



Santa Monica Community College District
District Planning and Advisory Council
Human Resources Subcommittee
April 25, 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 25, 2017** at 1:30pm in the Financial Aid Conference Room, Drescher Hall.

I. Call to Order – 1:35 pm

II. Members Present

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

III. Public Comments

Tre'Shawn will be adding the EEO Plan to the agenda for the next meeting. There is an EEO committee (currently consisting of Sherri Lee-Lewis, Tre'Shawn Hall-Baker, Carol Long and Lugina Rogers). This base will be expanded to include others outside of HR such as a classified employee, faculty member and student. This group is tasked with making updates to the EEO Plan based on recommendations from the Chancellor's Office. They would like the DPAC HR committee's feedback on the changes.

IV. Approval of Minutes from Prior Meeting

The minutes of the DPAC HR subcommittee meeting on April 4, 2017 were accepted.

Motion: Marcy Wade

2nd: Kymberlyn McBride

Ayes: 10 – Tre'Shawn, Marcy, Stacy, Carol, Cesar, George, Kymberlyn, Michael, Joanne and Jeanne

Noes: 0

Abstentions: 1 - Devina

V. Agenda

A. **Review of Employee Satisfaction/Campus Climate Survey documentation.**

The preferred survey of the committee was the Ruffalo Noel Levitz. There were several questions that the committee had that were submitted to Hannah Lawler. She provided responses to the following and the committee discussed.

1. What is the cost? It depends on the customization of the survey.
 - a. We will definitely need to have both computer and paper survey capability as not all jobs have computer access. Do we want specific questions added or will we go with the standard version? Can we remove questions? Is there a comments section? Looking at overall costs, we need to go with what is most cost efficient.
2. When will the survey be done? Fall 2017
3. How will we get data from the survey? Hannah prefers that we obtain the raw data so that the Institutional Research team can analyze the data. If there are any areas where we feel that we need more information we can do a case study for that particular item.
4. What is the rationale for the survey? The college is interested in obtaining data to assist in providing a supportive, collegial environment.
5. Who will see the results? Hannah will present the results to DPAC and then they will be disseminated to the entire campus community.

Additional discussion centered around ways to encourage employees to participate. Dept. Chairs and Managers should make sure to discuss the survey with their teams and encourage them to take the survey and allow time in the day for them to do so. We need to make sure to communicate with employees regarding the survey. Can we reserve a 2 week period where this is the only survey, so that it does not get lost in the crowd.

A request will be made for a copy of the final survey that will be completed by employees, prior to it being distributed.

B. **DPAC HR Committee meeting dates/times for 2017/18 school year**

Because of the difficulties we had in locating a room this year, we need to make sure we are proactive in scheduling meeting times and booking rooms for the upcoming 2017/18 year. The committee feels that Tuesdays around 1:30pm continue to be the best time. The 1st Tuesday is not a good day as it is Board Meeting day. Consensus is that the 2nd or the 4th Tuesday will work. Also, it will be better for the committee, because of the number of participants, if we can get the Library Conference Room. The Science department conference room was also mentioned as a good backup. Katie will follow up to see about scheduling.

VI. Adjournment – 2:25pm