

**SMC ACADEMIC SENATE JOINT PERSONNEL POLICIES COMMITTEE MINUTES**  
**Tuesday, November 8, 2016, 2:30pm – 4:00pm, Library 275**

**1. Call to Order – 2:35pm**

**In Attendance:**

Dana Nasser  
Sherri Lee-Lewis  
Mitch Hesel  
Nate Donahue  
Tracey Ellis  
Moya Mazorow  
Marina Parise

**Absent:** Patricia Burson and Nathan Khalil

**Guest:** Katie Colimitras

**2. Public Comments:** None

**3. Announcements:** None

**4. Review and Approval of October 11, 2016 Minutes:**

Motion to approve: Mitch Hesel

Second: Marina Parise

Vote: Aye: 8 – Tracey, Moya, Dana, Nate, Marina and Mitch

No: 0

Abstain: 1 - Sherri

**5. AR 3215 – Sabbaticals:** The AR went to the Executive Committee and there was some concern about the due dates in the table in # 12. The committee discussed the concerns, reviewed the AR 3215 again and made additional updates.

**6. AR 3211.1 – Procedure for Hiring Full-Time Faculty:** Initial discussions regarding concerns about the current AR. The biggest area of concern is the reference letters requirement. Sherri shared with the group that she is seeing a trend with incomplete applications. People of color are the majority of those applicants whose applications are marked incomplete because they did not receive a minimum of 2 reference letters prior to the recruitment closing date. This has an impact on our ability to review applications for the most diverse group of people we can. The discussion focused on whether we should change the AR to require no letters, one letter or one letter up front and another if selected for committee interview. There may be system limitations for delayed submission of letters. Sherri will check to see what limitations may exist.

7. **AR 3230 – Recruitment and Selection – Hourly Temporary Faculty:** Tabled until next meeting.

**8. Meeting adjourned at 4:00pm**

Motion to approve: Nate Donahue

Second: Sherri Lee-Lewis

Vote: Aye: 8 – Tracey, Sherri, Moya, Dana, Nate, Marina and Mitch

No: 0

Abstain: 0