



Santa Monica Community College District
District Planning and Advisory Council
Human Resources Subcommittee
October 14, 2014
Meeting Minutes

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - Human Resources subcommittee was held on Tuesday, **October 14, 2014** at 1:30pm at Santa Monica College, Library Conference Room 275.

I. Call to Order – 1:35pm

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
Melody Nightingale, Academic Senate Representative

Crystal Lagunas, CSEA Representative
Joanne Laurance, CSEA Representative
Robert Villanueva, CSEA Representative

Maya Kaitel, Associated Students Representative
Caitlin Corker, Associated Students Representative
Denise Sandoval, Associated Students Representative

- III. The minutes of the DPAC HR subcommittee meeting on September 9, 2014 were accepted (Moved – Joanne, Second - Caitlin). The minutes from the special meeting (EEO training) on September 26, 2014 were accepted (Moved – Patricia, Second – Caitlin).

IV. Agenda

- A. **Discuss EEO Advisory Committee meeting dates and training for EEO Advisory Committee that was held on Friday, September 26, 2014 (Hiring the Best While Developing Diversity):** Training went well. Some of the information was familiar to attendees, but it was well presented. EEO Advisory Committee must meet twice a year for training. Second training session will be held sometime in 2015 to allow for attendance by new co-chair and any new representatives from CSEA (after elections are held in December).
- B. **Discuss policies and administrative regulations that need to be updated in the coming year:** Updating AR 3120 and AR 3121 are the priority items. Also, it was suggested that instead of waiting for the Title IX task force to request feedback, we send them AR 3121 with our revisions. Sandy did an initial revision of AR 3120. Since we have a fully formed EEO Plan now, she removed any items related to that plan. She also removed any Title IX references, as it is already included in the Sexual Harassment policy. Please read through and bring your questions/suggestions to the next meeting.
- C. **Discuss schedule for EEO Advisory Committee:** Sandy has accepted a position at another institution and will be leaving at the end of November. She would like to have meetings twice a month in October and November in order to complete the reviews of AR 3120 & AR 3121. Next meeting will be on October 28, 2014. Will table discussion of committee schedule beyond completion of AR 3120 & AR 3121 until after Sandy's replacement has started.
- D. **Nominate and elect co-chair:** Patricia Burson nominated and unanimously approved (Nominated – Robert, Second – Crystal)

V. Adjournment – 2:55pm