



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

Minutes of Meeting
March 27, 2024
Via Zoom

Members Present: Wendi DeMorst, Anisha DiGregorio, Kennisha Green, 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: Vicenta Arrizon (Co-Chair)

Minutes

- I. Call to Order
The meeting was called to order at 3:06 p.m.
- II. Public Comments
- III. Chair Updates
- IV. Approval of Minutes from 05/15/2023 & 12/07/2023
Motion to Approve: Debra Willoughby
Seconded: Kymberlyn McBride
Vote: Aye: 10 No: 0 Abstain: 0
- V. New Business
 - a. SB 553: Workplace Violence
 - i. Policy:
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>
 - ii. This bill will mandate employers in California to develop, adopt and implement a written Workplace Violence Prevention Plan. Employers must provide effective trainings, address inquiries, verbal and physical threats, assaults, and maintain records including violent incident logs. The plan must cover all employees, students, and vendors coming to the campus
 - iii. Responsibility and coordination of plan is being determined

- iv. Current Team: Lisa Winter, Daniel Phillips, and Chief Adams
- v. The subcommittee will review the plan which will have to be in place by July 01, 2024

VI. Old Business

- a. 2023 Grants – Culturally Responsive Pedagogy & EEO Innovative Best Practices
 - i. Professional Development Fair & workshops have been implemented successfully
 - ii. Other activities are still in the planning phase
- b. EEO Plan
 - i. The 1st draft is being reviewed by the Chancellor’s Office
- c. EEO videos
 - i. Two videos still need captioning
 - ii. The Dean from HR will provide information on where to post
- d. Student Representatives in Interviews Update
 - i. Student workers have participated on academic administrator hiring committees. The Personnel Policies Committee will discuss the inclusion of students. The PC will look into how students may participate on classified interview panels.

VII. Topics for Next Meeting

- a. SB 553: Workplace Violence
- b. AR 3900
- c. Other ARs
- d. Code of Ethics
 - i. Relations between Classified Staff & Students needs to be detailed

VIII. Dates for Next Meeting

Wednesday, April 24, 2024, from 3pm to 4pm

IX. Adjournment

Motion to Adjourn: Kimberlyn McBride

Seconded: Carol Long

Vote: Aye: 10 No: 0 Abstain: 0

Meeting adjourned at 3:49 p.m.