

Human Resources - Area Council

April 2, 2019 - 9:30 a.m.

Attendees Requested: **Bold Names Attended**

J. Miyashiro	M. Rogers	P. Jones	A. Chua	L. Mednick
M. Smith	M. Peralta	V. Jeffrey	J. Ishikawa	E. Azose
R. McCoy	R. Gonzalez	R. Arellano	A. Webb	T. Hua
M. Lopez	K. Allen			K. Nakayama

Lisa and Tuan gave updates on recent professional development activities. Spring Development Day and the Women's History Luncheon were successful. Professional development is preparing for the next cohort of ECC PRIDE participants. They are hoping to get more faculty and management to participate. Applications are currently being accepted.

The Administrative Support Task Force developed resource guide to provide new administrative and clerical assistants with information on whom to contact as well as various forms and general campus information they might find helpful in performing their job duties.

The task force is also planning a series of one-hour tours. "Tour the Floor" will connect staff with other campus offices/departments/programs and help admins learn more about available resources on campus. Library Resources will be the first tour, with more to come.

Judith Meredith and Monica Delgado are the new chairs of the Classified Appreciation Week committee. Classified Appreciation Week will be the third week in May.

The Distinguished Faculty and Staff Award will be held on May 2 from 1:00 – 2:00 p.m. in the East Dining Room.

Elana presented an overview of navigating Cornerstone, the program which has replaced the PD Reporter Flex software. Professional Development has a YouTube channel that provides a series of videos on using the new software. Lynda.com, an extensive online learning platform, can be accessed through Cornerstone with a slight work-around that Elana demonstrated for everyone.

Ann discussed results of some preliminary data gathered by IR regarding our recruitment practices. The data shows that our current advertising efforts in attracting large pools of qualified, underrepresented minority applicants is working well and that minority applicants are meeting the minimum qualifications. However the data seems to indicate that minority applicants are being screened out at the committee interview and final interview hiring stages more commonly than White applicants. A finalized report regarding this data will be part of the district's EEO plan update and presentation to the Board in July.

Mark provided information on the HR Team 30-Day Walking Challenge currently in progress from April 1 through May 1. Mark reminded everyone participating to make sure to add their steps to the spreadsheet on daily basis. The winner of the challenge will receive a free meal.

Jane gave an update on the CalPERS Breakaway Study. Last year, premiums for PERSCare increased by 25%. The Insurance Benefits Committee made a recommendation to research other options. Keenan did an analysis on El Camino's viability of leaving CalPERS to determine if the District would be an attractive candidate to other health provider pools. The study showed that El Camino's employee population would most likely look good to other health provider pools and that we might be able find a pool with cheaper health plan rates while still retaining the same network of doctors and hospitals. If the District does find another provider pool that meets all the required criteria and decides to leave CalPERS, the District will need to inform CalPERS by August.

Recycling: The district does recycle. Look for green stickers on containers in which you can place any recyclable materials. Contents are sorted off-site. Paper waste should be placed in the blue office recycling bins preferably without staples and definitely without any glue bindings.

Formstack: 35 of the 42 paper forms that were part of HR when Jane arrived in 2017 have been converted to electronic forms. This has had a noticeable impact to facilities as far as reduced paper waste.

Recruiting: HR will look into developing more training videos for search chairs to review regarding how and what to do during different phases of a recruitment and possibly add a recruitment "event" to Silkroad to automate and "walk" hiring managers step-by-step (with automated reminders) through the recruitment process from start to finish.

There will be budget cuts in the new fiscal year.