



**District Planning and Advisory Council
Human Resources Planning
Subcommittee**

Minutes of Meeting
October 21, 2024
SSC 337

Members Present: Tracy Beidleman, Sherri Lee-Lewis (Co-Chair), Debra Willoughby, Tiffany Lee (student)

Resource Staff: Vina Chin, Diana Pennington, Daniel Phillips

Absent: Wendi DeMorst, Anisha DiGregorio, Kennisha Green, Jamar London, Carol Long, Kimberlyn McBride, Valeria Salgado (student)

- I. Call to Order
The meeting was called to order at 10:17 a.m.
- II. Public Comments
None
- III. Chair Updates
- IV. Approval of Minutes from 10/07/2024
No quorum
Moved to next meeting
- V. Old Business
 - a. Workplace Violence Prevention Program
 - i. SB553: Workplace Violence – implementation July 01, 2024
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB553

<https://www.dir.ca.gov/dosh/Workplace-Violence/General-Industry.html#:~:text=OSHSB%20is%20required%20to%20adopt,enforceable%20on%20July%201%2C%202024>

Overview
 - This plan will meet new state policies and regulations

- Cal/OSHA will eventually be the enforcing entity
- This regulation addresses violence toward employees and is geared through provided safety in the workplace
- This is housed under the Risk Management SMC website: <https://admin.smc.edu/administration/business-services/risk-management/workplace-violence.php>
- Training – will be done in two modules
 - 1st program 15-minutes for a general overview made by Keenan
 - 2nd training 15-minutes more specific to SMC (HR training)
- Incident – emergency and non-emergency
 - Emergency: police will respond and an incident report will be submitted after
 - Will this be SMC Police vs. SM City Police
 - Non-emergency: an incident report can be submitted
 - BIT team will create and coordinate the program and determine findings, incident investigation and management
 - Risk Assessment – every department will complete an assessment

VI. New Business
None

VII. Points for Future Meetings
a. Appointment of Faculty Association Member
b. EEO Plan

VIII. Schedule Next Meeting
TBD

IX. Adjourn Meeting

Meeting was adjourned at 11:07 a.m.