**Box 2 A: 2013-2014 LMC Administrations Process Response**

**From:** Kratochvil, Bob  
**Sent:** Monday, November 17, 2014 12:28 PM  
**To:** Henderson, Silvester  
**Subject:** Follow-up to meeting discussion

Silvester,

Per your request, I am providing a follow-up to our meeting discussion on November 3.  You asked for additional information related to two of your agenda topics: 4) Employment “Equity” in Management and Faculty/District’s Response; and 5) Box 2A Hiring Concerns 2013-14.

Regarding item #4, “Employment Equity,” there have been numerous activities at the District and College level directed toward recruitment and selection processes.  Some of these efforts include: the District’s *Strategic Conversations on Ethnic Diversity in the CCCD Workplace* and related report; LMC’s Flex training for faculty participating in recruitments; the District-wide workshop *Hiring the Best While Developing Diversity in the Workplace: Legal Requirements and Best practices for Screening Committees*; expanded/targeted advertising of position announcements; and specific references to diversity and equity in desirable qualifications, supplemental application questions, and interview questions.  Further details are thoroughly outlined in our Accreditation Self Evaluation Report (Standard IIIA, pgs. 283-307).

In regard to item #5, “2013-14 Box 2A Hiring Concerns,” the following faculty positions were hired as part of the initial Box 2A approvals (for Fall 2014 start):

Biology

Chemistry

EMS/Fire Technology

English (2)

Math (2)

Additionally, as a result of further retirements/resignations in late Spring 2014, two Counseling positions were hired to address the then upcoming Student Success and Support Program (3SP) requirements.  The Counseling Department had submitted one Box 2A position request as part of the 2013-14 cycle; the other position was ultimately funded with 3SP dollars:

Athletics Counselor

Transfer Counselor

Lastly, two Nursing Faculty were hired to begin work in Fall 2014; these positions, which had been approved through the Box 2A process in recent years, were carried over due to difficulty getting them filled:

Nursing – Maternity

Nursing – LVN

There was dialogue with faculty leadership about proceeding with these recruitments.  Faculty leadership was also consulted about past practice related to restricted-/categorically-funded faculty positions occurring outside of the Box 2A process.

LMC also recently hired a non-tenure track, grant-funded Counselor.  Because it is not a permanent position, and in keeping with the College’s past practices, this position did not go through the Box 2A process:

CTE Counselor

The College is currently in the process of posting a tenure-track DSPS Counselor position that will be funded through 3SP; these will be ongoing restricted funds.  This position did not go through the 2013-14 Box 2A cycle, but the Counseling Department has submitted an application for this year.  Based on the timing of the Box 2A process and 3SP Plan approval, along with the need to spend restricted 3SP funds, the decision was made to move forward the DSPS Counselor recruitment.  Although the District’s Uniform Employment Selection Guide does not contain any provisions for categorical/restricted funds and faculty hiring, the understanding is that past practice has included such hires being conducted outside of the Box 2A process.

I hope this information is helpful.

Bob