

Human Resources – Area Council

March 2, 2018 - 2:00 p.m.

Attendees in **BOLD**

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|---------------------|--------------------|-----------------|---------------------|-------------------|
| J. Miyashiro | M. Rogers | P. Jones | V. Jeffries | L. Mednick |
| M. Smith | M. Peralta | V. Watson | J. Ishikawa | E. Azose |
| R. McCoy | R. Gonzalez | M. Lopez | L. Taniguchi | T.Hua |
| J. Campos | K. Allen | | | |

Agenda Items:

1. BenefitsBridge Valerie
2. Staff/Student Diversity Construction Jaynie
3. ACCCA Conference Pam, Martha, Lisa
4. Formstack Richard, Mayra, Mark
5. Other/Various Items Jane

The Benefitsbridge contract has been finalized. Implementation will begin on March 7, 2018. This system will be used for open enrollment and new hires. All dependent information for medical, vision and dental will be located in one place and employees will be able to fill out paperwork from home as well as view who is currently on their plan. The system will also help to track and maintain dependent age limitations as well as generate notifications.

The Staff and Student Diversity office has hired an investigator who will start on March 8. Valerie's office has been remodeled and converted to an office for the investigator. Valerie has been relocated to the file room.

Jaynie has presented several sessions training all EER's in the new requirements being implemented this spring in order to ensure that we are committed to fair and consistent hiring practices. Each committee member will now be required to watch a 30-minute training on confidentiality, conflicts of interest and unconscious bias. Elana will work with Jaynie on converting her presentation into a screencast video.

Pam discussed some of the classes she attended at the ACCCA conference, including a STRS/PERS presentation as well as supporting the campus community regarding transgender rights. Cerritos College has implemented a program called Safezone where individuals are trained and then used as a contact point for transgender information on campus.

Martha reported on the rights of the transgender community. They do not need to show any kind of proof and are able to self-identify. The rest of us need to shift our mindset and adjust.

She also report on various Student Success programs at other colleges. Santa Rosa College have student mentors who are enthusiastic and assist students with a welcome day, informing them of various activities and clubs, and assisting in providing information.

It was discussed that we might want to invite people from the Student Service areas to one of our meetings so we will be informed on programs and assistance available to our students, including those who are homeless or may need to visit our food pantry located in Natural Sciences.

Lisa attended the General session on Guided Pathways. She was impressed by Bakersfield College's streamlined course catalog that walked students through the A, B, C's of what they need to succeed.

Some school have students come in for the teaching demo portion of instructor interview as part of the EEO hiring practices.

Recruitment has begun for PRIDE 3. Graduates of PRIDE may be mentor's in the program.

There is a plan to have regular training session for new managers.

Richard, Mayra and Mark spoke on Formstack. They have watched the training videos and are currently creating forms form scratch. A little more training is needed on the email and approval component of creating forms. Overall, feedback has been good, the system is user friendly, and Jane is introducing others on campus to Formstack so they may use it in their areas as well.

Jane spoke on enrollment numbers (FTE) which effect the funding the district receives. Numbers are down from 7,822 last year, to 7,745 currently. Our goal was 8,057. We will be allowed to borrow from summer session for this year, but we need to attract and retain students. Although we are not a student services area, we hire and train which impact FTE numbers, so we need to assist in making students feel welcome and be knowledgeable of available resources.

A Genius Bar, similar to what you find at Apple Stores, will be the new way of assisting students. Staff will have iPad's to assist students with their needs.

Picture were shown of what the new gymnasium will look like. It will have an Olympic sized pool and an adaptive pool, as well as basketball and volleyball courts. The second floor open area will be used to showcase the college.