



Human Resources Advisory Council Agenda

**Wednesday, November 20, 2019 (1:30 – 3:00 pm)
District Annex Conference Room (DACR)**

Chair: Tim Corcoran - Vice Chancellor, Human Resources

Alyssa Brown
Anaid Northcraft
Anne Krueger
~~Bernadette Black~~
Chery Detwiler
~~Caroline Althaus~~
Cindy Hall
~~Craig Leedham~~
~~Denise Schulmeyer~~
Janet Snelling

~~Kim Dudzik~~
~~Lida Rafia~~
Michael Copenhaver
Nashona Seals
Natalija Worrell
~~Sahar Abushaban~~
~~Sue Rearic~~
Stephanie Beason

Recorder: Jane Galarnau

Topic	Presenter
<p>Multiple Methods Review (HRAC ↔ HR)</p> <ul style="list-style-type: none"> • Multiple Method 2 <ul style="list-style-type: none"> ○ Board policies & adopted resolutions (please read pages 32-40 on the 2018-2019 EEO Annual Report to the State) • Multiple Methods Cross Reference 	<p>Alyssa reported on the EEO annual report to the State as well as the Multiple Methods 2 certification form, she said that in order to qualify for these funds we have to meet certain benchmarks with regards to ongoing training, professional development and diversity. For example under method number 2 the Board of Trustees are required to have training on “elimination of bias”. Alyssa added that we were asked respond to each of the bullet points listed in the Multiple Methods Cross Reference chart and that each response is to be limited to one-page only.</p>
<p>Policy Review</p> <ul style="list-style-type: none"> • BP 3830 – Voluntary Workers’ Compensation and Liability Coverage (no accompanying AP) • BP 3840 – Children on Campus • AP 3840 – Children on Campus 	<p>Cheryl outlined each of the AP’s and BP’s below:</p> <p>BP 3830 – will provide Worker’s Compensation and Liability Insurance coverage for Board approved volunteer workers.</p>

- [AP 3435](#)
- [BP 3435](#)
- [AP 3540](#)
- [BP 3540](#)

AP/BP 3840 – says that children are not allowed on campus except when enrolled in child development center, other instructional programs, and/or attending public events under the supervision of parent or guardian.

AP/BP 3435 – highlighted edits made by Scott Lewis from NCHERM, content expert.

AP/BP 3540 - Same highlight of edits made by Scott Lewis of NCHERM.

Injury and Illness Prevention

- [Injury and Illness Prevention Program](#)

Cheryl introduced the new IIPP policy and explained that it was quite a bit different than what we currently have. She showed the committee where to find the old policy on our website which is Human Resources/Health and Safety/Plans and Programs. Once the new policy is in place it will be housed in the same location.

She added that the document was put together by Alliance of Schools for Cooperative Insurance Programs (ASCIP) in compliance with Title 8. She walked the committee through many of the sections of the new policy including the fact that the Director of Public Safety, along with the Human Resources Coordinator shall act as a safety resource for the District and are responsible for maintaining program records.

Another addition to this version of the policy will be the implementation of "Tailgate" safety meetings which will be 10-15 minute informal meetings held to keep employees alert to work related accidents and illnesses.

Ergonomics

- [Office Ergonomics Policy](#)
- [Procedure for Office Ergonomics Program](#)
- [Ergonomics Assessment Request Form](#)
- [Office Ergonomics Self-Assessment](#)
- [Ergonomics Program – Equipment Guidelines](#)
- [Ergonomics Equipment Selection Guidelines](#)

Cheryl let the committee know that part of the IIPP was ensuring specific items are in place including, what ergonomics is, ability to control exposure to Musculoskeletal disorder (MSD) or repetitive motion injuries, workstation evaluations for all new employees within the first 90 day's of employment. Once the evaluation has taken place the results will be emailed to both the supervisor and employee.

She added that the ultimate responsibility of the Ergonomics policy would be the Vice Chancellor of Human Resources, Tim Corcoran and eventually all Managers and Supervisors will be given training on how to recognize risk factors and employees will also be given training which may include a

	<p>safety handbook, this training will be required of all employees, including faculty. Cheryl will partner with Professional Development in an effort to make the training easily accessible, perhaps a webinar or incorporate into Workday.</p> <p>Anyone can request an ergonomics evaluation and the request form will be located online.</p> <p>Finally, Cheryl let the committee know that with this new policy there will be some items that will no longer be allowed such as exercise balls, back and wrist braces.</p>
<p>Group Updates (HRAC → HR)</p>	<p>No group updates</p>
<p>Next Meeting – No meeting in December 2020 Meeting Schedule</p>	<p>Next meeting will be held on Wednesday, January 22, 2020 – 1:30 – 3:00 pm - DACR</p>