

Santa Monica College Personnel Policies Committee

Meeting Minutes

Date & Time: 1:30pm, Tuesday, March 8, 2022

Location: Electronic Meeting

Members Present: Andrew Nestler (Chair), Sherri Lee-Lewis (Vice-Chair), Patricia Burson, Janelle DeStefano, Chris Grant, Mitch Heskell, Steve Hunt, Will Pachas-Flores

Guest: Jamar London

- I. **Call to Order:** The meeting was called to order at 1:32pm.

- II. **Public Comments:** None

- III. **Announcements:** Natalie Arps-Bumbera and Nate Donahue are unable to continue serving on the Committee this spring. We look forward to them re-joining the Committee in the near future. In the meantime, we welcome back former members Will Pachas-Flores (Mathematics) and Trish Burson (Library).

- IV. **Approval of Minutes:** The minutes of the October 19, 2021 meeting were moved by Mitch, seconded by Steve, and approved by all except Trish and Will who abstained as they had not attended that meeting.

- V. **AR 7120.1 (Procedure for Hiring Full-Time Contract Faculty):** Academic Senate President Jamar London had asked the Committee to consider whether a screening committee's designation of alternate candidates for interviews is permitted, advantageous or desirable.

Sherri reported that the current practice of Human Resources is not to accept alternate candidates, that alternate candidates have not been entertained for the last 6 or 7 years, and that never have more than two alternate candidate names been forwarded at a time. The current practice is for HR to reach out immediately to candidates selected by screening committees to schedule interviews, and, once interviews have been selected, to notify those applicants not selected. In the past, when alternate candidates were identified, HR awkwardly had to notify these rejected candidates to let them know that they were now in fact alternates with a second chance.

We learned that, historically, screening committees in some departments have kept interviews and deliberations limited to a single day, whereas in other

departments, the interviews and deliberations are spread over two or more days. Sherri informed us that if candidates who have scheduled interviews bow out, then there is the option of rescheduling the remaining interviews in order to increase efficiency and the use of the screening committee's time. The Committee agreed that candidates deserve timely notification and scheduling of interviews, as they need to prepare teaching demonstrations, assemble portfolios, and so on. Members of the Committee want the recruitment and selection process to be as fair as possible, and therefore screening committees should invite any and all candidates that they wish to interview.

The consensus of the Committee was that, according to the AR, screening committees are entitled to invite as many candidates for interviews as they wish. Repeatedly, Committee members came back to this hypothetical question to future screening committees: "Why not just invite more qualified candidates to interviews?" Sherri said that she could make certain that in the orientation for screening committees, this would be stressed. The message recommended by this Committee is that if a screening committee anticipates having difficulty filling a position, then a larger number of candidates should be invited for interviews. The Committee agreed that a selection of alternates is not permissible according to the current AR, revised in 2019, years after HR had stopped the practice.

VI. **Adjournment:** The meeting was adjourned at 2:30pm (moved by Mitch, seconded by Trish, and approved unanimously).

For agendas and minutes, visit www.smc.edu/ppc

Next scheduled electronic meeting: 1:15pm, Tuesday, March 29.