

SMC Academic Senate Personnel Policies Committee meeting minutes
Tuesday, February 26, 2019
1:30 to 3:00pm
Library 275

Present: Andrew Nestler (Chair), Sherri Lee-Lewis (Vice-Chair), Tracey Ellis, Mitch Hesel, Moya Mazorow, Scott Silverman

Absent: Sharon Jaffe

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

II. Public comments: None.

III. Announcements: None.

IV. The minutes of the November 27 meeting were approved unanimously, moved by Tracey and seconded by Moya.

V. AR 7120 (Recruitment and Selection): Andrew brought feedback from when the language on FT hiring was brought to Exec in December.

In section 1A, the Committee is clarifying that a department's new contract faculty needs assessment need be prioritized only in the event that the department submits a request for multiple positions with different but overlapping assignments. This is based on a suggestion from Jenny.

The first two sentences of section 1E will be deleted, as they contain unnecessary repetition of the content of this paragraph.

Some Exec members were concerned about the word "rubric" appearing in the new section 3I. Sherri has stated that the District needs to be able to identify the criteria on which applicants were based, and the extent to which each applicant satisfied these criteria, according to the committee. The Committee is proposing alternate language that might satisfy Exec.

Sherri stressed that if an application is designated as complete by HR by the application deadline, but it turns out that the application was in fact incomplete, screening committees should not be contacting HR for additional information or documents if they arrive late, and HR should not be providing such information or documents after the deadline. Some department chairs are asking for the ability for screening committees to request to view incomplete applications. Sherri says that the District will not permit this.

Brenda Antrim had some feedback on section 4B regarding minimum qualifications. She said that min quals are described in a publication of the Chancellor's Office, and suggested that this be mentioned in the AR. Andrew will ask Brenda for sample language.

In section 6B, we are proposing, for transparency, that it be stated that the HR administrator or designee may perform online and social media research on candidates. Some members of Exec proposed that the Superintendent/President replace the HR administrator in this sentence. But Sherri tells us that research on candidates is an HR function, and the Superintendent/President can and does do a variety of research on finalists, and so there is no point to changing this proposed language based on the feedback from Exec.

For years it has been the case that the Superintendent/President invites chairs of screening committees to attend the final interviews. In particular this practice is comforting to an applicant who will see a familiar face at a second interview. Some members of Exec requested that section 7B on this procedure change “may invite” to “shall invite.” Sherri said that the District would not agree to such a change, even though as a result there would be no change to the longstanding procedure which has been the practice of several recent superintendent/presidents.

The next PPC meeting will be on Tuesday, March 19.

VI. The meeting was adjourned at 3:00pm (moved by Sherri, seconded by Scott, and approved unanimously).