

SMC Academic Senate Personnel Policies Committee meeting minutes
Tuesday, May 28, 2019
1:30 to 3:00pm
Library 275

Present: Andrew Nestler (Chair), Sherri Lee-Lewis (Vice-Chair), Janelle DeStefano, Tracey Ellis, Chris Grant, Mitch Heskell, Sharon Jaffe, Moya Mazorow, Scott Silverman

Guest: Jenny Merlic

I. The meeting was called to order at 1:30pm. A motion was made by Scott, seconded by Tracey, and approved by all (except for Moya, who arrived afterward) to modify the agenda for two purposes: (1) to correct the date of the meeting minutes (May 14) up for approval, and (2) to add to the agenda AR 7120 (Recruitment and Selection) so that we may take a vote to approve a draft.

II. Public comments: None.

III. Announcements: The Adjunct Faculty Committee is surveying part-time faculty members as to whether Associate Faculty members should be permitted to participate in voting in department/faculty chair elections. The survey does not inform respondents that the winner of such an election is not necessarily the individual chosen by the Superintendent/President to be the department/faculty chair.

IV. The minutes of the May 14 meeting were approved (moved by Chris, seconded by Mitch) by all except Moya, who arrived afterward.

V. AR 3410 (Classification of Academic Personnel): Jenny joined us for a discussion of substitutes for instructional faculty members. According to current practice, there are three categories of such employees: (1) daily substitutes (serving on a short-term basis, not creating or grading student out-of-class assignments, paid at an hourly rate), (2) substitute instructors of record (serving for a portion of but less than one term, handling assessment and grading and other out-of-class tasks, paid at an hourly rate), and (3) long-term substitutes (not tenure-track but having a full-time assignment for a full term, assuming all regular duties of the instructor of record, approved by Academic Affairs and the Superintendent/President and the Board of Trustees, receiving salary and health benefits for full-time faculty members). A department chair, in conjunction with the faculty member who will be away, is supposed to determine whether the substitute will be of type 1 or 2. Sherri stated that HR's position is that anyone going on medical leave should not be doing work of any kind, and thus their substitute should be of type 2 or 3.

According to the state Education Code, regular/tenured faculty members are supposed to be given the opportunity to take a long-term substitute assignment before it is offered to other individuals including part-time faculty members. Sherri recommended to Jenny that department/faculty chairs be reminded of this.

The AR currently identifies two types of substitutes, daily and long-term. In the future, the committee may wish to revise this AR so that the three types listed above are clearly defined.

VI. AR 7120 (Recruitment and Selection): Informed by our conversation regarding temporary employees, we are modifying the language regarding the hiring of part-time faculty members, in order to allow for such employees to have an assignment greater than 67% of a full-time faculty member, as permitted by the Ed Code. Similarly, the AR's mention of pay for hourly faculty positions is being modified to make clear that long-term substitutes are paid according to the appropriate full-time faculty salary schedule.

A motion to approve the draft was moved by Scott and seconded by Moya, and it passed unanimously.

VII. The meeting was adjourned at 2:55pm (moved by Janelle, seconded by Moya, and approved unanimously).