

**From:** [Nicole Conklin](#)  
**To:** [Aimee Gallagher](#)  
**Cc:** [Jane Galarneau](#)  
**Subject:** HRAC meeting notes  
**Date:** Wednesday, September 28, 2022 3:03:59 PM

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Attendees:

Aimee

Nicole C

Karen Marrujo

Katie Cabral

Pearl Lopez (left at 2:30)

Craig Leedham

Cindy Hall

Colleen Parsons

Moriah Gonzalez

Jane Galarneau (popped in and out)

- Aimee started discussion regarding the charge of the committee. She clarified what the committee generally reviews.
  - 1. Do we want to include the EEO site leads in this meeting? The majority of the committee was in favor of adding the EEO reps to the composition. Aimee will be updating this to reflect that.
  - Aimee requested that the constituency groups let her know if there is a change in membership positions.
  - Pearl made a suggestion of tightening up the committee charge due to it being vague right now. Aimee suggested that Craig give input so we ensure we do not interrupt working conditions. Craig stated that is why we include the unions in this meeting so that we do not overstep with collective bargaining.
  - Aimee asked if the group was open to meeting more often. The majority of the group was open to meeting more often. Aimee asked that the group think about the changes of the charge and bring them to the next meeting for discussion.
- HR – vacancies are in the process of DEC approvals and posting an EEO officer/Diversity officer. Per the PE's the senates have up to 3 weeks to assign a committee. Aimee asked if there was flexibility with this given the necessity of some positions and both senates replied in the affirmative.
  - There is board approval to hire classified support positions and a director of commissions. Once these come through out recruitment process will change. There is understanding that the PE's will need to be updated in some way but they are unsure of what this may look like right now.
  - They are hopeful that the district's EEO will mandate our recommendations remain in place. For now we will have to wait until a director is in place.
  - HR received approval to hire an HR tech. It's a very broad position, which allows for flexibility. Will be handling all of our leaves programs and assisting with benefits. We are no longer contracting with a company called McGriff, it will be all in house.
  - Craig is chair of the labor relations specialist position opening up soon. The plan is to

put forward a training program for managers which have questions about how to manage or supervise. Help our supervisors manage with confidence, help the deans understand their contract.

- Director of Risk management interviews happening now. Hope to have someone in place in the next few weeks. Oversees all workers comp, worker safety and risk.
- Finally, Aimee stated the VC of HR position will have 2<sup>nd</sup> interviews in a few weeks and someone will be appointed soon.
- CSEA asked about interim positions that have been out of class or interim for many years. Aimee tracks a list at cabinet weekly.
- Another member mentioned that the only concern with removing McGriff is that there is no long term experience. Aimee stated that Nashona identified 54 steps during process mapping from start to finish of hiring. They are doing a lot of this for these items to decrease costs and assist with making the processes quicker.
- Another member asked if there were plans to hire PD specialists at the district. Aimee is unsure at this point if its necessary.
- Personnel commission update – the last meeting was regarding the budget. She believes the next step is that it goes to the county. She reiterated that anyone is welcome to attend the board meetings. Aimee stated the implementation will bring changes and we are not sure what these look like yet.
- PE for administrators has been at cabinet for a while now. Moriah explained that AA was to receive the document after cabinet for review. Nicole asked where AA can submit feedback. Moriah stated that sending an email to her and Taneisha would be sufficient. They are working on a form so people can officially submit comments as well.
- Sexual harassment training – Pearl explained that she, Aimee and Nashona had a discussion about professional development credits being stated in a message from the district which was confusing. It was not approved as a flex credit opportunity but there was miscommunication. Moriah explained that others were under the impression that any state mandated trainings would not be counted towards PD for faculty. She asked if it was AFT's decision but that it shouldn't be, the colleges have the purview to decide what counts. The process has been reviewed and is now clear for the future.
- Employee retention- each campus has a PE committee which can be utilized. We also utilize the vision resource center. Nashona and Aimee are working on an academy for managers, classified and faculty. This helps individuals to understand their roles, it generally lasts about a semester. We are hoping to roll this out next fall, it depends a lot upon funding and
  - Lots of good comments here regarding challenges, pros, cons and impacts. Aimee jotted down the suggestions.
  - There was a lot of passion around this topic and people are very excited to have something in place.
- Right now HR has funding from EEO at the state for \$40,000 so recruitment will be using this for targeted advertising. She asked the site leads what they wanted to do with it. There has been no decision made. Next year there is about \$120,000. Moriah explained that Manuel wanted to pay EEO reps.
  - Questions asked and answered regarding the EEO program. There appears to be more work to do in order to make the program more robust. Working out hiccups is part of the process.

- During the summer there were faculty recruitments and the reps had to serve on committees while off contract. Craig explained we need to be careful about this discussion so that we are not misconstrued as bypassing the reps in a formal negotiation setting.
- Moriah explained that the first step in the new EEO training was solidifying compensation. Craig agreed but stated that there are many factors to consider including our setting. Moriah just wants to ensure the matter is addressed in a timely fashion to continue a sustainable program. She has seen others paid an out of classroom stipend.
- Draft EEO annual report is not finished yet.
- Presidents selection AP/BP is due for a 6 year review. Committee will look at some redlined suggestions from Aimee and then send feedback.
- Remote work policy update- chancellors forums are in a week. They will be presenting the framework for a flexible work policy at these forums. Craig mentioned is I more talking about the process moving forward, how we will conduct the review, look at working conditions, MOU's, etc.

Going forward Aimee asked if Wednesdays worked for everyone. It was an agreement we would keep Wednesdays at 1:30.

