

## **Human Resources – Area Council**

**September 14, 2022 – 12:00 pm**

Attendees: Jane Miyashiro, Roxanne McCoy, Martha Perez, Pamela Jones, Maria Smith, Martha Lopez, Ana Florentino, Christina Conners, Robert Swain, Mark Rogers, Richard Gonzalez

Meeting was called to order at 12noon. During the budget review process, Jane asked for another HR Service Partner, which was approved. Recruitment will begin ASAP. Due to the additional person, the following seating changes will be made:

- Title IX, Diversity and Inclusion Office - Jayne and Claire will share Claire's Office
- Maria will move to Jayne's office
- Christina will move into Maria's office
- Copier will be moved back to make space for the new person
- Current location of the copier machine will be converted into a work station. Person assigned to this new cubicle space will be determined at a later time. Plans are still in the works with Facilities to see if this new configuration can be done and what the cost will be.

The President's priority is to increase enrollment numbers. Updates to the VP of Student Services job description will be posted on the October Board Agenda. The VP of Student Services will be focused on increasing enrollment and the VP of Academic Affairs will focus on student retention.

HR Service Partners need to work on updating Faculty Service Areas for faculty and auditing seniority dates for classified staff. HRS and Datatel systems must be kept updated as more information and reports are based on these systems. Maria said a new Formstack form will be created to capture FSA information and this information can be captured when faculty contracts are next issued.

Employees must make an appointment to review their personnel file. Staff member must check the file first to make sure it is complete and ready for review. Richard requested that we have a Staff USB to use for uploading personnel files.

Open Enrollment starts on September 19, 2022 and will end on October 14, 2022. Benefits Fair will be virtual. AFA will be available in-person to assist people and answer questions. Open Enrollment approvals will be handled solely by Christina. HR Techs will only be asked to help if Christina can't keep up with the approvals.

Meeting was adjourned at 1:05pm.