



Santa Monica Community College District
District Planning and Advisory Council
Human Resources Subcommittee
December 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, **December 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

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

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

Michael Strathearn, Faculty Association Representative

Kennisha Green, CSEA Representative
Joanne Laurance, CSEA Representative
Kathy Solis, CSEA Representative

III. The minutes of the DPAC HR subcommittee meeting on November 10, 2015 were accepted.

Motion: George

2nd: Michael

Ayes: Tre'Shawn, Stacy, Delores, Alicia, Michael and Joanne

Noes:

Abstentions: George

IV. Minutes

- A. **AR 3116 – Drug and Alcohol Testing for Transportation Employees:** Per Tre’Shawn, our AR is out of date.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 took a section to review alongside the DOT reg.
- a. AR Section 1 / DOT Reg 382.187 Alicia
 - i. *The overall policy is ok, but there are a lot of definitions in the DOT regulation that are not in our AR. Do we want to include? Alicia will pull out the DOT definitions and will bring to the next meeting for the committee to review. There is also some discussion on van vs. shuttle labeling. The consensus is that we should go with calling them vehicles. Also, Tre’Shawn will follow up with David Dever regarding whether we have Transportation Assistant.*
 - b. AR Section 2 / DOT Reg 382.201, .211, .213 Joanne
 - i. *The main points matched. Our AR is more comprehensive than the DOT reg. The only issue may be that our AR references controlled substances while the DOT regulation discusses Schedule I substances. We need to make sure the verbiage covers the fact that SMC has a policy that you can’t smoke marijuana on campus even with a medical marijuana card.*
 - c. AR Section 3 (A&B) / DOT Reg 382.301, .303, .305, .307, .309 Delores
 - i. *In the first paragraph of Section A, there is an extensive list of reasons that someone may not need to be tested. Tre’Shawn’s position is that we should not include the list in our AR. Everyone should be pre-screened. Paragraph 2 states that if someone is offered a position, and then tests positive, they can be disciplined or discharged. Verbiage needs to be better. Tre’Shawn will work on it. In Section B, the DOT regulation references bodily injury and also disabled/damaged motor vehicles. Consensus is that both should be included in the AR. Also, there is a reference to “records will be made available”. It doesn’t say it in Section 3, but there are references in both Sections 1 & 2 that “the District will prepare a file”.*
 - d. AR Section 3 (C&D) / DOT Reg 382.301, .303, .305, .307, .309 Kym
 - i. *No review completed during the meeting.*
 - e. AR Section 3 (E,F&G) / DOT Reg 382.301, .303, .305, .307, .309 Carol
 - i. *No review completed during the meeting.*
 - f. AR Sections 4 & 5 Tre’Shawn
 - i. *Appears to be in line with 382.401 of the DOT regulations. Section 4 goes beyond DOT requirements, so we are in compliance. The information in the AR is good, but if it is being done, it has not been documented. There are no notifications in the employee’s personnel files. Tre’Shawn will talk to David Dever regarding this issue. Carol will look*

into who exactly the training should apply to. Right now it looks like just the 2 shuttle drivers.

- g. AR Section 6 / DOT Reg 382.603 Michael
 - i. *The AR is only the first few sentences of the DOT regulation. The AR does not state what the training will be used for. Committee agrees that we should use the entire section. Draft version will be available for review at the next meeting.*
- h. AR Section 7 / DOT Reg 382.605 Kennisha
 - i. *DOT refers you to another section which is formatted as questions that hyperlink to additional pages.*

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>

Link to CFR Part 40, Subpart O for AR Section 7 review:

<https://www.gpo.gov/fdsys/pkg/CFR-2001-title49-vol1/xml/CFR-2001-title49-vol1-part40.xml>

V. Adjournment – 2:50pm