

SMC Academic Senate Personnel Policies Committee meeting minutes
Tuesday, September 19, 2017
1:30pm to 3:00pm
Library 275

Present: Andrew Nestler (chair), Sherri Lee-Lewis (vice-chair), Trish Burson, Tracey Ellis, Mitch Heskell, Lisa Maier, Moya Mazorow

I. The meeting was called to order at 1:35pm.

II. There were no public comments.

III. Introductions, Committee Scope: The committee members, all of whom have served on PPC before, introduced themselves. The committee examined its scope, which appears in the Academic Senate bylaws, and its functions, which appear on the PPC website, which has been updated for this academic year. While the committee in years past has reviewed Board Policies that concern all personnel, more recently this has been done in the DPAC HR subcommittee. Administrative members will seek guidance from senior staff on which types, if any, of Board Policies would be sent to PPC for review or mutual agreement. The committee will consider adding “academic” to modify “personnel” at the end of the scope, as in, “administrative regulations regarding academic personnel.”

IV. Announcements: There is no draft of minutes of the committee’s final meeting of the spring 2017 term, May 16, to review, as the notes taken for that meeting were reported as lost by the note-taker.

While this joint committee aims for a 2-to-1 ratio of faculty members to administrative members, and while the committee chair is seeking additional faculty members, the committee leadership and the Academic Senate President are comfortable with the committee operating with its current composition.

The committee will put on hold further review of AR 3211.1 (Procedure for Hiring Full-time Faculty), as the Academic Senate Equity and Diversity Committee is preparing a resolution that will recommend to the District actions that may result in pools of candidates that are more diverse and desirable.

The next two meetings are scheduled for Tuesday, October 3 and Tuesday, October 17.

V. AR 3211.3 (Department Chairperson – Tenure and Selection): The committee reviewed a summary of proposed changes to this AR that have been made over the last two years, in anticipation of finishing work on this regulation this semester. The current Academic Senate President has announced that the third person singular use of the words “their” and “they” is acceptable in ARs, in order to remove references to gender from these documents, accommodating in particular those

individuals who do not identify as either men or women. Following a change of language in the recently ratified faculty contract, department chairpersons in this AR will be referred to as “department chairs,” and paragraph 1 will include the statement, “Faculty chairs as identified in the faculty collective bargaining agreement are subject to the same selection process as department chairs.

The committee decided that the election timeline, currently detailed in paragraph 4, should be easier for all readers to understand with deadlines presented in a table format. A reasonable timeline would be as follows: (1) no later than the fourth week of the fall semester, voting members of a department are notified of an upcoming election; (2) there is a two-week nomination period in which candidates submit their names for the ballot; (3) there is a one-week ballot notification period in which the names of the candidates are given to the voting members; (4) there is a two-week campaign period during which voting members decide for whom to cast their votes, and (5) there is a one-week election. After this (at most) ten-week process, we expect that there should be time for a run-off election, if necessary, and there could be time at the end of the fall semester for the faculty member who is selected as department chair to observe the scheduling of an upcoming session such as the following winter, spring or summer.

The committee decided that paragraph 5 should state that election results are provided to the appropriate Vice-President and the Chair of the Elections and Rules Committee, and that the results are forwarded to the Academic Senate President.

The committee decided that paragraphs 6 and 7 should be streamlined and the language regarding the selection of names in the cases in which there is no clear winner (a tie among all candidates and a tie of the top vote-getters but not among all candidates) should be as clear as possible.

An outstanding issue is that of whether and how candidates or other voting members shall learn of vote counts.

VI: Preliminary Establishment of Board Policies and Administrative Regulations to be Reviewed: no action

VII: The meeting was adjourned at 3:00pm (moved by Mitch, seconded by Lisa, approved by all excluding Trish who had to leave early).