**Mission:** The LBCC Human Resources staff shall provide college-wide administrative oversight and support to all employee groups within the District. The Human Resources Department manages legal compliance in the following areas:

- ADA Compliance
- Collective Bargaining
- Contract Administration
- District Policies & Regulations
- Employee Discipline
- Employee Relations
- Equal Employment Opportunity
- Health & Welfare Benefits
- Legal Compliance
- Performance Evaluation
- Personnel Commission
- Professional Development
- Recruitment & Selection

**Description:** Human Resources provides service and support to both academic, classified, management and student personnel. In addition, Human Resources manages Health & Welfare Benefits and Professional Development. The Department is responsible for college wide labor relations, contract administration, recruitment, selection, and professional development of classified, faculty, and administrative positions. Human Resources Classified unit ensures compliance with collective bargaining agreements as well as compliance of state and federal law. The Human Resources Department is responsible for administrating the following college-wide functions:

**ADA COMPLIANCE** - Human Resources is directly responsible for requests for accommodation under the American with Disabilities Act, conducting ADA interactive meetings with employees, providing and implementing a plan for employment accommodations throughout the college.

**CONTRACT ADMINISTRATION** - Human Resources provides all contract administration for all employee groups. This includes the administration of discipline, statutory leaves, hours, worker's compensation, evaluations, transfers, pay and allowances, hour & overtime, layoff and reemployment, and other mandatory subjects of bargaining.

**CONTRACT NEGOTIATIONS** - Human Resources is responsible for negotiations of the collective bargaining agreements by and between the District and the Long Beach Council of Classified Employees AFT # 6108, LBCC-CCA, and LBCC-CHI.

**DISTRICT TELECOMMUNICATIONS** - Human Resources is responsible for District-wide telephone information line accessed by students, staff and members of the general public.

**EMPLOYEE RELATIONS** - Coordinate, support, and oversee programs and processes that facilitate more effective and productive working relationships with all members of the campus community. This includes managing employee service pin and award ceremonies, employee orientations and appreciation events, and meeting regularly with union leadership from CCA, AFT, and CHI in order to improve morale and mitigate complaints, grievances and litigation.
EQUAL EMPLOYMENT OPPORTUNITY - Human Resources supports and promotes equal employment opportunities in the hiring & retention of employees through education and training through policy implementation.

HEALTH & WELFARE BENEFITS - In alignment with the District's Health and Welfare Committee, manage overall performance improvement as it relates to: employee benefit utilization and member benefit plans, and cost efficiency through ongoing knowledge transfer and education, continuous and effective communications and Health and Welfare Committee meetings, and efficient system solutions.

INTERNAL INVESTIGATIONS - Human Resources is directly responsible for conducting and/or providing college-wide oversight of all internal investigations related to employee conduct and personnel matters.

LEGAL COMPLIANCE - Ensures compliance with all local, state, federal and administrative agency laws, rules and regulations including but not limited to: California Education Code, Department of Education Office of Civil Rights, Department of Industrial Relations, California Labor Code, Department of Labor, DFEH, EEOC, FEHA, ADA, California Penal Code, Los Angeles County Office of Education, Department of Industrial Relations, Cal/OSHA, PERB, Department of Social Services, Commission on Teacher Preparation & Licensing Board Certification from the Natural Athletic Trainers Association, Department of Motor Vehicles.

PERFORMANCE EVALUATION -

PERSONNEL COMMISSION - The Personnel Commission is an independent body composed of three persons appointed for three-year staggered terms. Personnel Commissioners are lay persons who must be known adherents of the merit principle. They are responsible for working with the governing board and the administration in the quest for competent employees and good personnel administration; to represent the interest of the general public by providing a personnel system dedicated to hiring and retention of highly qualified/competent workers in the service of the jurisdiction and to see that classified employees receive fair and equitable treatment.

PROFESSIONAL DEVELOPMENT - serves all employees in the District, which includes Classified, Faculty and Management Team. Its goal is to provide training and professional guidance to strengthen and support a dynamic learning and working environment in alignment with the College goals of Learning, Equity, Team/Organizational Development, and Infrastructure.

