**Contract Faculty Hiring Prioritization Committee Minutes**

**San Diego Miramar College**

**February 1, 2024 ● ROOM M-110● 2:00-4:00 p.m.**

**DRAFT #1: 2/5/24**



**Members:** Kevin Petti (non-voting), Michael Odu, Adrian Gonzales, Wai-Ling Rubic, Dan Igou, Andrew Lowe, Jordan Omens, Kevin Gallagher, Mary Hart, Marian Edelbrock, Mara Sanft

**Members Absent:** Kevin Gallagher, Marian Edelbrock, Andrew Lowe

**Guests/Attendees:** Sonny Nguyen (Proxy for Adrian Gonzales), Jennifer Aase, Max Moore, Martin Kennedy, Pablo Martin, Kandice Brandt, Melanie Cordero

1. **Call to Order**
* Meeting called to order at 2:04 p.m.
1. **Approval of Agenda**
* Meeting Agendais approved (Omens/Hart). There were no discussions with 0-Nayes and 0-Abstentions.
1. **Approval of Minutes**
* Meeting Minutesis tabled.
1. **Old Business**
2. No items
3. **New Business**
4. Revisit Application Process
5. Data Generation
6. Prepopulated Form with Data
7. Form Creation (fillable pdf)
* Due to inconsistencies on data generation by school or department and in attempt to eliminate confusion or ambiguity, Petti proposed to have the data be generated by the VPI Office.
* Omens motioned Petti to prepare a new fillable form in PDF version with prepopulated data. Once the new fillable form is available, Petti asked for each department to carefully review the prepopulated data, and consult with the VPI Office for any questions or corrections needed to be made on the prepopulated data.
* Creation of new fillable form in PDF format with prepopulated data is motioned to be approved (Omens/Odu) with 0-nayes and 0-abstentations.
1. Timeframe for List
* Discussed pros and cons of extending the expiration of the hiring prioritization list from June 30to December 31 in respect to program review timeline and new academic year budget.
* Some members expressed the logic on ranking a new list in the fall for spring semester in alignment with the program review deadline, while others felt the opposite.
* Odu mentioned concerns on extending the expiration to December 31st due to various departmental needs and new academic budget commencing on July 1. Best to keep the expiration date on June 30 or end of academic year. Additionally, President will not go against a list without going through the committee first.
* Omens stated that “more compelling reasons” are needed to extend the expiration date.
* Petti and some members (Palma, Odu, Rubic, Omens and Hart) concluded to keep the same timeframe (list to expire on June 30th) and procedures.
1. **Announcements**
* Odu announced that so far, there are no new positions other than the previous approved four positions.
* Brandt shared about the new formation of the Specialized Counseling Services Department (SCSD) that is comprised of DSPS, EOPS/CalWorks/NextUP and Mental Health/Personal Counseling. She wanted to ensure that any member from this new department can be considered as a voting member. Petti asked to receive an email from Edlebrock about expanding the voting representatives from SCSD.
1. **Adjourned**
* Meeting is adjourned at 3:00 p.m.
1. **Next Scheduled Meeting**
* March 7, 2024