

# HR CORNER

## Mt San Antonio College

Quarterly NewsLetter

[www.mtsac.edu/hr](http://www.mtsac.edu/hr)

### Office of the Vice President

By: Harry Nakaoki

**The Vice President of the Human Resources (VPHR) office is responsible for the effective operations of the human resources division at Mt. SAC.**

The VPHR office works closely with the HR leadership team to develop and implement human resources policies and procedures and to ensure that the division complies with all applicable laws and regulations in hiring and supporting employees at Mt. SAC.

The office is responsible for managing the division's budget and resources. The office also manages processes related to grievances and dispute resolutions related to Human Resources. VPHR oversees the [list each department]

The office also provides guidance and support to managers and employees on a variety of human resources issues,

including performance management, compensation and benefits, and employee relations.

In recent months, the VPHR's office has been working on a number of important initiatives and recruiting events, including:

- Oversight of union contracts (Faculty Association, CSEA 651, and CSEA 262)
- The VPHR represents the District as the lead negotiator for all three bargaining units
- Contracts for each of the unions are currently in the process of being made more accessible to employees by posting them online and having an accessible table of contents.
- Processes college-wide release time requests and Handles public records requests and subpoenas in a timely and efficient manner.
- Leads all employee relations meetings between the different bargaining units.
- Handles executive management searches including the recent search for President/CEO and VP of Student Services

The VPHR's office is committed to providing excellent service to employees and to helping the university achieve its goals.



# HR Employee Services and Benefits

By: Alexis Carter

## Retiring from Mt SAC

Retirement is a significant milestone in anyone's life, and it's essential to plan for it properly. If you're considering retiring from a Mt SAC, there are a few things you need to keep in mind. Your retirement exit interview, open enrollment dates, and the reduced workload program.

Contact Melissa Aguirre for more information at [Maguirre@mtsac.edu](mailto:Maguirre@mtsac.edu)



### Useful Retirement Links

[CalSTRS](#)

[CalPERS](#)

[Benefits Website for Mt. SAC](#)

[Employee Separation Form](#)



### Open Enrollment Dates

SISC - July 1st

Faculty - August 1st



Reduced Workload with Full Retirement Credit program available to full-time faculty



## Important Upcoming Dates

Reduced Workload with Full Retirement Credit program available to full-time faculty. The deadline to apply to participate in the program beginning fall 2023 is May 1st.

### Reduced Workload Program

#### Zoom Meeting

Thursday, April 13th, 9 a.m. – 10 a.m.

Zoom Meeting ID: 820 9120 7051

Passcode: 233073

### Reduced Workload Program

#### Zoom Meeting

Tuesday, April 18th, 5 p.m. – 6 p.m.

Zoom Meeting ID: 863 5712 3977

Passcode: 147073

### Flex Self Certification

June 30th via Portal

Full Time Faculty only

Column Crossover, Degree Earned Stipend, and Professional Growth Increment has a deadline of June 30th 2023

[Get the forms here](#)





# Professional and Organizational Development (POD)

By: Maria Cardenas

## New POD Staff Member

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Aaron Mezzano joined the POD team in February of 2023. A product of the CCC system, he earned a bachelor's degree in history UC Santa Barbara, and he was the first in his family to receive a degree from a 4-year institution. Aaron later earned a Master's in American Studies in 2017 at Cal State Fullerton.

Aaron's professional background includes project coordination and training for the Fullerton College Tutor Program as well as serving as a Classified Representative to the Professional Development Committee where he introduced, facilitated, and lead new training opportunities for classified staff, organized social events, and helped get employees the support they needed to succeed on campus and in remote environments.

In his downtime, he enjoys reading, writing, playing video games with his wife, dabbling in C++ , collecting coins and retro video games, and working around the house.





# Equal Employment Opportunity Compliance & Recruitment

By: Iris Macciano

We are excited to share that our EEO Compliance & Recruitment department has experienced significant growth over the past 6 months.

Since May 2022, our team has expanded to include 3 additional HR recruiters, 2 HR analysts, and 1 Executive Assistant. We are currently in the process of adding a Coordinator, Project/Program to our team. We are also proud to welcome Associate Vice President Tika Davé-Harris to our HR team. Her leadership has been instrumental in our department’s growth and evolution.



In January 2023, some of our staff members attended 2 Job Fairs, one in Los Angeles and one in Oakland, as well as multiple conferences to expand our pool of potential candidates. As a result, we are actively recruiting for 65 classified/management positions and 35 full-time faculty positions.



Our commitment to diversity, equity, inclusion, social justice, antiracism, and accessibility (DESIAA) remains at the forefront of our recruitment efforts. We are dedicated to ensuring that all candidates feel welcome and included in our recruitment process.



Stay tuned for more updates from our EEO Compliance & Recruitment department as we continue to grow and evolve.

