

Human Resources – Area Council

November 13, 2024 – 9:30 – 10:30 a.m.

Attendees

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

Reorganization was discussed. All VP's are charged with looking at staffing levels within their respective areas and discussing reorganization ideas with their employees. Some departments/divisions may be combined, split, or realigned differently.

84 individuals have submitted for the SRP (Supplemental Retirement Plan) benefit: 16 instructors, 2 counselors, 12 managers and the rest are classified, mostly in the Administrative Services area.

Managers leaving December 30, 2024: Bob Suppelsa

The President will likely bring in an outside consultant to fill the role of VP for Administrative Services until a full recruitment can be done.

The remaining 11 managers are leaving June 30, 2025: 5 are from Administrative Services, 5 from Academic Affairs, and 1 from the President's Area.

Several "key" Administrative Assistants are taking the SRP. These are individuals that TDI and HR work directly with on a regular basis. Managers will be discussing with their Area VP those "key" positions that they deem "mission critical" requiring replacement. Those identified positions will be brought to Executive Cabinet for further consideration and discussion. Jane will be bringing the Assistant to the VPHR (Roxanne's job) to Cabinet as a "mission critical position" for approval to post and replace. If not approved for replacement, Jane will request a rotation of service from the other VP-Assistants (Shobhana, Alicia, and Lavonne) to help support HR functions.

Names of those taking the SRP will be publicly listed on the December board agenda.

At the November 7, 2024 Special Board Meeting, the Board approved extending the enrollment period for the SRP to November 22, 2024. The Board also approved the ability for those who take SRP funds to apply and be rehired as adjuncts, TNCs, or TCs at El Camino College after completion of the 6-month waiting period. There is one exception: Retired Annuitants in the PERS system. Retired annuitants in PERS cannot be re-employed in PERS positions unless the individual wants to be "un-retired." This is due to PERS restrictions. There is no issue with Retired Annuitants who are rehired into STRS positions (e.g., adjuncts).

Schools First Credit Union will be on campus on November 21, 2024 to offer a retirement planning group workshop and individual counseling sessions.

We in HR will need to offer people grace as they adjust to the upcoming changes. If HR staff experience feeling overwhelmed, please let Maria or Jaynie know and they will assist or intervene, as needed. Christina reminded everyone that the EASE program is available as a resource for people who feel they need to talk, particularly as the District goes through more changes after the SRP people leave in June 2025.

Amanda asked if managers are going to give additional duties to others without increasing pay. Jane explained if they do, we may need to create a new job description or confirm if the person should be board approved to work out-of-class in a job description that already exists. Managers have been informed to contact HR before assigning new job duties to staff, especially if the new duties are not clearly listed in a person's current job description.

The District's deficit problem is not resolved for FY26. The Budget Strategies Leadership Committee is still looking to identify additional cost cuts. The SRP will help, but it won't fix the entire budget problem.

Compliance Training

There are a lot of annual compliance trainings that are mandated for all employees by different regulatory agencies or laws. Required training modules currently include:

- Mandated Reporter – 51 minutes
- Workplace Violence Plan – 6 minutes
- Workplace Violence Prevention – 16 minutes
- Injury & Illness Prevention – 17 minutes
- Cybersecurity – 22 minutes
- Sexual Harassment Awareness – 60 minutes (every 2 years)
- Sexual Violence Awareness – 39 minutes
- Clery Act (CSA designees only) – 30 minutes

All full-time employees, student workers, TNCs, TCs should all complete the trainings while working (on the clock). Employees who took the same training at a different school (e.g., adjuncts) can be exempted from repeating the training at El Camino. But they must submit a certificate of completion to the appropriate office responsible for the training to obtain an approved exemption.