

SMC Academic Senate Personnel Policies Committee meeting minutes
Tuesday, March 19, 2019
1:30 to 3:00pm
Library 275

Present: Andrew Nestler (Chair), Sherri Lee-Lewis (Vice-Chair), Tracey Ellis, Mitch Hesel, Sharon Jaffe, Moya Mazorow, Scott Silverman

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

II. Public comments: None.

III. Announcements: None.

IV. The minutes of the February 26 meeting were approved unanimously, moved by Scott and seconded by Mitch.

V. AR 7120 (Recruitment and Selection): We are reordering the sentences in section 3I, regarding the formulation of interview questions and the list of criteria on which applicants are to be evaluated, for the process to be described in chronological order. Also, the reference to a follow up question procedure is being deleted, as any guidance on the interview process belongs in the EEO training rather than in the AR.

In section 3B, language is being revised to specify that the two administrators on a screening committee have shared duties, and so titles are not needed.

In section 4B, on determining minimum qualifications, we are incorporating a suggestion of Brenda Antrim, referring to a handbook published by the Chancellor's Office.

Sherri emphasized that applications not designated as complete should not be viewed by screening committees, due to the fundamental principle of fairness. She stated that HR could take the time to screen out incomplete applications (which appear to be complete due to placeholder documents), but this would slow down the screening process.

The next PPC meeting will be on Tuesday, April 16

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