RECRUITMENT & SELECTION - Human Resources coordinates the college-wide recruitment, selection, hiring and retention processes for classified bargaining unit, classified supervisors, classified managers classified confidential, classified administrators, professional experts, and students.

SYSTEMS/TECHNICAL SUPPORT - Provide timely service and reports to internal and external customers; implements upgrades, updates and installations, conducts testing, and maintains Human Resources information systems and business processes; administrates Equal Pay, creates and maintains Human Resources system and process documentation, institutional organizational charts; troubleshoots, resolves internal system/technical issues.

**Primary Functions - LAC:** Human Resources centralized operations, located at LAC campus, administers all of the above for both LAC and PCC campuses.

**Primary Functions - PCC:** Refer to "Description" above for the department's primary functions.

**Internal Conditions (see Help for list):**

1) Uniform review and revision of all relevant LBCCD administrative regulations;
2) Staff reductions due to retirement and resignation in department have caused workload issues within the department;
3) Implementation and maintenance of technology/software: NEOGOV, PeopleSoft;
4) Budget reductions;
5) High frequency of information requests from internal departments as a result of budget reductions college-wide.
6) Management and classified layoffs, within the Human Resources department has increased the workload demand on all positions.
Within HR.

External Condition- Regulatory/Legislative Changes:
Continuing regulatory compliance changes require Human Resources to create or modify processes and procedures to ensure compliance with the following: Affordable Healthcare Act, California Education Code, Department of Education Office of Civil Rights, Department of Industrial Relations, California Labor Code, Department of Labor, DFEH, EEOC, FEHA, ADA, California Penal Code, Los Angeles County of Education, Department of Industrial Relations, Cal Osha, Public Employee Relations Board, Department of Social Services, Certified Athletic Trainers, Department of Motor Vehicles.

External Condition- Grants Available:
Accreditation - Requires updating and managing compliance with accreditation Standard III-Resources vis a vis Human Resources.

External Condition- Accreditation Recommendations:
Staff Equity Committee oversees Equal Employment Opportunity compliance for the District.

External Condition- Advisory Committee Input:
Professional Groups & Events for EEO Recruitment: EEDEC, ACCCA, ACHRO, CASBO, PARMA, CODESP

External Condition- Community Outreach/Partnership:
Increased workload due to a downturn in the economy which has dramatically increased the numbers of applicants.
Increase work load due to economy and need to implement layoffs to allow College to operate within the existing budget.
Increased work load with the addition of new grant funding and the need for new class specifications and recruitment's.

External Conditions- Other:
The California Community College Faculty Obligation Number (FON) requirement demands the hiring of a large number of additional faculty thus requiring additional resources to support the hiring process or incur monetary penalties.
In addition, the requirements of the Affordable Care Act (ACA), the new federal health care law, will require an enormous outlay of human capital to support and implement in an educational environment. Additional resources will be critical to prevent unintended violations of the law that would cause significant monetary penalties to be assessed for different employee populations.
The minimum wage will increase in both the next year and the following year requiring changes/review of the current salary schedule for certain employee groups.

Describe how your dept. supports student learning:
In support of the Educational Master Plan, Human Resources provides equitable access and support to the diverse student population through recruitment and retention of the most qualified diverse faculty, staff and student interns. The Human Resources Department oversees compliance of issues related to unlawful discrimination/sexual harassment and educational accommodations for qualified disabled students. To that end, HR is responsible for ensuring a safe and harassment free learning environment for the students we serve.

