



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

Minutes of Meeting
April 24, 2024
Via Zoom

Members Present: Vicenta Arrizon (Co-Chair), Wendi DeMorst, Anisha DiGregorio, On ni Hunag, Sherri Lee-Lewis (Co-Chair), Carol Long, Kymberlyn McBride, Cindi Parinyasrisawet, Lisa Winter, Debra Willoughby

HR Resource Staff: Diana Pennington, Recording Staff Assistant

Absent: Kennisha Green

Minutes

- I. Call to Order
The meeting as called to order at 3:02 p.m.
- II. Public Comments
- III. Chair Updates
- IV. Approval of Minutes from 03/27/2024
Motion to Approve: Kymberlyn McBride
Seconded: Carol Long
Vote: Aye: 9 No: 0 Abstain: 1
- V. New Business
 - a. Code of Ethics – Relations between Classified Staff & Students
 - i. Create new regulations to ensure safety of students, faculty, managers, administrators, and classified staff in matters of relationships with students
AR 3050
<https://www.smc.edu/administration/governance/board-of-trustees/documents/board-policy-manual/administrative-regulations/ar-chapter-3-general-institution/AR-3050-Institutional-Code-of-Ethics.pdf>
 - BP 3050
https://www.smc.edu/administration/accreditation/documents/2022/Standard3A/IIIA11_2_BP_3050.pdf

Lisa Winters will gather policies from other policies and reach out to ACHRO listserv. The committee will review the information gathered and discuss in more detail at next meeting.

VI. Old Business

a. SB 553: Workplace Violence

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>

- i. Implementation July 01, 2024 – an initiative on how SMC manages workplace violence (may need to update ARs and or BPs)
- ii. Lisa Winter & Sherri Lee-Lewis will draft and review

VII. Topics for Next Meeting/Future Meeting

- a. Continued discussion on drafting a regulation for Code of Ethics – Relations between Classified Staff & Students. Lisa Winter will reach out to ACHRO for committee to review and discuss

VIII. Dates for Next Meeting

Wednesday, June 05, 2024, from 3pm to 4pm

IX. Adjournment

Motion to Adjourn: Lisa Winter

Seconded: Kymberlyn McBride

Vote: Aye: 10 No: 0 Abstain: 0

Meeting adjourned at 3:27 p.m.