



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

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - Human Resources subcommittee was held on Thursday, **December 9, 2014** at 1:30pm at Santa Monica College, Drescher Hall, Loft.

I. Call to Order

II. Members Present

Marcia Wade, Administration Representative, Co-Chair

Michael Hudson, Administration Representative

Carol Long, Administration Representative

Steve Myrow, Management Representative

George Davison, Faculty Association Representative

Crystal Lagunas, CSEA Representative

Joanne Laurance, CSEA Representative

III. The DPAC HR subcommittee was unable to approve the minutes from the November 13, 2014 meeting due to lack of a quorum.

IV. Minutes

A. **Brief review of the Administrative Regulations Table of Contents (General Provisions) to identify ARs for future review:** A copy of the Table of Contents was provided to the Committee. At the previous meeting in November, the Committee had decided to focus first on Drug and Alcohol Testing policies for employees who were required to provide transportation services as a part of their job duties.

B. Review and discuss AR 3116 – Drug and Alcohol Testing for Transportation Employees: A copy of AR 3116 was provided to the Committee. Marcia Wade provided an overview of the processes the Committee should look at for revisions.

C. Discuss Discrimination and Sexual Harassment training sessions: Michael Hudson provided the Committee with an overview of the District's current Discrimination and Sexual Harassment training sessions. Brochures were distributed which contained information for students about sexual harassment. George Davison suggested that these brochures be provided for students to access and read during their enrollment process. George suggested making training mandatory on Flex Days. Crystal Lagunas agreed. Marcia Wade suggested bringing this idea to the Professional Development Committee for discussion.

V. Adjournment – 2:09pm