Staff:
3-Administrators; 2-Managers; 5 Human Resources Specialists; 1 Human Resources Technicians; 1-Human Resources Systems Analyst; 1-Human Resources Analyst 1-Executive Assistant; 1-Sr. Administrative Assistant/HR Mandated Cost, 1-Sr. Administrative Assistant/Personnel Commission

Names & Titles of Department Planning Participants:
Rose DelGaudio - Vice President, Human Resources;
Cindy Vyskocil - Associate Vice President, Human Resources;
Vacant - Director of Human Resources;
Diane Bangs - Human Resources Manager - Academic;
Vacant - Human Resources Manager - Classified;
Cindi Nguyen, Crystal McCutcheon, Kim Slany, Mary Olsen Bell, April Hebert - Human Resources Specialists;
Helen Duran - Human Resources Technicians;
Norlyn Capitulo - Human Resources Systems Analyst;
Flavio Medina-Martin - Human Resources Analyst;
Karen Harada - Executive Assistant;
Vacant - Sr. Administrative Assistant/Personnel Commission;
Debra Garcia - Sr. Administrative Assistant - HR/Mandated Cost
2011-2012 Accomplishments: Since July, 2012, Human Resources has accomplished the successful staffing and maintenance of the College Information line; successfully implemented the 39 month reemployment list for classified staff; successfully implemented various department re-organization plans; implemented the 4/10 work week for winter and summer session 2013; revised and finalized all Faculty Service Area requests for competency; provided a Hire Me training for AFT members.

2012-2013 Accomplishments: Since July, 2013, Human Resources has accomplished the ongoing successful staffing and maintenance of the College Information line; successfully implemented the 39 month reemployment list for classified staff and academic faculty; successfully implemented various department re-organization plans; revised and finalized all Faculty Service Area requests for competency; provided a Hire Me training for AFT members and an Improve Your Marketability Seminar for potential full-time faculty applicants as well as a New Faculty Orientation workshop for part-time faculty.

2013-2014 Accomplishments: Since July, 2014, Human Resources has hired and processed a total of 54 new full-time faculty; successfully managed the 39 month reemployment list for classified staff and academic faculty; successfully implemented various department re-organization plans; provided an Improve Your Marketability Seminar for potential full-time faculty applicants as well as a New Faculty Orientation workshop for part-time faculty; provided a Management Team training to conduct effective employee investigations (FRISK) and better manage employee performance; created an online Affordable Care Act (ACA) tracking system to track all full time employees in accordance with the ACA requirement.

**Goals**

**Admin - Human Resources (Goals) - Legal Compliance**

- **Goal Priority:** High
- **Rationale:** Legal Compliance supports the LBCCD educational master plan goal of integrity by encouraging a civil and ethical campus environment and valuing the perspectives and legal rights of all individuals. Legal & regulatory compliance is a requirement of an accredited education institution and protects the College from legal claims and judgments.
- **Strategies:**
  1. Coordinate 6 HR legal trainings per year
  2. Maintain tracking system for training participants (Safe Colleges)
  3. Implement Safe Colleges training at hire to include Anti-Bully, Sexual Harassment

**Request & Justification / Resources Needed**

<table>
<thead>
<tr>
<th>Resources Needed Name</th>
<th>Resources Needed Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing</td>
<td>Hire 2 FTE additional staff to maintain legal compliance. 1 FTE to provide training and tracking of Affordable Care Act, leaves, provide directions and guidelines for hiring related to ACA for classified, part-time faculty and exempt classifications. 1 FTE to plan, track and organize professional development for Management and Classified staff and coordinate Faculty Internship Program.</td>
</tr>
</tbody>
</table>

**Goal Progress**

11/26/2014 - Human Resources department has successfully provided legal/compliance training to meet local, state and federal legal requirements to avoid/mitigate litigation, penalties, fines, and enhance the college environment for students, staff and members of the community.

**Data to Support Goal Progress:**

- Trainings have been provided regarding the Affordable Care Act (ACA) Hiring Guidelines, Technology Support, Employee Evaluations, Employee Discipline, ADA/FEHA training, Department Head Training on Article X Evaluation, FRISK training for manager/supervisors related to conducting investigations and employee performance management, educational accommodation for students with disabilities for part-time faculty and Management 101 Training for all supervisors/managers.

**Data Reported for Year:**

- 2

**Requested Funding Source:**

- General Fund

**Inter-Level/ VP Level Group Decision:**

- Approved & Funded

**Fiscal Year:**

- 2013 - 2014

**Duration:**

- Both (i.e., initial & maintenance costs)

**Estimated Cost:**

- 200000

**Type of Resource Requested:**

- Other

**Justification for Resource Request:**

- This goal endorses the Long Beach City College mission in supporting student success and equity.

