



## HUMAN RESOURCES ADVISORY GROUP

August 19, 2020, 12:00 PM – 1:00 PM

Via Zoom - [[Recorded Meeting Link](#)]

### Meeting Participants:

Committee Members Present:

**Clinton Fine** (Alumnus, College of the Desert); **Kris Hopping** (HR Manager, Desert Water Agency); **Lori Paris** (Regional HR Manager, PIHRA); **Pablo Romero** (Instructor – Application & Information Systems, College of the Desert); **Pam Stegeman** (Instructor - Business and HR, College of the Desert); **Beth Wilbrecht** (Director of HR, Fisherman’s Market & Grill);

Committee Members Not Present:

**Bob Holmes** (Adjunct – Business, College of the Desert); **Ilene Johnson** (HR, Reyes Coca-Cola Bottling); **Anita Jones** (HR Manager, CV Mosquito & Vector Control); **Crystal Moreno** (HR Specialist, CV Mosquito & Vector Control); **Andrea Staehle** (Director of HR, College of the Desert); **Lupe Torres** (HR Director, The Anneberg Foundation at The Sunnylands); **Heidi Turner** (Director of HR, The Reserve); **Annette Williams** (HR Business Partner, Fitzgerald & Mule);

Guest(s):

**Michelle Richards** (Instructor – AIS, College of the Desert)

Recorder: **Prudence Chase** (CTE Transitions Specialist, College of the Desert)

### 1. Call to Order / Welcome and Introductions

Meeting called to order at 12:04 p.m.

## **2. Action Items**

### **2.1 Approval of previous meeting minutes**

Minutes approved as presented.

### **2.2 Approval of agenda**

Agenda approved as presented.

## **3. Information/Discussion Items**

### **3.1 Changes at College of the Desert during COVID-19 Pandemic**

Following Riverside County Health Department guidelines, COD closed the campus on March 13<sup>th</sup> and will remain closed throughout the fall semester. There is no official word on reopening for the Spring 2021 semester, however, it is anticipated that all classes will remain online, with the exception of courses that require lab or benefit from face-to-face instruction. All classes are being offered online in asynchronous (unscheduled class time) and synchronous (scheduled class times via Zoom) formats.

Faculty and staff are only permitted on campus for verifiable needs and visits must be approved by the executive cabinet. Any face-to-face instruction during the spring semester will follow recommended guidelines of reduced class sizes and/or spacing of students as well as staggered class times to allow cleaning between classes.

### **3.2 Workplace changes during pandemic**

**Beth (Fisherman's Grill)** – At the onset of the pandemic, the restaurant experienced a significant reduction in staff, from 150 to only 17 (mostly managers). The staff size has since increased to about 55. However,

the workers that were brought back are hardworking and dedicated. The current staff is having to serve in many functions, not just their previous role. Any new hires will need to have knowledge of (or willing to do) multiple roles, as well.

**Lori (The Management Trust)** – The company was fortunate to not have to layoff many people. Those who were laid off were employed as groundskeepers or at the restaurant. They were able to transition to working-from-home, prioritizing older and health-compromised employees, and are conducting most HR functions online. Mental health has become a major focus and employees will receive mental health first-aid training. Employees have maintained productivity while working remotely. She believes the company (and probably others) will allow remote working options even as the pandemic subsides.

**Kris (Desert Water Agency)** – The water agency has been able to maintain operations with existing staff and has continued hiring practices mostly online. The onboarding facility tour is still done in person. There is a lot of uncertainty for them. Staff are mostly working from home and only going into the office when necessary. However, they have to maintain some presence at the facility, and are having to balance the perception of working from home among the field workers, staff, and the public.

## **4. Curriculum and Program Review**

### **4.1 Human Resource Generalist**

No updates or changes to the program at this time.

### **4.2 Business Information Worker (BIW) Program**

**Updates from Pablo** - The BIW program implemented three specialty certificates – Marketing, Medical Office, and Legal that began in the spring

semester. Due to overwhelming demand, the medical office specialist certificate will be offered every semester, instead of every other semester.

The Hospitality Management department offers a hospitality certificate so the BIW program will not pursue a hospitality certificate as previously suggested.

The program has put together a BIW Real Estate professional certificate combining some existing classes with new courses in Real Estate Principles and Real Estate Practices (see handout). The certificate is currently going through curriculum review. **Lori shared that while the certificate would not be necessary, it would increase the marketability of an applicant.**

### **4.3 Business Generalist**

No updates or changes to the program at this time.

### **4.4. New Program Development**

Pablo shared the concept of developing a BIW Remote Worker certificate. All committee members agreed this would be an extremely valuable certificate showing employers the candidate has the knowledge and skills to work remotely, instead of having to train them. Clinton shared that in his work with the Employment Development Department, they are having to train employees on how to use their existing software which costs time and money.

## **5. Marketable skills and industry technologies**

Particularly with the ever-changing challenges the pandemic has presented, students will need the ability to pivot.

Flexibility, adaptability, knowledge of technology, and knowing new ways and types of commuting are all extremely important.

Clinton – offering more courses online would be helpful and allow for flexibility and accessibility for students.

#### **6. Good of the Order**

No additional comments were made.

#### **7. Adjournment**

Meeting adjourned at 12:52 p.m.

#### **8. Next Meeting**

Spring 2021 – Meeting date/time will be determined at a later date.