



Santa Monica Community College District
District Planning and Advisory Council
Human Resources Subcommittee
November 10, 2015
Meeting Minutes

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - Human Resources subcommittee was held on Tuesday, **November 10, 2015** at 1:30pm at Santa Monica College, Library Conference Room 275.

I. Call to Order – 1:40 pm

II. Members Present

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

Stacy Neal, Management Representative (in place of Steve Myrow)
Delores Raveling, Management Representative

Alicia Villalpando, Academic Senate Representative

Kymberyn McBride, Faculty Association Representative
Michael Strathearn, Faculty Association Representative

Kennisha Green, CSEA Representative
Joanne Laurance, CSEA Representative

III. The minutes of the DPAC HR subcommittee meeting on October 13, 2015 were accepted.

Motion: Alicia

2nd: Delores

Ayes: Tre'Shawn, Carol, Delores, Alicia, Kennisha and Joanne

Noes:

Abstentions: Michael, Kym, Stacy

IV. Minutes

- A. **Status of Catastrophic Leave AR Review:** Based on feedback from the unions, there is no need to update the AR at this time. George communicated to Tre'Shawn that the FA was comfortable with the language. Joanne checked with CSEA and they are fine, too. Since there are no issues at this time, it was decided to table it for now so as not to stop the committee from moving on to AR 3116.

Motion to table review of AR 3114 – Catastrophic Leave: Kym McBride

Second: Michael Strathearn

Vote: Aye: 9

No: 0

Abstain: 0

- B. **AR 3116 – Drug and Alcohol Testing for Transportation Employees:** Per Tre'Shawn, our AR is out of date. We need to compare our AR to the Dept. of Transportation regulations to ensure compliance. Each committee member will take a section and review alongside the DOT reg.

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|---|-----------|
| a. AR Section 1 / DOT Reg 382.187 | Alicia |
| b. AR Section 2 / DOT Reg 382.201, .211, .213 | Joanne |
| c. AR Section 3 (A&B) / DOT Reg 382.301, .303, .305, .307, .309 | Delores |
| d. AR Section 3 (C&D) / DOT Reg 382.301, .303, .305, .307, .309 | Kym |
| e. AR Section 3 (E,F&G) / DOT Reg 382.301, .303, .305, .307, .309 | Carol |
| f. AR Sections 4 & 5 | Tre'Shawn |
| g. AR Section 6 / DOT Reg 382.603 | Michael |
| h. AR Section 7 / DOT Reg 382.605 | Kennisha |

Link to AR:

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

Link to Dept. of Transportation Regulation:

<https://www.fmcsa.dot.gov/regulations/title49/section/382.101>

In addition, we need to make sure that the training component is being met. Tre'Shawn will research whether or not there is currently training for supervisors/campus police. We also need to determine if there is a certificate or sign off when the employees are notified. The committee reviewed the SafeColleges course: Reasonable Suspicion of Drug & Alcohol. It contained some good information, but would not satisfy the training requirement on its own as it was only 20 minutes long.

V. Adjournment – 3:00pm