**Goal Status:**

- Continued from previous cycle

**Start Date:**

- 07/01/2012

**End Date:**

- 06/30/2015

**Fiscal Year:**

- 2013 - 2014

**Duration:**

- Both (i.e., initial & maintenance costs)

**Estimated Cost:**

- 200000

**Type of Resource Requested:**

- Other

**Justification for Resource Request:**

- This goal endorses the Long Beach City College mission in supporting student success and equity.

**Goal Progress**

11/26/2014 - Human Resources department has successfully provided legal/compliance training to meet local, state and federal legal requirements to avoid/mitigate litigation, penalties, fines, and enhance the college environment for students, staff and members of the community.

**Data to Support Goal Progress:**

- Trainings have been provided regarding the Affordable Care Act (ACA) Hiring Guidelines, Technology Support, Employee Evaluations, Employee Discipline, ADA/FEHA training, Department Head Training on Article X Evaluation, FRISK training for manager/supervisors related to conducting investigations and employee performance management, educational accommodation for students with disabilities for part-time faculty and Management 101 Training for all supervisors/managers.

**Data Reported for Year:**

- 2

**Requested Funding Source:**

- General Fund
**Prevention and Diversity Education**

4. Coordinate evaluation of training of attendees
5. Tenured and Probationary review evaluation training for Dept. Heads

**Resources Needed Name:**
Trainers/Speakers/Staff

**Resources Needed Description:**
Trainers/Speakers to present at workshops and trainings.

**Inter-Level/ VP Level Group Decision:**
Not Approved

**Fiscal Year:**
2012 - 2013

**Duration:**
Both (i.e., initial & maintenance costs)

**Estimated Cost:**
10000

**Type of Resource Requested:**
Other

**Justification for Resource Request:**
This goal endorses the Long Beach City College mission in supporting student success and equity.

**Department Code:**
673000 Human Resources

**Requested Funding Source:**
General Fund

---

**Admin - Human Resources (Goals) - Technology Integration - Technology - acquisition, integration, & maintenance of electronic software and systems to enhance and improve business process efficiencies of Human Resources and to better support the College.**

**Start Date:**
07/01/2012

**End Date:**
06/30/2015

**Goal Status:**
Continued from previous cycle

**Goal Priority:**
Medium

**Rationale:**
Technology development is consistent with the LBCCD Educational master plan in support of institutional goals. The effective use of technology will assist in maintaining an

**Resources Needed Name:**
Human Resources Administrative Systems

**Resources Needed Description:**
NEOGOV Performance Evaluation Tracking module, Implementation of Employee Benefit System; multi-functional printer/scanner/copier

**Inter-Level/ VP Level Group Decision:**
Dept still requests funding

**Fiscal Year:**
2015 - 2016

**Duration:**
Both (i.e., initial & maintenance costs)

**Estimated Cost:**
78000

**Type of Resource Requested:**
Software

**Justification for Resource Request:**
Streamline and increase efficiency of inputting

**Next Step:**
Continue Working on Goal
environment that ensures legal and regulatory compliance and results in greater efficiencies in the business processes of the College.

**Strategies:**
1. Performance Evaluation Tracking Module
2. Laser Fiche archiving
3. PeopleSoft Employee tracking
4. NeoGov applicant tracking
5. On-Boarding (new hire training) module
6. Surveys to evaluate the ease and efficiency of technology on a consistent basis
7. Employee Benefit Tracking Module

