I. Call to order in Faculty/Staff Dining Room at 3:15 p.m.

II. Approval of minutes of February 8, 1972 meeting.

III. Address by Dr. Glenn S. Dumke, Chancellor, California State Colleges, at 3:20.

IV. Business Items
   A. CBL Committee - First Reading Item, no action: Summer Operations of Senate. (Attachment 1).
   B. CBL Committee - Second Reading, Action Items.
      1. By-laws Section I. Definitions (Attachment 2).
      2. By-laws Section V. Committees (Attachment 3).
   C. Personnel Policies Committee - Action Item: Lay-off procedures (revised) (Attachment 4) & Cover-letter (Attachment 5).

V. Informational & Discussion Items
   A. Senate Member to replace Nelson Smith through Spring Quarter from the School of Engineering and Technology: William Bruckart appointed.
   B. Budget Committee Member to replace Nelson Smith -- Ed Clerkin.
   C. Budget Committee Chairman -- Effective February 28: Joe Boone.
   D. General Education & Breadth Requirement Committee Member from School of Engineering and Technology: Paul Scheffer appointed and will also be Chairman of the Committee.
   E. Distinguished Teaching Awards Committee: Erland Dettloff appointed to replace Alice Roberts.
   F. Report from Senate Ad Hoc Committee on salaries by Dale Federer, Chairman.
   G. Ad Hoc Committee on Faculty Allocation.
      1. Disbanded by Executive Committee, February 29, on recommendation of Chairman.
      2. Report by Chairman, Roy Anderson, to fulfill Committee Chairman responsibility.
H. Ad Hoc Committee on Faculty Allocation Studies -- Phase II

1. Created by Executive Committee, February 29.

2. Chairman -- Maurice Wilks.

3. Members: Tentatively will be same as the former Ad Hoc Committee.

I. Next Executive Committee Meeting is at 3:00 p.m., April 4, Ag. 138.

J. Next Senate Meeting is at 3:00 p.m., April 11, in Faculty/Staff Dining Room.
SUMMER OPERATIONS

During Summer Quarter, the Executive Committee of the Academic Senate shall hold regular monthly meetings and shall act in place of the full Senate. If any member of the Executive Committee, other than officers of the Senate, will not be available during Summer Quarter, then the Senate shall elect an alternate to replace him during his absence. This election shall take place during the scheduled June meeting. Such alternate shall be elected from the other Senators from the same school or service area as the person being replaced; if no such candidates are available, the Senate shall designate another person who qualifies for Senate membership from the same school or service area as the absent member to serve as his alternate.

The above provisions do not apply to alternates for the Chairman, Vice Chairman, or Secretary. If any of these officers will not be available during Summer Quarter, the Senate shall elect an alternate officer to replace him for that period from the Senate membership. Replacements for officers shall be elected without regard for school or service area. If a vacancy occurs on the Executive Committee during Summer Quarter, the members of the other Executive Committee shall designate an alternate according to the criteria noted above.

The usual Faculty Senate representation on the Academic Council, Administrative Council, and the President's Council and other administrative bodies shall be maintained throughout the Summer Quarter by the regular representative or his alternate.

The Chairman of the Elections Committee is responsible for determining the requirement for selecting alternate members to the Executive Committee for Summer Quarter. He shall report his findings to the Chairman of the Academic Senate not later than one full week preceding the regular June meeting of the Senate.

At the first regular meeting of the Academic Senate in the Fall Quarter the Executive Committee shall give a full report of its action during the Summer operations.
SECOND READING ACTION ITEMS -- CBL Committee

I. DEFINITIONS

D. Title Change

When there is a change in the title of an individual listed as "Administrative Personnel of the College" in Article I-B of these bylaws or in the ex-officio members of the Senate and/or its committees without any substantial change in the duties of these individuals, these titles will be changed in the bylaws as editorial changes and need not go through the normal procedures for amending bylaws.

An Addition to Section V - Committees

A. Standing Committees (Add paragraph 8)

8. Constitution and Bylaws Committee

The Constitution and Bylaws Committee shall review the Constitution and Bylaws periodically, making sure that they are updated and shall recommend such changes to the constitution and bylaws as it feels necessary to keep these documents current. Recommendations from individuals or committees which require constitution and bylaw changes should normally be referred to this Committee so that the proposed changes can be put into the proper language and sections.
LAY-OFF PROCEDURES AND CRITERIA
Draft, 3-31-72 2-25-72
by
PERSONNEL POLICIES COMMITTEE OF THE ACADEMIC SENATE

1. Because of the importance to all components of the College -- students, faculty and administration -- of maintaining stability of employment in accordance with the mandatory policy of Education Code Title 5, Section 43200(a), it is recommended that the first step in all lay-off procedures be a concerted attempt with appropriate consultation to seek and utilize all avenues by which lay-offs may be avoided. In particular, it would be expected that full advantage should be taken of the possibilities for reducing the number of required lay-offs by:

   (1) Encouraging the use of banked summer quarters for the following academic year.

