

**COLLEGE OF MARIN**  
**ACADEMIC SENATE MEETING MINUTES**  
November 8<sup>th</sup>, 2018  
12:45pm – 2:00pm AC Building, Room 303

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**Senators Present:** Meg Pasquel, Arthur Lutz, Karen Robinson, Karen Koenig, Andrea Wang, Kevin Muller, Paul da Silva, John Erdmann, Sharon Carlson

**Senators Absent:** Peggy Dodge, Kofi Opong-Mensah, Beck Brown, Jeff Cady, Shawn Purcell, Nancy Willet, Joe Mueller

**Guests:** Acting HR Director, Nekoda Harris; M CCD General Counsel, Mia Robertshaw

- I. Approval and Adoption of the Agenda – Motion to approve (Wang/Muller) Motion to move AP/BP 7120 to top of agenda - **amended and adopted by all senators**
- II. Reading and Approval of the Minutes of November 1<sup>st</sup>, 2018 – Motion to approve (Muller/Carlson) - **amended and approved**
- III. Public Requests to Address the Senate on Non-Agenda Items: Jeanette Ayala-Rios, a counseling program intern visited and is interested in observing the Academic Senate.
- IV. Officers' Reports
  - a) President (Meg Pasquel) – A Joe Ritchie is leaving us at the end of this semester and Gina Cullen will be taking over as CC chair. CC has a charge that it has not been following. Every discipline is supposed to be voting a member onto CC, but this has not been enforced. The CC does not have subject experts from all disciplines. Resolutions will be distributed at a later date.
  - b) Vice President (Karen Robinson) – **none**
  - c) Treasurer (Andrea Wang) – No change to the faculty deposits. \$181.00 deposited. No change to the budget status report.
- V. Committee Reports
  - a) Curriculum – **none**
  - b) Academic Standards –Other Senate Subcommittee and Governance Committee Reports – **none**
  - c) EPC met this week; Senator Dodge will report next week.
  - d) UPM – Senator Erdmann reported on two MOUs (IT Training and SWAG) and the Resignation Incentive.
- VI. Consent Agenda
  - a) Governance Committee Appointments – **none**
  - b) AP/BP 4111 – Posthumous Degrees – **moved to a discussion item for November 15<sup>th</sup>**
- VII. Action Items
  - a) Priority Registration – **deferred**
- VIII. Discussion
  - a) AP/BP 7120 – Recruitment Process / Nekoda Harris and Mia Robertshaw answered questions from the Senate regarding the proposed recruiting process. The following passages are taken from the discussion:  
Senator da Silva – We don't get a chance to get to know the hiring candidates. Perhaps have additional visits? Second opportunity?  
Senator Koenig – I have a question regarding the courtesy advancement of

adjuncts to interview.

President Pasqual – Having courtesy advancement to interview is problematic. I don't have all information but will pursue further. It may not be advisable per the recommendation of ASCCC Executive Board. Senator Lutz asked if this position were codified? It is a contractual matter.

Senator Wang – No one from HR is sitting on interviews.

Senator Robinson – Past HR employee sat in on all interviews. Situation raised in which an administrator unfairly influenced the hiring process and wasn't checked since no HR employee was on the committee.

President Pasqual - Is this part of the screening process or a call for better training?

Nekoda Harris – COM had 43 recruitments last year. In one year, we hired 23 full-time faculty. Trained administrators now lead the committees. The goal is to develop a more collaborative effort. There aren't enough resources to ensure an HR representative is on each hiring process. This concern has come up quite a bit.

Senator Robinson – Training should be available to more than just managers. There needs to be more opportunities to be trained.

Nekoda Harris – Manager training focuses solely on facilitating the hiring process.

Mia Robertshaw – There are two separate trainings but with lots of overlap. Hiring manager training took place in June. Faculty training takes place during flex. We don't hear about all problems in the hiring process but always respond to what we hear.

Senator da Silva – Why not one training for everyone?

Mia Robertshaw – If manager is a hiring manager and engaged in discriminatory tactics, then that person needs to be disciplined and/or removed. District has more control over managers and they need to remember that when they act up.

Nekoda Harris – When you see something, say something. We want to make sure the process is equitable across the board.

Senator Wang – Untenured faculty are at risk of speaking up in hiring committees.

Senator Muller – Agreed with Senator Wang that a situation could arise where an administrator may be retaliatory.

Senator da Silva – We need to guard against the pressure to make a bad recruitment. What do you do when there is only one candidate to forward?

Nekoda Harris – The President doesn't like to have one name forwarded. There will be every effort to support three candidates. There are some cases when the District was pushed into hiring when there was only one viable candidate.

President Pasqual – We are going to start identifying the committees earlier. So that we have less lag between posting and forming the committee.

Senator da Silva – We did not have an internal process on file when previous HR employee retired. Should candidates who are forward to the president be ranked or unranked?

Nekoda Harris – When names are forwarded, then the committee is essentially saying that any of these people are qualified and welcome to be hired.

Sometimes there are not enough people are able to be forwarded to the president. HR tries to be conscious of when to suspend and redo the recruitment. It really depends on the discipline. In many cases, the external market drives the availability of candidates.

Senator da Silva – Does the committee have the right to ask for a second interview?

Nekoda Harris – What was missed in the first interview?

Senator da Silva – What about informal interviews?

President Pasqual – Similar to how we hire administrators?

Nekoda Harris – Informal conversation with candidates could be problematic. Something that was said could open the District up to exposure.

Senator Wang – Suggested incorporating a teaching demonstration into the job

interview process.

Nekoda Harris – The logistics involved with having a teaching presentation were very challenging.

President Pasqual – Agreed that the teaching demonstration is a positive element of the hiring process.

Senator Robinson – Expressed concern that there needs to be more HR staff.

Mia Robertshaw – Concerned about holding trainings when attendance is minimal. If anyone has an issue of ongoing concern, then go to the supervisor.

Nekoda Harris – Hiring committee strives for unanimity. May take considerable time, but the committee should strive for it.

Senator Erdmann – Expressed concerns about undue influence of managers on hiring committees. Ask administrators to comment on how they define consensus and how to arrive at a decision on whom to forward to Pres. Coon.

Nekoda Harris – Emphasized the value of training. Encourage committee members to ask to speak to HR; they would listen and ascertain the situation.

Committee members need to take good notes. Communication is top priority.

President Pasqual – Those with tenure should support and stand up for those who are more vulnerable.

President Pasqual – Do we need to discuss this further next week?

Mia Robertshaw – The concerns she heard may not require a change to the AP, but a change to training. Concerns may be less about the AP/BP.

President Pasqual – I will put this matter on the agenda as an action item next week.

IX. New Business - Vision for Student Success - **deferred**

X. Adjournment: 2:00 pm

For questions or information concerning the Academic Senate Minutes, please contact: Peggy Dodge,  
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