# HR Investigations and ADA Accommodations

By: Michelle Medina

Welcome to HR Investigations and ADA Accommodations! Our team is here to support students and employees in need, whether you have experienced discrimination or harassment, requested an accommodation for a disability, or need to take a leave of absence. We can help!

## Our Work

Since the start of the fiscal year to the start of April 2023, we have supported 273 employees with Leaves and Accommodations requests. Our team has addressed 130 cases of unlawful discrimination and sexual harassment since January 1, 2022. We have processed 387 interpreter requests since July 1, 2022. From July 2022 to the end of March 2023, our COVID-19 Test Proctor team has administered approximately 1400 tests.

## Department Trainings

Date	Training	Location
4/26/2023	Mt. SAC's Demin Day Event	9C- Stage
5/4/2023	Understanding Leaves of Absence, FA Bargaining agreement	
5/11/2023	Understanding pregnancy and Parenting Leaves of Absence	<a href="#">POD Webinar</a>
5/17/2023	Sexual Harassment Prevention, Managers	Founders Hall
6/15/2023	Processing Leaves of Absence with Payroll	<a href="#">POD Webinar</a>

**You're invited to:**  
**Mt. SAC's Denim Day event!**  
Join us to raise awareness about sexual violence in our community. Learn about resources available to survivors from Mt. SAC and Community Partners.

**When & Where:**  
**Wednesday, April 26, 2023**  
**11:00 AM – 1:00 PM**  
**Location: 9C Stage**

**FREE PIZZA!**

**Learn more about Denim Day!**



Students are welcome to drop-in anytime throughout the event.

Need special accommodations?  
Contact: Human Resources at 909-274-4225



## Our Team

Ryan Wilson, Director, EEO, Title IX, and Leaves Administration and Title IX Coordinator

Michelle Medina, Administrative Specialist III to the Director, EEO, Title IX, & Leaves Administrator,

Nerissa Uiagalelei, Human Resources Analyst (Leaves/Employee Accommodations/Title 5 Complaints),

Cristal Granados, Coordinator, Project/Program (Leaves/Employee Accommodations/Title 5 Complaints),

Elizabeth Jauregui, Special Projects Manager (Leaves/Employee accommodations/Title IX Complaints),

Tyler Gutierrez, Coordinator, Project/Program (Title IX/EEO),

Porsha Harris, Project Expert IV, Leaves/Employee Accommodations,

Cecilia Reyes-Velasco, Project Expert III, COVID 19 Test Proctor,

Candice Baisden, Project Expert III, COVID-19 Test Proctor,

Velinda Rey, Project Expert III, COVID-19 Test Proctor,

Anthony Mestas, Project Expert III, COVID-19 Test Proctor,

Blanca Gonzalez, Project Expert III, COVID-19 Test Proctor,

John Orr, Project Expert IV, COVID-19 Test Proctor



## Department Spotlight

We have acquired the UbiDuo 3 SGD (Speech Generating Device) as an additional resource to serve better our deaf and hard-of-hearing community members! Our team members now have access to this portable device which allows us to communicate with anyone who visits our offices, making the face-to-face communication experience fast and easy.



# Employee Counseling Center

By: Vanessa Salazar

The ECC is excited to be of service and support to all Mt. SAC employees.

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(909) 274-6211

[employee counselingcenter@mtsac.edu](mailto:employee counselingcenter@mtsac.edu)

<https://www.mtsac.edu/ecc/>

Open: Monday to Thursday 8:00 am-6:00 pm  
& Friday 8:00 am-5:00 pm

Location: Building 7 | Room 1107 | 1st Floor

The Employee Counseling Center (ECC) came to fruition in November 2021. Since that time, the ECC has continued to expand its reach on-campus in support of Mt. SAC employees. The ECC has steadily increased its visibility by disseminating topic-specific Mindful Hour presentations that address many challenges for the Mt. SAC community. Those include:

- Grief and Loss workshops and outreach
- New Year, New You: Self-Care
- Stress Management
- How to Avoid Professional Stress/Burnout and Ways to Overcome It
- Family Caregiving Roles and Impacts
- Navigating Life with Healthy Boundaries
- Understanding the Impact of Alcohol and Drug Abuse
- Reducing the Stigma of Mental Illness

The ECC also provides solution-focused 1:1 mental health counseling sessions which include community and on-campus referrals for District employees. These services are also available in Spanish and free of charge. ECC Mental Health Clinicians are Licensed Clinical Social Workers with a wide scope of expertise and backgrounds in the mental health field.

Data shows an increasing interest in services offered at the ECC:

- ◇ Total number of employees seeking individual counseling sessions, via HIPPA Compliant Zoom or in-person: 490
- ◇ Total number of attendees at ECC workshops: 338
- ◇ Total number of employees reached through outreach presentations: 1,495

In addition, ECC team members have actively participated in outreach presentations at managers' meetings, classified school employee week, and interdepartmental trainings. The outreach presentations highlight the scope and breadth of services offered at the ECC.

