

# Human Resources Area Council Meeting

October 25, 2023 - 9:30 a.m.

Attendees Requested: **Bold Names** Attended

<b>J. Miyashiro</b>	<b>M. Lopez</b>	<b>P. Jones</b>	<b>C. Conners</b>	<b>J. Ishikawa</b>
<b>M. Smith</b>	<b>M. Rogers</b>	<b>R. Gonzalez</b>	<b>R. Swain</b>	<b>A. Webb</b>
<b>R. McCoy</b>	M. Peralta	<b>A. Florentino</b>	<b>C. Nguyen</b>	<b>N. Streicker</b>

Introductions were made by all.

The District budget was discussed. Bob Suppelsa, VP of Administrative Services, will be sharing information about the District's budget through a series of presentations on the "El Camino College Budget Workshop FY 23-24" for the entire campus community. Specific slides from the presentation deck were shared and discussed with the Human Resources Area Council. It was reminded to all that the Student-Centered Funding Formula from the Chancellor's Office is not based solely on FTES as in previous years, but that the funding formula includes other metrics as well to attain maximum funding.

Budget assumptions for FY23-24 include the cost of ECCE and AFT negotiations as well as the unrepresented groups totaling \$31.5 million dollars.

The District is being funded at 18,994 FTES but is not currently meeting those student enrollment numbers. This will leave us in a deficit spending mode once the Hold Harmless Agreement with the Chancellor's Office ends. Fiscal year 2024-2025 will potentially find the District with a shortfall of \$17.5 million dollars.

The District has committed to the Chancellor's Office a minimum reserve of \$34 million dollars by FY24-25 to maintain Hold Harmless Funding. Based on fiscal projections, the District is going to have an ending fund balance of \$20 million by FY24-25. This will be a \$14 million dollar shortage of our required minimum reserve fund by the end of fiscal year 2024-2025. If the District does not meet the required minimum reserve, the Chancellor's Office will not provide additional financial support and the District will need to support itself. Some possible solutions to "find" or make up for the \$14 million shortage by FY24-25 may include not filling vacancies, furloughs, cost cuts in operational expenses, etc.

HR Service Partners need to make sure that current recruitments are moving along in the process. Executive Cabinet is looking closely at unfilled vacancies and stalled-out recruitments which may result in positions not being filled and recruitments being suspended or terminated.

The Area Council discussed the idea of launching an HR Management Self-Assessment and an HR Organizational Alignment Survey. The HR Self-Assessment may provide insights into missing or conflicting accountability within the HR Area; identify gaps that may exist between HR team members; and serve as a tool to create evidence-based action planning to improve HR's organizational structure or workflows. The HR Organizational Alignment Survey would be a survey sent to all Administrators to collect their perceptions and experiences working with HR as a whole Area. Survey results will uncover what Administrators perceive as the most important HR Area

functions and how effective HR is performing those areas. The HR Organizational Alignment Survey would also help identify “customer” expectations and where HR can improve in terms of workflows and communication channels. Both survey tools can be used to see how HR is aligning with the goals of the President, the Board of Trustees, and the Chancellor’s Vision 2030.

HR Staff are encouraged to read over language changes noted in the Tentative Agreements that were ratified for both ECCE and AFT. Of note, the Area Council went over the following AFT changes:

AFT Article 10, Section 6(c) – Salary Advance

There’s been a procedural change for this process and the online form will need to be revised. Course proposals will first go to the Academic Senate VP of Professional Development for review. The AS VPPD will send to the VP of Human Resources a recommendation and the VPHR will have final approval.

Appendix M-1

II. Position Identification Process 1(c) – Unrestricted Fund 11 must be requested through the position identification process. Categorically funded faculty positions (Fund 12) are exempt; but once funding expires, the position must go through the Position Identification Process to be funded.

III. Search Committee B 7 – Be mindful that the committee shall decide if the EER will be a voting or non-voting member.

IV. Job Announcement - The announcement needs to be developed by the faculty of the discipline and the division dean or designee. Check with the deans that they are developing the job announcements with the faculty. Announcements should be released within 20 working days after approval by the President.

V. Application Period - Accommodations need to be made with the ADA Compliance Officer (not the SRC).

HR/TDI will work on some additional short training videos for screening committees.

CCC Registry Job Fair will be held January 20, 2024, at the Westin LAX. ECC will be in attendance.