

SMC Academic Senate Personnel Policies Committee meeting minutes  
Tuesday, May 29, 2018  
1:30 to 3:00pm  
Library 275

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

Absent: Scott Silverman

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

II. Public comments: None.

III. Announcements: None.

IV. The minutes of the May 15 meeting (moved by Tiffany, seconded by Moya) were approved by all except Mitch, who arrived afterward.

V. AR 7120 (Recruitment and Selection): The committee understands that past practice is for the Ranking Committee to have 6 voting administrative members and 1 non-voting administrative member as vice-chair (with no specified duties). BP 2210 (Academic Senate), last revised in 2007, refers to the lead administrator on a joint committee as a secretary (with no specified duties). We will seek input from Nate and Academic Affairs on the rationale for the chair (a faculty member) and the vice-chair being non-voting members of the committee in recent years, despite the fact that according to section 6.3.H of the Academic Senate bylaws, an AS committee chair is a voting member of the committee. Section 1 (Position Identification) of the AR should make unambiguous the number of faculty and administrative members, and whether or not each is a voting member.

In section 2 (Search Procedures), the committee is specifying a minimum duration for the application period, four weeks, in response to the League's recommendation on additional language regarding the recruitment process. Also we are clarifying that it is only the application closing date (from among "dates and deadlines") that is set by HR following consultation with the department chair or designee, which could be the screening committee chair.

In paragraph 5A (Evaluation of Candidates), we still wonder if a mention of disability status should be included. Sherri will look into this.

It appears that the appointment and privileges of long-term substitute faculty members may not be governed by existing ARs or contract language. This may warrant a new AR on the matter. There is a brief mention in AR 3230.1 (Hourly Temporary Faculty).

The committee may continue to discuss ways that the District can assist an applicant in improving the timeliness of letters of recommendation. A competing software platform may provide us with our desired ability for applicants' letter writers to be notified by the District (or its application system) earlier in the application process.

VI. The meeting was adjourned at 2:55pm (moved by Tiffany, seconded by Moya, and approved by all present).