



Santa Monica Community College District  
**District Planning and Advisory Council**  
**Human Resources Subcommittee**  
**October 28, 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 28, 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  
Carol Long, Administration Representative

Steve Myrow, Management Representative

Patricia Burson, Academic Senate Representative, Co-Chair

George Davison, Faculty Association Representative

Crystal Lagunas, CSEA Representative  
Robert Villanueva, CSEA Representative

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

III. The minutes of the DPAC HR subcommittee meeting on October 14, 2014 were unanimously accepted (Moved – Caitlin, Second - Carol).

#### IV. Agenda

- A. **Discuss District Board Policies and Administrative Regulations that need to be updated:**  
AR 3120 is being discussed today. Sandy is still working on initial draft of AR 3121. Will try to have a draft completed for next meeting.
  
- B. **Discuss revisions to AR 3120 and AR 3121:** Sandy made some initial revisions to AR 3120: removed anything covered in the EEO plan, made edits to clarify and be more specific, created sub-sections to make information easier to locate and more user-friendly. Some debate regarding how much legal verbiage to use. Decision was to go with the exact verbiage from Title V so that legalities are clear. Committee members proofread the document and offered suggestions and feedback. Sandy also sent the document to Bob Myers for feedback. Hoping to get his opinion prior to next DPAC HR committee meeting on 11/13/14 so that a vote can be held.
  
- c. **Discuss EEO Plan, including EEO Plan's relationship to the District's Administrative Regulations, and consider making the EEO Plan an AR:** Discussed benefits of making the EEO Plan an AR: makes the document more permanent, will be housed in a place that's accessible and less likely to get lost, better for version control.

Motion to have DPAC HR committee make recommendation to DPAC committee to make the EEO Plan an Administrative Regulation unanimously approved. (Moved – Carol, Second – Caitlin)

#### V. Adjournment – 2:30pm