

Date: January 14, 2013

To: Jack Halliday
1st Vice President, Academic Senate

Ty Mettler
2nd Vice President, Academic Senate

Dr. Lee Grishman
Officer-at-Large, Academic Senate

From: Maria Clinton
President, Academic Senate

RE: Senate Business
Senate Exec Meeting – January 17, 2013

SENATE EXECUTIVE AGENDA

- I. CALL TO ORDER AND ROLL CALL**
- II. OPENING COMMENTS FROM THE SENATE PRESIDENT**
- III. ACTION ITEMS**
 - A. Appointment – Hiring Committee**
Dean, Institutional Effectiveness, Research & Planning
 - B. Appointment – Hiring Committee**
President/Superintendent
 - C. Appointment – Hiring Committee**
Vice President, Human Resources & Employee Relations
 - D. Appointment – Hiring Committee**
Vice President, Student Services

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**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE EXECUTIVE MEETING
MINUTES
January 17, 2013**

1. CALL TO ORDER AND ROLL CALL

The Academic Senate Executive meeting of January 17, 2013 was called to order at 1:48 p.m. by Ms. Maria Clinton, Academic Senate President.

MEMBERS PRESENT

Maria Clinton
Jack Halliday
Ty Mettler (via telephone)
Dr. Lee Grishman

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

Several faculty members submitted their names to the Senate for consideration to serve on active hiring committees. In keeping in line with Antelope Valley College (AVC) Senate Operating Procedures (pg 12) "If there are more than the number of vacancies on the committee, then the Executive Committee will review the letters of interest (emails), and based on that, will make a recommendation to the Academic Senate for confirmation."

Due to the fact that the main Senate body does not meet during intercession/summer, the Executive committee will act on behalf of the Senate.

In the AVC Senate Operating Procedures Handbook 2011-2012 (4/20/2008), under "Procedures for Selecting Committee Members for Academic Senate Committees," page 12. It states the following:

All interested individuals who wish to be considered for membership on a Senate committee must submit a letter of interest that addresses the purpose and goals of the committee to the Executive Committee. In addition, any information germane to the position should also be provided upon the request of the Committee. At least fourteen days will be allowed from the date of the notice of a vacancy or vacancies and the closing date for the applications.

At the January 17, 2013 Senate Executive meeting, the Senate Executive made decisions prior to the 14 day deadline for some of the hiring committees. The reason for the decision was made before the 14-day waiting period was due to the fact that Human Resources (HR) had placed the call for faculty representatives much too late for the hiring committee process. These were urgent requests from HR. Ms. Clinton explained she had spoken with Ms. Gloria Kastner, and Ms. Kastner advised that in times of urgency, the process in the past has been expedited. Since there were no further faculty requests to serve on these committees coming forward, the Senate Executive moved the process forward due to HR urgency. In addition, these are guidelines for Academic Senate Committees, the following hiring committees are not Senate committees, although the Senate tries to ensure that faculty are given 14 days, the 14-days mentioned above do not specifically speak to the hiring committees.

3. ACTION ITEMS

A. Appointment – Hiring Committee

Dean, Institutional Effectiveness, Research & Planning

Representative: Melanie Parker

A motion was made and seconded to approve the appointment of a faculty Senate representative for the Dean of Institutional Effectiveness, Research & Planning hiring committee.

Senate Executive members reviewed all submitted letters of interest and upon thorough review were in agreement that the best candidate to serve on this committee would be Ms. Melanie Parker. Ms. Parker's selection would afford the hiring committee with extensive experience working with the former Dean of Institutional Effectiveness, Research and Planning on SLOs and the Accreditation process.

Motion carried.

**B. Appointment – Hiring Committee
President/Superintendent**

Representatives:

Academic – Carolyn Burrell
Student Services – Rosa Fuller
Vocational – Maria Clinton

A motion was made and seconded to approve the appointment of three faculty Senate representatives (Academic, Student Services, and Vocational) to serve on the President/Superintendent hiring committee.

Senate Executive members reviewed all submitted letters of interest. Ms. Maria Clinton removed herself from the room for selection of the Vocational representative as she had submitted her name for consideration. The Executive members were in agreement for the selection of Ms. Carolyn Burrell as the Academic faculty representative due to her extensive knowledge of the campus culture, processes, and history. The Student Services representative selected was Ms. Rosa Fuller. She was the only Student Services faculty to submit a letter of interest. The Vocational representative selected was Ms. Maria Clinton. Dr. Lee Grishman stated it has been past practice for the Academic Senate President to serve on hiring committees, given the importance of candidates experience working in a shared/participatory governance environment. The academic Senate President represents all faculty and should be on this Committee based on position.

Motion carried.

**C. Appointment – Hiring Committee
Vice President, Human Resources & Employee Relations**

Representative: Jack Halliday

A motion was made and seconded to approve the appointment of a faculty Senate representative to the Vice President of Human Resources and Employee Relations hiring committee.

Senate Executive members reviewed all submitted letters of interest. Mr. Jack Halliday removed himself from the room for selection of the senate representative, as he had submitted a letter of interest to serve on this hiring committee. Dr. Lee Grishman indicated the importance to ensure shared governance questions and faculty concerns relative to matters associated with Human Resources are addressed during the selection process. The Senate Executive members were in agreement of the selection of Mr. Jack Halliday to serve as the Senate Faculty Representative for the Vice President of Human Resources and Employee Relations hiring committee due to his extensive knowledge of the historical perspective of the campus culture and previous experience in serving on Administrative hiring committees.

Motion carried.

**D. Appointment – Hiring Committee
Vice President, Student Services**

Representative: Dr. Lee Grishman

A motion was made and seconded to approve the appointment of a faculty Senate representative to the Vice President of Student Services hiring committee.

Senate Executive members reviewed all submitted letters of interest. Dr. Lee Grishman removed himself from the room for selection of the senate representative, as

he had submitted a letter of interest to serve on this hiring committee. Mr. Jack Halliday expressed the importance to ensure shared governance questions and concerns are addressed during the selection process. The Senate Executive members were in agreement of the selection of Dr. Lee Grishman to serve as the Senate Faculty Representative for the Vice President of Student Services hiring committee given his extensive knowledge of student services processes, procedures, and current issues and concerns.

Motion carried.

4. ADJOURNMENT

The January 17, 2013 Academic Senate Executive meeting was adjourned at 2:15 p.m. by Ms. Maria Clinton, Academic Senate President.

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Approved: January 31, 2013 Academic Senate Executive Meeting