   (2) The temporary relocation of the individual in another unfilled position in the college for which he is judged to have suitable qualifications.

   Relocating an individual in an existing vacancy in a department or area which has evaluated that individual as having suitable qualifications for that position. (Note that Title 5, Section 43200(b) recommends that relocation efforts be made at the state level as well.)

2. Because the equity of the lay-off procedure is of critical concern, it is recommended that, if lay-offs resulting from a reduction in the number of positions college-wide cannot be avoided, an ad hoc committee be appointed by the Executive Committee of the Academic Senate in accordance with its by-laws. This committee shall consist of one tenured member from each school and shall recommend to the President the teaching service areas to be reduced and the distribution of lay-offs within among those areas. In these recommendations, consideration should be given to: (a) the provision of Title 5 that within a teaching service area temporary employees be laid off before probationary employees; and (b) the option of lay-off of temporary employees prior to probationary employees without regard to teaching service area.

3. It is further recommended that the consultative procedure and criteria to be used in lay-off be essentially those procedures and criteria applicable to the comparable levels of hiring appointment, retention, and tenure awarding processes used in each department or school. Accordingly:

   (a) The consultative process on the order of lay-off should be initiated by the department head in the teaching service area in which lay-off is to occur. For temporary and probationary employees, recommen-
dations shall be made by that group in a department or school which makes recommendations on retention or reappointment. For permanent faculty - for whom the order of lay-off is specified to be in inverse order of their length of service - for those cases in which length of service is a tie, recommendations should be made by that group which makes recommendations on the granting of tenure (excluding those individuals concerned).

(b) Criteria used in determining the order of lay-off for temporary faculty and for probationary faculty shall be include those used for determining the reappointment or retention of the individuals in the department and school concerned but with primary consideration given to the needs of the department. In addition consideration should be given to: (i) whether the individual is, or will be, in a terminal notice year. (ii) whether the individual is, or will be, in a fifth or sixth probationary year. Criteria to be applied in the case of ties in length of service for permanent employees shall be consistent with the ones used in the awarding of tenure in the department and school concerned. In the absence of approved department and/or school criteria, those criteria specified in the appropriate sections of the C.A.M. shall be used. Additional criteria explicit to lay-off may be developed by a department or school.

(c) The results of the consultation with the groups specified shall be presented in writing to accompany the recommendations of the department head to the school dean or division head. The consultative statement, signed by the committee chairman or the committee members, or as individually signed statements, shall include reasons in sufficient detail to validate the recommendations of the consulted group.

4. It is further recommended that in lay-off involving probationary or permanent employees, following submission of recommendations to the President, a review be carried out by the Personnel Review Committee of the Academic Senate in those cases in which differences in recommendations occur between levels of review or where the individual involved requests review.

5. It is further recommended that a re-employment list similar to that required by Title V for permanent employees be established and maintained at the local level for probationary employees in first priority and for temporary employees in second priority. This list would then serve to establish the order in which an offer for a position may be made to laid-off individuals if a suitable vacancy occurs in their teaching service area or in another teaching service or administrative area, if the individual is judged to have acceptable qualifications in that other area.
Memorandum

To: Howard Rhoads, Chairman
    Academic Senate Executive Committee

From: Robert E. Kennedy

Subject: Layoff Procedures and Criteria

Title 5 of the California Administrative Code includes a number of provisions dealing with separation of employees from service for lack of funds or lack of work. Section 43202 of these provisions requires that the order of layoff in a teaching service area shall be as follows:

1) Temporary faculty (Lecturers) without regard to service.
2) Probationary faculty without regard to service.
3) Permanent faculty (Tenured) in the inverse order of their length of service in the college.

It is apparent that the college has a great deal of discretion in laying off faculty members who are in the first two categories. Since we do not have college procedures to implement a layoff situation, I am requesting that the Academic Senate study this matter and recommend appropriate consultative procedures to follow in the event a cutback in staff is necessary. The recommendations should include proposed criteria for determining the order of layoff in the first two groups listed above. I would like to have your recommendations no later than March 1, 1972.

I have asked Larry Voss to consult with members of the Chancellor's staff to determine what layoff procedures, if any, have been followed on other State college campuses, and if any systemwide policies exist concerning this matter. Mr. Voss is available to assist you with this request.