



Santa Monica Community College District
District Planning and Advisory Council
Human Resources Subcommittee
September 8, 2015
Meeting Minutes

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - Human Resources subcommittee was held on Tuesday, **September 8, 2015** at 1:30pm at Santa Monica College, Library Conference Room 275.

I. Call to Order – 1:35 pm

II. Members Present

Tre'Shawn Hall-Baker, Administration Representative, Co-Chair

Steve Myrow, Management Representative
Delores Raveling, Management Representative

George Davison, Academic Senate Representative, Co-Chair
Alicia Villalpando, Academic Senate Representative

Kymerlyn McBride, Faculty Association Representative
Michael Strathearn, Faculty Association Representative

Kennisha Green, CSEA Representative
Kathy Solis, CSEA Representative

III. The minutes of the DPAC HR subcommittee meeting on June 9, 2015 were accepted.

Motion: George

2nd: Kymerlyn

Ayes: Kymerlyn, George, Tre'Shawn, Kennisha, Kathy and Steve

Noes:

Abstentions: Alicia, Michael and Delores

IV. Minutes

- A. **Introductions:** This was the first committee meeting of the new school year. In order to get to know the new members, as well as introduce them to the returning members, the committee went through a round of introductions. The administration representatives are Tre'Shawn Hall-Baker, Human Resources, who is also the committee co-chair, and Carol Long, Personnel Commission. The management representatives are Steve Myrow, Financial Aid, and Delores Raveling, Student Success & Outreach. The Academic Senate representatives are George Davison, English, who is also the committee co-chair, and Alicia Villalpando, Counseling. The Faculty Association representatives are Kymberlyn McBride, Counseling, and Michael Strathearn, Physical Science. The CSEA representatives are Kennisha Green, DSPS, Joanne Laurance, English, Karen Monzon, Personnel Commission, and Kathy Solis, DSPS.
- B. **Policies and Administrative Regulations:** There were two ARs that were on the list to review, but did not get reviewed last year. Do we want to include them in the list for review this year? There was a reason that they were chosen last year, and the committee will at least include them on the list of ARs being considered for review.
- a. **AR3114 – Catastrophic Leave:** The committee was concerned that it needs to be in line with whatever is in the CSEA and FA contracts. There was some debate as to whether it is mentioned in the FA agreement. It is in both contracts. It is section 7.14 in the CSEA agreement and Appendix P in the FA agreement.
 - b. **AR3116 – Drug and Alcohol Testing for Transportation Employees:** Need to do an overall revamp. Need to be careful regarding any drug testing requirements to ensure they do not go against the contract. Also, it should only be for DOT types of transportation (i.e. the shuttle or Athletics buses) and not for other types (i.e. the custodial carts).

It was decided that the committee members would review the table of contents for Administrative Regulations Section 3000 and bring their suggestions for items to review to the next meeting. Below is a link to Section 3000:

http://www.smc.edu/ACG/Documents/Administrative_Regulations/AR_3000_Human%20Resources.pdf

- V. Adjournment – 2:15pm (Moved – George, 2nd - Kymberlyn)