



HR Committee Minutes

Committee/Team/Dept.: HR Committee	Human Resources COMMITTEE	Date/Time: December 12, 2022 3:45 pm	Location: Faculty Dining Room (FDR)
Meeting Facilitator: M. Fishler	Note Taker: G. Flores	Background materials, texts, resources: November 2022 Minutes	

Call to Order/Roll call		Presenter: M. Fishler
Background / information presented: None		
Discussion:	Meeting called to order at 3:46 pm Present: M. Fishler, G. Flores, P. Sierer, D. Avila, A. Bennett, N. Hernandez, K. Torres, E. Hawthorne Absent: C. Wallace, A. Pentecost Visitors: M. DeFronzo, V.Chalabian	
Approval of Minutes		Presenter: Committee
Background / information presented: None		
Discussion:	Minutes: November minutes reviewed Motion to approve minutes with changes: N.Hernandez Seconded by: None Action: Move to next meeting for approval	
Open Communications		Presenter: Community
Background / information presented: None		
Discussion:		

Information Items		Presenter: A. Bennett, E. Hawthorne, P. Sierer
Background / information presented:		
BCCHS Board Meeting/General happenings – updates	Board distribution of selection of benefits	
Wellness Committee Liaison - update	No meeting for the school year yet- maybe January	
Sunshine Club update	Impressed on what the committee is doing- BDs, AD farewell, Cota, Maria; 50 members so far. Need to remind staff with flyers. Maybe confusion about the amount being annually. Great program- need to get the word out. Maybe promote by hitting the different halls. Love the coffee cart. Remind everyone for next payday.	
Discussion Items		Presenter: Various

Background / information presented:

Discussion:

Open Enrollment:

**Catastrophic
Leave Policy**

1. Nine people were delayed because of east coast time but now all are 100%done. About 50-75 people reached out for help. No issues for file feeds. All is ready to go on 1/1. Email confirmation will be sent out by Montage about their selections.
2. Should make it individual not including family members. Also amount of time- maybe we should lower that. Review the policy by sections. What are requirement for eligibility? At least employed one year.
3. Time given before or when the exhaustion of time. Within 30 days of exhausting the time.
4. Will it be after 50% differential? Policy reads to reduce and replace the half-pay pay.
5. Can the donated time be transferred to a pool, or does it stay with the recipient if was not all used? Talked to legal- it is irreversible and goes through CalSTRS. In hindsight maybe we need to revisit for protection of the receiver and the donator.
6. Not many are interested in a pool. Maybe propose changes as we revisit the leave and maybe go back to the concept of the pool. Right now, would like to be sensitive of when we bring up the topic.
7. We cannot change it now but if we would have investigated it before the hours could be used for current employees needing time as well.
8. Possibly send out an email survey about pros and cons of the policy. Should it be only for the employee and not family members? What is it realistic. It would be parent, spouse, children, parents. What can we support?
9. We did what we had to do to put it in place; was done with emotion and now should be looked at it objectively.
10. Need to go back without emotion. Need more time before we go back to it.
11. Right now, the request goes to HR and would bring it to Ari and notification would go out. Maybe do it in rounds; limit of time should be lower so that time does not go to waste. The justification to change the policy must be presented to the board to avoid the waste of the time.
12. Is it possible to add language to say that if the person dies the time goes into a bank? Legal recommended a pool and designations of the vacation and sick; recommends inviting members of teamsters, HR committee, etc.
13. Is there a way- if (an employee) applies- for HR to send out an interest form to see who would like to donate? Maybe doing it in rounds. That is a revision of the policy.
14. Did legal give us a pool idea- might be better if they did.
15. Current policy states eligibility is a year but person is still probationary so I think they should at least be permanent. You could send suggestions and get a revision at a later date. Will send out the pros and cons but will wait on it.
16. It will need to go to the board. Table until April.
17. People should be told that Amy's hours went to CalSTRS and are benefitting her family. Hours didn't disappear. Mentioned during department meetings and the original intent.

**Teacher Cafeteria
Upgrades**

Photo Copiers

**Upgrades to
Teacher Collab
Rooms**

**Create list of
“things” we can
work on as a
Committee**

18. KT met with Lionel, Evelyn, Tommy, and James and they are working on getting approvals from district- anything that is more than painting needs district approval. Moving along.
19. J Hall is where the copiers work.
20. VC- Yes, they have issues; daily calls for them. Cheap Korean made, mostly plastic machines. Making calls to Xerox to replace machines. Contacting with them for new vendor. Also, have communication with Brother to replace Toshiba units. 3.5 years into; 5 year contract. Sweet spot for buy out. Xerox would roll out the Toshiba units and the time would transfer to Xerox. They would be able to handle heavier bulk. Would go through the technology committee for training. The machines we have now will not last another year and a half. Calls are being made daily for repairs. Maybe power or quality of paper that may be affecting the machines.
21. Anything in the contract about durability of the machines? Will look into it. Why did we go to cheaper paper? Different vendor.
22. Difference in machines- Gravity versus vacuum pumped. Hopefully by next board meeting will determine if feasible. Possibly by January. Xerox- readily available; good relationship with reps, have had no issues. One more quote from Canon \$6500 a month, but happy with Xerox. Before current vendor we had Konicas and we front loaded and purchased the machines. After, we decided to lease and had two: Xerox and two other vendors. Current vendor huge price gap (low) and that was a red flag- 2 year shelf life. Would love to continue with Xerox.
23. Teacher collab rooms- see Pentecost email.
24. Need to be cleaned up and organized. Sloppy and messy. Half can be for relaxation and half can be for work. Maybe pilot one of the halls first. In C building- would need to get rid of some offices.
25. Maybe can take a classroom in each area- that is more in the longer run. J has two bathrooms- maybe get another bathrooms in the other halls. Will have another bathroom 409- maybe closer for the F building people.
26. Start with a clean up; paint; organize the space s first. Can use any of them to pilot. Not necessarily a working space but more of a homey feel; nice and relaxing; comfortable. Classified staff can take breaks/lunches.
27. Teachers feels stressed- people complain and are negative. People question events and money spent on them- maybe it would be good for people to have the information of how the events are put forth.

<u>Action Items</u>	
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	Adjournment	Presenter: M. Fishler
Background / information presented:	Adjournment: Michael Fishler Meeting ended at 5:05 p.m. Next meeting: January 23, 2023	