

SMC PERSONNEL POLICIES COMMITTEE Minutes

Thursday, October 24, 2013
11:15 a.m. -12:20 p.m. HSS 261

Members Present: Ron Furuyama, Janet Harclerode, Sheri Lee-Lewis, Melody Nightingale, John Rogers, Vicki Rothman,
Members Excused Suzanne Borghei, Patricia Burson, Gita Runkle

- I. Call to Order
- II. Public Comments – none
- III. Action Items
 - a. Approval of Minutes from 9-26-13
 - b. Discussion of AR 3211.3 Election of Department Chair

http://www.smc.edu/ACG/Documents/Administrative_Regulations/AR_3000_Human%20Resources%207-2012.pdf

Committee Chair will take updated draft (from May 2013) to Chairs before taking it to the senate.

- c. Discussion of AR3230.1 Procedure for Hiring Hourly Temporary Faculty
http://www.smc.edu/ACG/Documents/Administrative_Regulations/AR_3000_Human%20Resources%207-2012.pdf

This AR is being updated to reflect current practice – the online application process.

Section 2 A

Delete All applications will be received...Human Resources. Change to: Applications shall be accepted and maintained online by the Office of Human Resources.

Section 2 B

Delete paragraph 3 (If the selection committee selects...minimum qualification) and replace it with Prior to selecting an applicant, the committee determines if the applicant meets minimum qualifications or the equivalent. After a candidate is selected, the application and supporting documentation is forwarded to the appropriate VP or designee for approval.

All applicants must have an online application on file with the district before they are formally offered an hourly temporary position.

Section 2 C

In order to serve as an Equal Employment Opportunity representative (word order change)....compliance with the District's Equal Employment Opportunity Plan. (word order and caps)

Section 3

Discussion regarding paragraph 3 regarding whether or not the words: from the department need to be added related to the written offer of employment for each assignment each term.

Fourth paragraph change 60% to 67%.

- IV. Adjournment at 12:20
Next meeting scheduled for November 7, 2013, 11:15-12:35 in HSS 261