



Santa Monica Community College District  
**District Planning and Advisory Council**  
**Human Resources Subcommittee**  
**September 9, 2014**  
**Meeting Minutes**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - Human Resources subcommittee was held on Tuesday, **September 9, 2014** at 1:30pm at Santa Monica College, Library Conference Room 275.

I. Call to Order – 1:40pm

II. Members Present

Sandy Chung, Administration Representative, Co-Chair  
Craig Harris, Administration Representative  
Carol Long, Administration Representative  
Steve Myrow, Administration Representative

Patricia Burson, Academic Senate Representative, Co-Chair

George Davison, Faculty Association Representative  
Kymberlyn McBride, Faculty Association Representative

Crystal Lagunas, CSEA Representative  
Joanne Laurance, CSEA Representative

III. The minutes of the DPAC HR subcommittee meeting on June 10, 2014 were accepted.

IV. Agenda

A. Update regarding status of revised EEO Plan and Policy: Sandy Chung advised the committee that the EEO Plan and BP 3120 were adopted by the Board of Trustees at the September 2014 Board meeting.

B. Discuss policies and administrative regulations that need to be updated in the coming year: Sandy Chung suggested that the committee's first project for the year consist of revising and updating Administrative Regulation 3120 – Equal Employment Opportunity Program

and Discrimination Complaint Procedure. Sandy said that she would distribute a proposed revised copy of AR 3120 to all of the committee members before the next meeting on October 14, 2014.

- C. Discuss schedule for EEO Advisory Committee: The committee agreed to meet as the EEO Advisory Committee on September 26, 2014 to participate in a webinar training session regarding Hiring the Best While Developing Diversity. Patricia Burson moved to adopt the 9/26/14 training date as one of the two required annual meeting dates for the committee. The motion was seconded by Carol Long and unanimously approved by the committee. The second EEO Advisory Committee meeting date will be set at another time.

V. Adjournment – 2:05pm