

CEER Committee Meeting Minutes

11/23/2021

Reminders from previous meeting

- CPR as a pilot in year one
 - CPR will work to collect information on how CPR is being used and what else is needed, and can then pivot if necessary after the pilot

- CPR structure
 - small group size, ideally having one representative from each of classified staff, full-time faculty, part-time faculty, and managers/administrators
 - the group should not include any members from HR
 - group members will commit to a minimum term length of two years
 - the group will not have an advisory board, but will be able to get logistical support from the Office of Professional Development, Employee Onboarding, and Engagement

- CPR meetings and reporting
 - at a minimum, CPR will meet quarterly
 - *Note:* if an employee needs CPR support, they will be able to go to *any* CPR member (i.e., CPR will not be set up as a panel)
 - CPR will reach out to the bargaining units (CSEA, SEIU, UFO) and the DDAS group once per year

- CPR training
 - Training will need to be long-term (perhaps six months) and include an annual refresher course
 - Training must include teaching CPR members the types of issues that need to be addressed to another body on campus (e.g., to HR, to the various bargaining units, to legal services)
 - Human Resources (Vy) and the Office of Professional Development, Onboarding, and Employee Engagement (Sandy) will collaborate to research and find the appropriate type of training.

Application process

- *From AP:* The Office of Professional Development, Onboarding, and Employee Engagement “will create an application process for members to join the CPR group”
 - Who will review the applications?

- It will be best to have an external, independent group to review applications so that there can be no concerns about bias.

Budget/stipends

- *From AP:* "This funding will be used, in part, to provide ~~release time and/or~~ stipends for CPR members to be able to fit this work into their other Ohlone responsibilities."
 - *From last meeting:* So that it applies across all representative groups, members should receive stipends. Release time would only apply to certain constituent groups, so it is better to provide stipends across the board.
- Budget update/stipend amount (Vy)
 - Common theme from the stipend amounts listed in the UFO contract: between \$2000 to \$2351 per semester
 - To start, the stipend for each of the four members of CPR will be \$2000 per semester.
 - This stipend amount includes training time and all CPR duties.
 - The cost for the training itself is separate and covered by the college.
 - Where do we specify the stipend?
 - This should go in the UFO contract under the "additional compensation" section.
 - How do we know if the stipend is the correct amount?
 - Because we are unsure how much time the CPR will take up, we will revisit the stipend amount each semester during at least the first year.
 - To decide whether the stipend amount is appropriate, the CPR needs to collect data:
 - How much time the training takes weekly
 - How much time the CPR duties take weekly
 - What exactly the CPR duties entail (e.g., meetings, follow-up sessions)
 - In addition, the CPR needs to collect data about the training program:
 - Are there gaps in the training? What was especially good about the training? What was unnecessary or not helpful?

- This data will be useful when conducting program review and potentially asking for additional funding.
- For the stipends, how do we deal with faculty (10 month contract) vs. non-faculty (12 month contract) positions?
 - *Option one*: pay an hourly rate in the off times (summer, winter breaks)
 - *Option two*: pay an additional stipend in the off times (summer, winter breaks) based on the monthly rate during the semester
 - In either case, if the CPR expects work in the summer and winter breaks, this needs to be made clear to faculty before they apply

Next steps

- Present to Faculty Senate -- first reading on December 15 (Vy)
- Bring back feedback in Spring 2022
- Faculty Senate second reading
- College Council second reading

Draft Administrative Procedure (AP)

AP ##### Resources for a Positive Working Environment

Reference:

Ohlone College is committed to facilitating a positive working environment for all of its employees. The College also recognizes the challenges that have existed in the larger society, external to our own, that have contributed to divisiveness among our country's citizens and to the national erosion of respectful human discourse.

For these reasons, and our belief that Ohlone can lead the way in efforts to resolve conflicts peacefully, we have created the Counsel for Peaceful Resolution (abbreviated CPR), a group that will consist of diverse employees from throughout the College who will work to empower all Ohlone employees with tools and resources to assist in conflict resolutions and to support individuals when they engage in challenging conversations. At the core of the CPR's work will be the premise that every employee has the ability to take accountability for their own actions and the interest in better understanding communication styles and conflict management techniques.

The CPR will be a program in the Office of Professional Development, Onboarding, and Employee Engagement. This Office will create an application process for members to join the CPR group, with all applicants committing to necessary training. To the extent possible, the CPR will include at least one member from each of the following groups: classified staff, full-time faculty, part-time faculty, and managers/administrators.

Throughout all of the CPR's efforts, there will be a constant commitment to establishing and maintaining trust and confidentiality, both between the members of the group and between the group itself and the rest of the college community. The CPR will not have any decision-making authority over other employees or their work.

The CPR's two major responsibilities will be:

- to proactively provide resources to the college community that promote positive engagement and self-awareness, self-reflection, and empathy both for others and oneself, and
- to provide individual support and guidance to employees when they request help in handling challenging interactions with other employees.

No employee will be required to participate in CPR activities or seek out help from the group. Additionally, in the event that an employee's supervisor is a member of the CPR, that supervisor will not be informed of any individual assistance given to the employee by other members of the CPR, without that employee's consent.

The College hopes that the work of the CPR will help reduce conflicts and negative engagements from reaching the level of grievance or Human Resources intervention. However, the CPR is in no way intended to replace that level of complaint procedure. For that reason, the CPR will regularly reach out to each of Ohlone's bargaining units (CSEA, SEIU, UFO) as well as the DDAS group to ensure that the CPR has a clear understanding of how its work fits into the structure of other existing pre-grievance procedures established within each of those groups.

In recognizing the value of the CPR's work, the College will commit funding resources to help sustain that work. This funding will be used, in part, to provide stipends for CPR members to be able to fit this work into their other Ohlone responsibilities. Additionally, funding will be available for external training and mediation, along with legal consultation when needed.