counselor – For Approval**

Vice President of Student Services Denise Swett presented the emergency hire request for a counselor to fill a position, which was made vacant when Lan Truong accepted the dean of counseling position in May. With PaRC's approval, the division sought to fill the position immediately. Swett noted that the Student Success and Support Program (3SP) regulations required the matching of general funds with 3SP funds at a two to one ratio; thus, this position would be budgeted with general funds.

Operations and Planning Committee (OPC) Faculty Chair Debbie Lee made a request to re-rank the prioritization of positions in Fall Quarter 2015 due to the large number of emergency hires proposed to PaRC. Swett commented that there was a request for counselors in the Counseling Program Review; however, the request was not ranked because there were already authorized Counselor positions with 3SP funds. Classified Senate President Karen Smith commented that program review documents were based upon data that was available at the time the department wrote their program review. Smith continued to state, emergency hires were outside the realm of program review, as unexpected retirement announcements and promotions often altered the division's needs. Lee expressed concern about the emergency hire process and commented that emergency hires, which she termed "out of cycle hires," were given priority over other faculty requests. Academic Senate President Carolyn Holcroft agreed with Lee's sentiments; however, Holcroft noted that the Fall Quarter was a very impacted quarter. If the prioritization process timeline was moved to the fall, for the purposes of a re-ranking faculty requests, the entire program review and hiring timeline would be delayed.

Bill Zeigenhorn stated that emergency hires were becoming more usual due to the late retirement announcements of faculty. Miner commented that Integrated Planning & Budgeting (IP&B) Taskforce could be tasked with the review and the possible recreation of the emergency hire process. Emergency Hire Request: Counselor approved by consensus.

**4. Emergency Hire Request: Math Faculty – For Approval**

Dean of Physical Sciences, Mathematics, and Engineering (PSME) Victor Tam presented the emergency hire request for a math instructor to fill a position made vacant due to a retirement. Tam stated that it was a challenge to find faculty to teach high-level math courses, as well as, basic skills. After a department vote, math faculty decided that if PaRC approved the hire, the new faculty member would focus on equity, basic skills and online coursework. In addition, Tam commented, Statistics courses and the Math My Way Program were in need of math instructors. Lastly, early summer enrollment was increasing. Lee again expressed concern for the emergency hire process and noted that the Physics Department's request for faculty was ranked sixth on the prioritization survey.



In addition, SEW collaborated with the Professional Development Committee to host the Courageous Conversations workshop in April. Starer noted that the equity research agenda was ongoing and the college recently hired Research Analysis Chen Li. Data showed that the college was making significant progress on equity goals. Starer commented that efforts were successful in raising the equity conscience on campus. Starer reported that the last goal, to meet with each division to discuss equity, had not been accomplished yet; however, the

Due to time constraints, this item was not discussed a length. Kuo requested that an IP&B informational announcement with meeting dates be issued campus wide or posted on the website. Suggested IP&B agenda items could be emailed to IP&B member Justin Schultz.

### **13. Educational Master Plan (EMP) Update (Standing Item)**

Kuo reported that phase one of the plan was complete. All EMP information was posted on the EMP webpage. Additional EMP conversations would restart on Opening Day. The Board of Trustees would review the final plan in December. Kuo noted that next steps for the EMP would include the gathering of action plans, and the production of the document by a writing committee. The EMP writing committee would also work with IP&B over the summer. Kuo announced that any interested parties were invited to participate in the writing of the plan.

### **14. Questions/Comments/Announcements**

Miner announced that the interim presidential search committee would include: Director of Marketing Andrea Hanstein, Vice President of Finance & Administrative Services Bernata Slater, Associate Director of the FHDA Foundation Laura Woodworth, President's Office Executive Assistant Casie Wheat, Business Services Executive Assistant Carla Maitland, and three faculty representatives. Interviews would be held on July 14 and the chosen candidate would serve from August 1, 2015 through March 31, 2016. The position announcement would be advertised by Human Resources and would be open to all full-time district employees who met minimum qualifications. In the fall, a committee would conv