



Santa Monica Community College District
District Planning and Advisory Council
Human Resources Subcommittee
February 10, 2015
Meeting Minutes

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - Human Resources subcommittee was held on Tuesday, **February 10, 2015** at 1:30pm at Santa Monica College, Library Conference Room 275.

I. Call to Order – 1:43 pm

II. Members Present

Marcia Wade, Administration Representative, Co-Chair
Carol Long, Administration Representative

Steve Myrow, Management Representative

Patricia Burson, Academic Senate Representative, Co-Chair

George Davison, Faculty Association Representative

Caitlin Corker, Associated Students Representative

Daniel Kolko, Associated Students Representative (substitute for Maya Kaitel)

- III. The minutes of the DPAC HR subcommittee meeting on December 9, 2014 were unanimously accepted with one change. In the section on sexual harassment training, George's suggestion that training be mandatory should state that training be mandatory on flex days. (Moved – George, Second - Caitlin). (Note: December minutes have been updated and posted.)

IV. Minutes

A. **Review and discuss AR 3116 – Drug and Alcohol Testing for Transportation Employees:**

Consider any possible updates to the AR. Question from Trish regarding what changes in the law have occurred since the AR was created. This is currently being researched and will be communicated to the committee. A copy of the AR will be distributed to all committee

members to review individually. The committee will also review as a group to discuss and consolidate suggestions.

- B. Review and discuss AR 3114 – Catastrophic Leave:** Has been more than 10 years since AR was established. Need to compare AR to current board policy to determine if changes are needed. Copies of both the AR and the BP, as well as the Catastrophic Leave Form will be distributed to all committee members to review individually. The committee will also review as a group to discuss and consolidate suggestions.

- C. Preparation for upcoming review of draft policy and administrative regulations being created by the Title IX task force:** The committee will be providing feedback/suggestions to the Title IX task force regarding the draft policy and ARs. Potential changes include a training component and having 2 investigators (1 male, 1 female). Committee discussed having Michael Hudson do a Sexual Harassment training session for the DPAC HR committee (Moved – Trish, Second – Carol, unanimously approved). Dates will be sent out via e-mail. Copies of AR3120, AR 3121 and BP 3123 will be distributed to all committee members. These documents will be reviewed as a group during the next committee meeting.

V. Adjournment – 2:20pm (Moved – Caitlin, Second - Carol)