

SMC Academic Senate Personnel Policies Committee meeting minutes
Tuesday, May 15, 2018
1:30 to 3:00pm
Library 275

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

I. The meeting was called to order at 1:33pm.

II. Public comments: None.

III. Announcements: None.

IV. The minutes of the May 1 meeting were approved unanimously (moved by Scott, seconded by Tiffany) with "EEO training program" changed to "HR/EEO training program."

V. AR 7120 (Recruitment and Selection): In our new draft, the Academic Senate Joint Committee on New Contract Faculty Position Ranking is referred to as the Ranking Committee for short, and equal employment opportunity is frequently abbreviated by EEO.

In section 2 (Search Procedures), the committee made minor changes to paragraphs A, C and F. The committee will revisit paragraph D, as there are four sets of dates and deadlines involved in a hiring process, not all of which are developed by HR: (1) the closing date for the application period, (2) the date of the screening committee's HR/EEO orientation, (3) the screening committee's paper screening and interview dates, and (4) the dates of the finalists' interviews with the Superintendent/President.

In section 3 (Screening Committee), we are removing paragraph E, as that language on the selection of the screening committee chair was moved to paragraph 2A. A new paragraph was added regarding HR/EEO training for all members of a screening committee, and consequently, related language was removed from paragraph 3A which concerned only the committee's EEO representative. Language on the formulation of interview questions has been moved from paragraph 5B to a new paragraph at the end of section 3.

The committee is concerned with the following persistent problem: when an individual applies for an academic position online, their intended writers of letters of recommendation are notified by the District's electronic application system only after the application is designated as otherwise complete, which might be too close to the application deadline for the recommenders to prepare and submit letters. The Academic Senate needs to know what is preventing the District from providing a solution. Sherri says that HR is dependent on the software system used. It appears that the software company, PeopleAdmin, may be dragging its heels in order to convince the District to upgrade the newest version of the software, at a cost of approximately \$30,000-40,000. We want an answer soon as to why there could not be a pop-up window that appears when an applicant begins filling out an application online, letting the applicant know that the

proposed letter writers will be notified only when the application is designated as otherwise complete.

The committee's next meeting is scheduled for May 29.

VI. The meeting was adjourned at 2:50pm (moved by Scott, seconded by Tiffany, and approved by all except for Sherri, who left at 2:30pm).