

SMC Academic Senate Personnel Policies Committee meeting minutes
Tuesday, April 17, 2018
1:30 to 3:00pm
Library 275

Present: Andrew Nestler (Chair), Sherri Lee-Lewis (Secretary), Tracey Ellis, Mitch Hesel, Tiffany Inabu, Scott Silverman

Absent: Moya Mazorow

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

II. Public comments: None.

III. Announcements: The committee welcomed its new members, Tiffany and Scott.

IV. The minutes of the December 12, 2017 meeting were approved by all present except Mitch, who arrived afterward (moved by Sherri, seconded by Tracey).

V. AR 7120 (Recruitment and Selection): This new AR is required by accreditation. It appears that this AR will include the content of AR 3211.1 (Procedure for Hiring Full-Time Contract Faculty) and AR 3410 (Procedure for Hiring Academic Managers). This committee is reviewing AR 3211.1 for clarity, and also considering inclusion of language regarding specified elements including recruitment methods (advertising vacancies, internet postings, etc.) and length of time positions for which the faculty positions will be advertised.

Throughout, references to faculty leaders will be changed to faculty chairs, per the faculty collective bargaining agreement. Section 4 (Review of Application Materials) will be revised to follow a chronological order of events in the screening process. Sections 5 (Evaluation of Candidates) and 6 (Recommendation for Final Interview) will be revised to specify that a candidate's Equivalency Certification form should be forwarded to Human Resources before a first interview rather than before a final interview. The committee is reviewing section 6B on reference checks.

The committee's next meetings are scheduled for May 1, 15 and 29.

VI. The meeting was adjourned at 2:55pm (moved by Sherri, seconded by Tracey, and approved unanimously).