

DDEAC Notes
5/20/19
DA MLC 233

Members In attendance: William Baldwin (ACE), Dr. David Marasco (FH Academic Senate), Dr. Carolyn Holcroft (District Academic Senate), Alicia Cortez (DA Dean of Equity), Dorene Novotny (Vice Chancellor of Human Resources and Equal Opportunity), Monica Garcia (CS Classified Senate), Dr. Karen Chow (DA Academic Senate Pres.), Dr. Melissa Cervantes (FH Dean of Equity), Kevin Harral (AMA President), Richard Hansen (FA), Dr. L. Savage (Chair); *Guests:* Scott Olsen (former member, DA Equity Action Council), Dr. Dawn Lee Tu , Lawrence Su (DASB), Dr. Kim Palmore (DA Acad. Senate alternate)

Note: this is not a verbatim recount, rather it is a summary of the discussion

1. Administrator Hiring Procedures/Manual

- a. *DA Academic Senate:* Karen Chow relayed that the recommendations remain the same from previous meeting
 - i. DA Academic Senate disagrees with current language regarding majority administrator composition on hiring committees for administrator positions (“no more than two faculty members on the committee”).
 - ii. Proposal of PT Faculty being included on hiring committees for administrators as well.
 - iii. Initial proposal ideas by DA Acad. Senate: 1) majority faculty representation on Admin committees, 2) 3/7 committee members be faculty.
 - iv. DA Current process: Typically with Dean search committees; for instance with Dean of Equity, Academic Senate was asked to put out a call for volunteers to submit for consideration.
 - v. Asking for one classified and one student representative

- b. *FH Academic Senate:* Carolyn Holcroft reiterated there are no concerns from the Foothill Academic Senate currently.
 - i. Open to discussion of adding PT Faculty, but noted previously (5/1) that PT faculty are included in the process at Foothill. Not an issue there.
- c. *FHDA Administrative Manager’s Association (AMA):* Kevin Harral said there are no issues.
 - i. Has been in the discussion since Pat Hyland was chair, committee worked very hard to get to the manual’s current language.

2. Discussion of document version being used

- a. Chair acknowledged that it has been difficult to find best version that it is up to date. Lack of a draft with track changes and edits.
- b. Vice Chancellor Novotny:

- i. Last version found was Jan 2017 updated from Pay Hyland.
 - ii. Last edited version with track changes was lost. Track changes must be included when it goes to the Cabinet
- c. David Marasco and Scott Olsen indicated that there was a more recent version that DDEAC used (July 2018), both emailed Chair during the meeting to share with committee. See attached items.
- d. Discussion of language in Faculty, Classified and Administrator Procedures & Manuals
 - i. David M.: the comparison is side by side to make sure that the language included is similar across the faculty and admin versions; unless a compelling reason there should be no difference.
 - ii. *Is there a reason that there might be a difference between faculty and administrators?*
 - 1. Vice Chancellor Novotny: From an HR perspective, the same terminology should be used; but there may be some difference as far as the authority
 - 2. The membership is to be participatory, not to be decision-makers.
 - 3. Scott: [DDEAC] tried to make it consistent) under P. Hyland's tenure.
 - 4. Kevin (AMA): There were attempts to align as logically fit.
 - iii. Chair asked: What was the discussion about the removal of the language for a majority admin make-up given we are trying to take similar language across the board (it is on faculty hiring)? *Responses below.*
 - 1. It might not get a good representation if there are multiple divisions/departments to have limited faculty.
 - 2. There was discussion of it being hard to get a lot of administrators in the room.
 - 3. It's not about "voting" or recommending who to move forward, it's about finding the right person to fill the position (faculty wanting more participation, not just majority).
 - iv. *Discussion about Committees*
 - 1. Foothill Senate: More concerned with representation on administrator hiring committees for academics/instruction positions.
 - 2. When it comes to the decision-making, there is language included in the hiring manual about who is invited to that meeting.
 - 3. If you were on the search committee, then you can join the selection committee (page 6 in comparison document)
 - 4. V.C. Novotny: If search committee does its job and makes the recommendation and has done its work, what is the purpose of having those same people?

v. *Discussion about 2nd Round Interviews*

1. Carolyn H.: When the search committee is finished, the notion is that any of those three would be fine for selection. That has never been the case. When we forward folks to the selection committee, we are saying we want to know more about these people.
 - a. Alicia C.: That has been the practice; we forward finalists (who could be hired).
 - b. Laura: My understanding is the same as Alicia and Dorene regarding moving applicants forward as finalists.
2. S. Olsen (DA EAC): Didn't want an arbitrary cap on the number of faculty allowed on the committee.
3. Vice Chancellor Novotny: It has always been my understanding that the search committee; the selection committee has always had the ability to say know 'we don't want any of these people' and then go bac out to start the process over again. My understanding was that it was continuing its process. If the search committee wasn't sure, they would have gone back out
4. Karen (DA Academic Senate): The inviting of search committee members was because they were valued; that meeting was less formalized; it is of benefit for the selection committee and the President to have them. We were asked if you wanted to go to the 2nd interview, it wasn't called a *selection committee*.
5. Richard (FA): There are plenty of examples where search committee members aren't invited to the 'closed door' 2nd round. There is a lack of transparency about that process. There have been admin and faculty hiring that folks have come to the FA complaints that the process hasn't been followed.
 - a. Richard: FA has received complaints across both campuses.

3. Other Issues

- a. VC Novotny: It sounds like the main concerns are around the membership not necessarily around the other parts of the document. We could make a recommendation to adopt whatever percentage of the manuals.
 - i. Gave update on the process of creating the Hiring Manual Procedures
 - ii. Goes to Cabinet for consideration, then it goes to CAC; Board has to approve the policy. DDEAC makes recommendations only.

4. Moving Forward

- a. Request: to do a side by side comparison with 6/2018 with 5/17/19
- b. Chair: Take the faculty/admin comparison side-by-side (June 2018), 5/17/19

- c.** Lawrence (DASB: How does the public get information? They sign online and look under the HR page, click on Diversity. Minutes to meetings can be found there.
- d.** Potential creation of shared folder for committee members only.