

Human Resources – Area Council Meeting

October 22, 2025, 11:30 – 12 p.m.

J. Miyashiro	M. Peralta	M. Rogers	J. Ishikawa	R. Swain
M. Smith	M. Lopez	R. Gonzalez	N. Streicker	A. Florentino
L. Kohigashi	P. Jones	A. Webb	C. Nguyen	C. Conners

Office supplies were moved to a new location to maximize efficiency of space and increase access and convenience for office staff for the most frequently used supplies. An orientation of new supply locations was done for the HR Area Team.

New job description templates were developed with drop-down menus to reduce manual data entry and a more consistent look. The HR Area Team reviewed the new templates. No suggested changes were made. Maria will meet with ECCE for feedback/concerns on the new job description template.

New job announcement flyer templates were developed. The new flyer templates were developed to reduce the amount of manual data entry required and to allow the attachment of full job descriptions as part of the job announcement. The HR Area Team reviewed the templates and suggested a few changes. The part-time faculty template needs revisions before it can be used.

Maria will discuss the job audit results from McLean & Company with the Administrative Assistant IIs who work in academic divisions, their supervisors, and an ECCE Rep. After the group meeting, individual meetings will be conducted with the AAIIs and their supervisors.

The Office of Title IX and EEO Compliance will discuss recruitments at their next General EEO meeting. An issue that needs to be fleshed out is how search committees can determine a candidate's level of "sensitivity to diversity" as noted on job announcements.

Mayra presented updates made on the RIVAL system. There is now a shortened visual task list, a shortened introductory paragraph, and the mission statement was updated.

Mayra presented updates made in Trakstar. Specifically, Educational Administrators will now be required to have faculty input for all performance evaluations – regardless if it's an annual review or a 360-Review. Educational Administrators and their supervisor should follow AP 7150.

The Human Resources Area assessment conducted by PPL will be completed in November.