



Santa Monica Community College District
District Planning and Advisory Council
Human Resources Subcommittee
April 4, 2017
Meeting Minutes

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - Human Resources subcommittee was held on Tuesday, **April 4, 2017** at 1:30pm in the Library Conference Room # 275.

I. Call to Order – 1:30 pm

II. Members Present

Tre'Shawn Hall-Baker, Administration Representative, Co-Chair
Marcia Wade, Administration Representative
Carol Long, Management Representative
Stacy Neal, Management Representative
Kymberlyn McBride, Faculty Association Representative
Michael Strathearn, Faculty Association Representative
George Marcopulos, Academic Senate Representative
Cesar Rubio, Academic Senate Representative
Joanne Laurance, CSEA Representative
Jeanne Laurie, CSEA Representative
Devina Sheppherd, CSEA Representative

III. Agenda

A. Review of Employee Satisfaction/Campus Climate Survey Documentation

Tre'Shawn discussed the survey during the last DPAC committee meeting. Overall she received positive feedback. There was a question about whether this was as a result of accreditation. It is not, but in is in line with the direction the college wants to go.

There was one committee member who voiced concern about SMC borrowing the survey instead of purchasing it. This person felt that SMC should have control over the questions, own the data and not worry about the cost. Ultimately, DPAC made the decision to let the DPAC HR committee handle the survey. We will receive all of the data from the survey and

if we identify areas of concern we can conduct more in depth case studies of that particular section without having to bear the cost of purchasing our own survey.

Additional discussion centered around which survey the committee members preferred. The consensus was that the Noel Levitz survey would be most appropriate for our needs. It is comprehensive and has been normed with other schools. It is a longer survey, so there is a concern about making sure that people who start the survey finish it. We need to put information at the top of the survey that lets them know approx. how long it will take.

The committee also discussed ways to make sure people take the survey: managers and chairs need to create the expectation that it should be completed, make sure it's promoted and give examples of why taking the time to complete the survey is good for the employee.

Motion to select a survey to utilize for the Employee Satisfaction/Campus Climate Survey:

Move: Marcia Wade

Second: Michael Strathearn

Vote: Aye: 11 - Unanimous

No: 0

Abstain: 0

ModernThink Higher Education Insight Survey: 1 – Jeanne Laurie

Ruffalo Noel Levitz Research Toolkit: 10 - Tre'Shawn Hall-Baker, Marcia Wade, Carol Long, Stacy Neal, Kymberlyn McBride, Michael Strathearn, George Marcopulos, Cesar Rubio, Joanne Laurance and Devina Sheppherd

B. New Format for Administrative Regulations

AR 3116 – It was submitted to DPAC for review. We were notified that, as part of the strategic planning initiative, all of the ARs will be undergoing a review by a third party. All ARs will be standardized, including complete file reformatting and AR numbers changing. They also want to check the legal aspects. This action is based on accreditation concerns about how current the information is.

The committee discussed how we should proceed. Do we go ahead and continue to review ARs on the committee's agenda, or do we wait for the consultant to complete their review and provide feedback before conduct our own review? Consensus is that we should wait for them to provide their feedback first. Tre'Shawn will get a list of ARs that have already been worked on from Lisa Rose.

IV. Adjournment – 2:20 pm