

SMC Academic Senate Personnel Policies Committee meeting minutes
Tuesday, May 1, 2018
1:30 to 3:00pm
Library 275

Present: Andrew Nestler (Chair), Sherri Lee-Lewis (Secretary), Tracey Ellis, Mitch Heskell, Tiffany Inabu, Moya Mazorow, Scott Silverman

I. The meeting was called to order at 1:40pm.

II. Public comments: None.

III. Announcements: None.

IV. The minutes of the April 17 meeting were approved unanimously (moved by Mitch, seconded by Scott).

V. AR 7120 (Recruitment and Selection): Our draft has this new AR split into 7120.1 regarding full-time faculty members and 7120.2 regarding academic managers. We may be moving ARs on hiring part-time faculty members into this AR 7120 as well.

In section 1C, we are considering removing the only reference to an administrative vice chair of the New Contract Faculty Position Ranking Committee, as this position has no specified duties.

In section 2 (Search Procedures), the committee wishes to reference the job announcement explicitly. This announcement should be created by the screening committee chair, the appropriate area VP, and representatives from HR, and it should be informed by the justification sent by the department to the Ranking Committee. The screening committee chair can ensure, if they wish to do so, that the job announcement specify additional required application materials beyond those outlined in paragraph 2 of this section.

In section 3 (Screening Committee), we are clarifying that all members of the committee, not just the EEO rep, must complete an HR/EEO training program in order to serve. Also, attending all meetings of the committee, either in person or remotely, is required for participation on the committee.

The portion of paragraph 5B, regarding the screening committee formulating interview questions, will be moved to paragraph 3A, as this activity occurs before the evaluation of candidates begins.

The committee is looking into whether, in section 5A, regarding a candidate's sensitivity to and understanding of the diversity of the SMC student population, there should be a mention of physical and learning disabilities of students.

The committee may reconsider language on reference checks and recruitment methods.

The committee's next meetings are scheduled for May 15 and 29.

VI. The meeting was adjourned at 2:50pm (moved by Sherri, seconded by Tiffany, and approved unanimously).