

Human Resources – Area Council

December 15, 2020 - 3:00 p.m.

Attendees:

J. Miyashiro	M. Peralta	M. Rogers	J. Ishikawa
Maria Smith	M. Lopez	R. Gonzalez	C. Langeveldt
R. McCoy		V. Jeffries	A. Webb

Meeting was called to order at 3pm. Jane reminded everyone that if they need to come to campus, to let her know so that she can notify the Chief of Police and the Executive Director of Facilities. Information to be provided includes date, approximate time of arrival, approximate time of departure, and any buildings that will be visited while on campus.

Jane also demonstrated how to register on the Student Health Services' Medicat system. The District will be using this online system to do daily health screenings of employees planning to come to campus. Medicat is on the Student Health Services website. Employees need to register and by first clicking on the "Book Your Appointment Now Patient Portal" link and then clicking on the "Register" button to gain access to the system. Once a username and password have been created, then employees can go straight to the login page and click the "COVID-19" tab to fill out the health questionnaire at home the day they plan on coming to campus. The website is secure and health questionnaire submissions may only be viewed by El Camino's nurses to maintain HIPPA compliance.

Once the health questionnaire is completed at home, you will see a green circle if you are clear to come to campus. If the circle is red, you must stay at home and a nurse practitioner will contact you. Medicat is currently turned off as the Student Health Center is closed for the Winter Break, but the system will be available again when the Student Health Center is up and running again for the Spring 2021 semester.

Jane discussed that the part time faculty will be paid for flex time up to a certain limit as approved in the last negotiated Federation contract. This coincides with Academic Senate wanting to implement mandated Anti-Racism Training. State-mandated trainings on Sexual Harassment Awareness will need to be coordinated with Academic Affairs to ensure that part-time faculty aren't be required to do all these trainings in the same semester, but more spread out. Timesheets for training hours will be handled by the divisions.

The President's Advisory Sub-Committee on Anti-Racism and the Employee Experience has made recommendations on the full-time faculty hiring process with the goal of giving more candidates of color opportunities to be interviewed, minimizing implicit biases at the committee level, and having a more diverse committee, among other suggestions.

Jaynie and Amanda presented and shared the Chatbot tool the Office of Title IX, Diversity, and Inclusion will be implementing soon. It is customizable to answer general questions and has many tools they are able to use to run reports and gather data. The Chatbot is currently being used by Student Services.

Claire shared information that she has been working on updating and posting Title IX provisional procedures and new regulations.

The team each shared their hopes and wishes for the upcoming new year.

The meeting was adjourned at 3:55pm.