



Minutes Draft
HR Committee Meeting
January 26, 2024
2:00 pm – 3:30 pm

Zoom: <https://csumb.zoom.us/j/87233550556>

1. Welcome & Introductions (new members)

- Anai Avalos- San Jose State, Associated Students, HR Assistant
- Laurie McAvity- Cal State Stanislaus, University Student Center, HR Coordinator

2. Housekeeping – Calendar Invitations and Zoom Links

- Beginning in February we'll begin using a CSULB Zoom link. Keep an eye out on future agendas. Updated calendar invites forthcoming.
- Plug for the AOA website. There is a calendar built into the AOA website. The HR group portal contains our information. You can view hot topics, agenda updates, and AOA updates. It's the best way to see our agendas, meeting minutes, and how to join us.
- [Instructions for members who wish to participate in standing committee group](#)

3. CSURMA-AORMA Benefits Committee Update

- Open seat on CSURMA-AORMA Benefits Committee. Heather reached out to the group a while back asking if anyone would like to join. Raven has heard from three people and will be in contact.

4. Constangy Contract & RFP

- Richard's original contract was set to end 6/30/2024. The contract was with the firm itself, not with Richard. AOA is now working with the firm itself to renew temporarily. There is a contract out there that is pending signatures. This would be with Aaron ending 9/30/2024.
- Roll call for law firm recommendations
 - Prior suggestions and suggestions from chat: Sweeney Mason (Ranjit), Erickson (presented at conference), Littler (Shannon/Kathryn).
 - Patty will reach out to their labor attorney if we put together an RFP document that outlines who we are, what we're looking for, what the role would entail, and then we can send that out.
 - Yvonne would like to put together a smaller committee where that committee would review the various proposals as they come back and then make a recommendation. Contact Yvonne if you're interested in being part of ad hoc committee. She will update AOA on how we want to proceed from here.
 - Rosario was billed at a higher rate. Yvonne reviewed the contract with Aaron and confirmed that our rate remains the same. Rosario will circle back with the firm.
 - Andi provided a list of [approved counsel](#)

5. Summer Mini-Conference Survey

- The summer mini-conference survey is open. We're trying to get a pulse of the general region and what dates work. End of July worked last year, but because we're planning earlier, late June may be an option. Yvonne hopes to have preliminary results by the February meeting.
- Speaker contacts are also being solicited.

6. List of AOA HR Members

- Revamp to include systems used. Include auxiliary and a primary contact for each
- Raven is currently working with Chloe on something similar. Perhaps we can roll some of that information into this. Discussion to continue offline.
- Yvonne's goal is to have it ready for responses by February
- Suggestions:
 - Payroll systems
 - Training systems
 - ATS
 - COBRA
 - Recruitment systems
 - Background checking
 - LOA
 - Benefits (who we use)
 - Retirement (PERS or non-PERS)
 - Employment verification
 - Performance/evaluation systems
 - Pay comp services
 - AAP third party

7. Salary Survey Update – Ranjit

- The survey email was sent by Richard on January 12th to everyone. Contact Ranjit, Yvonne, or Rosa if you haven't received it.
- The deadline to submit information is February 9th.
- Rosa is troubleshooting those who don't have access to the portal. It did only go out to primary contacts, so if you're a secondary contact, you wouldn't have received anything.
- We can expect Richard to work on the report four weeks after the deadline. Anticipate having results by the time we meet in March.
- Russel asked about submitting only the administrative team. We should submit all benefited positions, even if they're project employees.
- Christia recommends for future surveys that Richard include in the appendix whether they listed that position as stronger, weaker, or a match. Also recommends that we look at job titles (manager, associate director) to see if they need to be upgraded or downgraded to different levels.

8. Payroll Subcommittee

1. Yvonne reached out to the head of the finance committee to see if it's something we want to continue. The HR group expressed interest in continuing the subcommittee, but potentially having it be more like a mentorship. He couldn't join the meeting today.
2. We'll be working together hopefully in the next week or so to see what this will look like.
3. At the in-person meeting we talked about it being more like a mentorship since a lot of the activity we saw in the group involved a newer payroll person asking questions from more senior payroll people, and then they were done with the meeting.
4. The subcommittee is currently meeting on the 3rd Friday of every month. If it does kick off in February or March. Yvonne will sent out a notification.

9. Hot Topics

- a) Andi- Programmers at the rec center and their FLSA classifications. Upon reviewing FLSA positions, there are a lot of people who are exempt who shouldn't be. In working to convert them, she's getting a lot of pushback when it comes to rec center programmers, anything where they have weird hours. Does anyone with rec center positions have anything lower than an Associate Director as exempt? What's your reasoning?
- John- Athletic training department. Head athletic trainer and athletic trainer are both exempt. When they recruited for the position last year they examined transitioning to non-exempt. It did remain exempt. There's a carve-out. He's having some feedback for coordinators- some exempt, some non-exempt. It's a continual challenge.
 - Christia- In those areas if they're a manager or above, they're listed as exempt, but not anything below a manager.
 - Amy- Managers are the only ones exempt
- b) Amy- Is anyone planning to match the CSU's 5% increase? Is everyone else putting in budget for 5% across the board? Does anyone have an outline for step increases within their classifications?
- Leah- planning to budget the 5%. They gave 4% in July of last year. She remembers the steps back in the day and is not inclined to implement that. They also have a 2% seniority increase.
 - Maddison- yes
 - Andi- I am recommending a 5% due to that but we have been giving increases every year regardless of the CSU.
 - Shari- We are looking at 4% General with a 2% merit for 24_25
 - Jennifer- I'm almost sure we're doing the 5% next year again. We're only doing COLA, not merit. And adjusting our salary ranges.
 - Myra - We're doing merit increases up to 7%
 - Barnaby- We are looking at 5% for all staff
 - John- We did 5% effective 7/1/23 based on the CSUEU contract. We are budgeting for 5% for 24
 - John- in 2022 they were able to make sure people were at midpoint of range at a minimum. That helped even out new hires versus tenured.
 - Ranjit- 5% retroactive increase to July 1. They are going to put it in the budget for next year.
- c) John- With the SB 553 Workplace Violence Prevention plan, is there anyone who has done anything on it, or if they have a template to share?
- Ranjit- They included in their IIPP. They had a meeting with stakeholders and the campus facilities officer said SJSU is coming up with workplace violence training in CSU Learn before July 1.
- d) Leah- Who is everyone using as an attorney to review your document after it's drafted?
- Jennifer- they haven't gotten that far, but they do send all policies to legal before they send them to the board for approval.
 - [Model Workplace Violence Prevention Program](#)
 - [CalChamber resources](#)