

Santa Monica College Academic Senate Personnel Policies Committee

Meeting Minutes

Date: September 24th, 2024

Time: 1:00pm – 2:30pm

Location: SSC 336

Members Present: Jamey Anderson, Vicenta Arrizon (Chair), Lisa Collins, Ian Colmer, Jessie Garcia, Chris Grant, Tre'Shawn Hall-Baker (Vice-Chair), Mitch Heskel

Interested Parties: Hannah Nelson, Melanie Berry

I. Call to Order:

The meeting was called to order at 1:04 pm.

II. Public Comments:

None.

III. Announcements:

- a. Training - Enhancing Supplemental Materials and Interview Questions
Friday, October 4th 12:15pm – 1:45pm, BUS 144

IV. Approval of Minutes from May 28, 2024, meeting.

Motion to approve with amendment: Jamey Anderson

Seconded by: Tre'Shawn Hall-Baker

Yea: 6

Nay: 0

Abstention: 2

V. Discussion Items

- a. Committee Members Introduction
The committee members introduced themselves and provided some background information on their length of service at SMC and discipline area.
- b. Community Agreements
The committee drafted community agreements in which members agree to interact with each other and create a safe space for dialogue on critical issues.
- c. Review Committee Scope and Functions
The committee reviewed the existing PPC Scope & Functions on the PPC website.

V. Action Items

a. AR 7250 ACADEMIC ADMINISTRATORS RETREAT RIGHTS PROCESS

The committee reviewed and discussed the proposed changes from Senior Staff and made additional minor changes to AR 7250.

Motion to approve with amendments: Mitch Heskell

Seconded by: Tre'Shawn Hall Baker

Yea: 7

Nay: 0

Abstentions: 1

VI. Discussion Items

a. Equivalency Statements

The committee reviewed the survey results that chairs and immediate past chairs completed to discuss how to provide greater support to chairs using the Equivalency process. Suggestions were made to update the existing Equivalency Form and the proposed changes will be shared at the next committee meeting. The committee will continue to review the survey responses at the next meeting.

b. [AR 7120.1](#) Procedure for Hiring Full Time Contract Faculty

The committee will begin reviewing other community colleges procedures for hiring full time faculty in preparation for review and discussion of SMC's AR 7120.1 for the next meeting.

c. Reference Check Form – Updated

The committee was provided the updates to the Reference Check Form that is used for the final round interview, and which was approved by Dr. Jeffrey over the summer.

VII. Adjournment: The meeting was adjourned at 2:30 pm.

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

Next scheduled meetings Fall 2024: 1:00pm – 2:30pm

October 8th

October 22nd

November 12th

November 26th

December 10th