MINUTES OF MEETING DATE: 040214

REGULAR MEMBERS (_X_ IN ATTENDANCE):
Charles Boklage _ O __, Nelson Cooper _ X __, Edson Justiniano _ X __, Derek Maher, __X__, Cheryl McFadden __X__. Marianne Montgomery _ X __, Andrew Morehead __X__ , John Stiller _ X__

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE):
Shelia Bunch, Chancellor's Rep _ O __, Marilyn Sheerer, Provost / VCAA _ X __, Phyllis Horns, VCHS _ O __, Ron Mitchelson, VCRGS _ X __, Mark Sprague, Faculty Chair _ X __, Fac Sen Rep (position open) __O__

OTHERS IN ATTENDANCE: Linda Ingalls, Donna Payne

PERSON PRESIDING: Justiniano

ACTIONS OF MEETING

I. Meeting called to order: 3:05pm

II. Approval of minutes of 3/26/14 (unanimous)

III. Sprague announced new state regulation on grievance filings by SPA employees. Affects Faculty Manual section on grievance board. Grievance Board will need to revise Faculty Manual (Part XII, Sections 2 and 4) to bring procedures in line with state regulation. There will probably be an interim PRR while Faculty Manual is brought into compliance.

IV. Part IX

Line numbers refer to draft in 3/26/14 folder on FGC Sharepoint site.

   a. Line 196: unit code
   b. Line 573: The elected chair of the committee shall ensure that the candidate’s materials contain all required documents, obtain and distribute materials to be used during the deliberation of such bodies the committee, ensure that a valid vote has been taken, communicate the results of such votes to the appropriate faculty and to the unit administrator, and perform other duties as designated by the unit.
   c. Lines 690-: However, at the invitation when invited by a majority vote of the membership of the Personnel, Tenure, or Promotion Committee, a unit administrator may meet with the committee to discuss initial appointments – for informational purposes prior to formal deliberations.
   d. Line 702: add comma after “scholarship,”
   e. Line 712: shall independently provide a similar list, noting for each name the professional relationship, if any
   f. Line 729: contact person
   g. Line 730-1: a unit administrator or delegate is unable to communicate
   h. Lines 732-3: unit administrator, delegate, nor the Tenure Committee chair
   i. Lines 734-: All communications between with potential or actual reviewers engaged in by the Tenure Committee chair or by someone appointed by the next higher administrator shall be copied to the unit administrator and shall be copied in the candidate’s dossier.
   j. Line 741: will use email to notify potential reviewers in writing that they have been nominated
   k. Lines 760-761: Strike.
1. A fixed-term faculty member seeking to be recommended for a second or subsequent fixed-term appointment need not compile the dossier.

m. Line 801: Personnel Action Dossier dossier

n. Line 806: 4. Portfolio for Subsequent Appointment and/or Advancement in Title of Fixed-Term Faculty. All documents pertaining to subsequent appointments for fixed-term faculty shall be collected and maintained in accordance with the applicable unit code, as describe in subsection II.B.2 above.

o. Lines 807-808: move to end of 2 (line 799)

p. Line 857: Committee members will recuse themselves from participation in any personnel action involving someone to which they are related by law or by birth. Committee members will recuse themselves from participation in any personnel action involving someone with whom the committee member has an amorous relationship or to whom the committee member is related by blood, law or marriage.

q. Line 870: may address may address

r. Line 916-17: If ballots are distributed by the committee chair, the committee chair shall assure that recipients acknowledge receipt in writing.

s. Lines 953-: Move section 4. to line 961.

t. Line 962: unit’s committee’s recommendation

u. Line 965-7: The unit’s notification letter shall come from the unit administrator and shall contain the Tenure committee’s cumulative review and recommendation letter and the unit administrator’s cumulative evaluation and recommendation.

v. Line 969: four working days from the date of receipt of the notification letter.

w. Line 969: Copy language about verifying receipt from end of line 911.

x. Lines 967-971: Copy “in accordance…Dossier” to section on committee’s recommendation (formerly 4, newly Line 961).

Meeting adjourned: 5:10pm

Respectfully submitted,

Marianne Montgomery