**Responsible Parties:**
Diane Bangs, Cindy Vyskocil, Julie Kossick, Pamela Axup

**Campus supported by this goal/project/strategy:**
Both

**Other Area impacted by this goal/project/strategy:**
Human Resources

**Level of Support Needed:**
Department

<table>
<thead>
<tr>
<th>Goals</th>
<th>Request &amp; Justification / Resources Needed</th>
<th>Goal Progress</th>
<th>Strategies Implemented &amp; Follow-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>and maintaining data for employees; collecting and processing data for new employees; and cost reductions to District by minimizing errors.</td>
<td>11/26/2014 - 1 Copier/Scanner/Printer has been purchased, delivered and installed.</td>
<td>11/24/2014 - Purchased and installed 1 Copier/Scanner/Printer</td>
</tr>
<tr>
<td></td>
<td><strong>Department Code:</strong> 673000 Human Resources</td>
<td><strong>Fiscal Year:</strong> 2013 - 2014</td>
<td><strong>Next Step:</strong> Continue Working on Goal</td>
</tr>
<tr>
<td></td>
<td><strong>Requested Funding Source:</strong> General Fund</td>
<td><strong>Duration:</strong> Both (i.e., initial &amp; maintenance costs)</td>
<td><strong>Data Reported for Year:</strong> 2</td>
</tr>
<tr>
<td></td>
<td><strong>Resources Needed Name:</strong> Network Copier/Scanner/Printer</td>
<td><strong>Estimated Cost:</strong> 26000</td>
<td><strong>Data to Support Goal Progress:</strong> Continue Working on Goal</td>
</tr>
<tr>
<td></td>
<td><strong>Inter-Level/ VP Level Group Decision:</strong> Approved &amp; Funded</td>
<td><strong>Type of Resource Requested:</strong> Equipment</td>
<td><strong>Data to Support Goal Progress:</strong> Employee on-boarding forms to be uploaded to the HR website for greater efficiency in the hiring of new employees-20% complete.</td>
</tr>
<tr>
<td></td>
<td><strong>Fiscal Year:</strong> 2013 - 2014</td>
<td><strong>Department Code:</strong> 673000 Human Resources</td>
<td>New photo ID/Fingerprint machine-purchased, delivered and operational - 100% complete.</td>
</tr>
<tr>
<td></td>
<td><strong>Duration:</strong> Both (i.e., initial &amp; maintenance costs)</td>
<td><strong>Requested Funding Source:</strong> General Fund</td>
<td><strong>Data Reported for Year:</strong> 2</td>
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<tr>
<td></td>
<td><strong>Estimated Cost:</strong> 26000</td>
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11/26/2014 2:40 PM
Generated by TracDat a product of Nuventive.
**Admin - Human Resources (Goals) - Professional Development Program - Provide comprehensive Human Resources related training for management and staff.**

| Start Date: | 01/01/2015 |
| End Date: | 06/30/2016 |

**Goal Status:** Continued from previous cycle

**Goal Priority:** Medium

**Rationale:**
This goal supports the LBCCD Educational Master plan by the development and focus of human resources in support of institutional goals. The development of staff will enrich the student experience at the LBCCD and reduce potential for legal liability through consistent education on subjects including but not limited to: sexual harassment, discrimination, collective bargaining agreements, health benefits, evaluations, discipline and leaves.

**Strategies:**
1. Develop a comprehensive College-wide Professional Development Plan in support of student success.
2. Coordinate and deliver a minimum of six (6) legal/HR trainings each year on relevant Human Resources topics.
3. Assign HR staff member to coordinate these trainings.

**Responsible Parties:**
Rose DelGaudio, Cindy Vyskocil, Diane Bangs, New Director of Classified Human Resources

**Campus supported by this goal/project/strategy:**
Both

**Other Area impacted by this goal/project/strategy:**
Other

If Other select above, please specify:
Human Resources and Academics

**Level of Support Needed:**
School or VP

<table>
<thead>
<tr>
<th>Resources Needed Name</th>
<th>Request &amp; Justification / Resources Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing for Professional Development</td>
<td><strong>Resources Needed Name:</strong> Presenters <strong>Resources Needed Description:</strong> Presenters for trainings/workshops. <strong>Inter-Level/ VP Level Group Decision:</strong> NEW <strong>Fiscal Year:</strong> 2013 - 2014 <strong>Duration:</strong> On-going <strong>Estimated Cost:</strong> 40000 <strong>Type of Resource Requested:</strong> Professional Development <strong>Justification for Resource Request:</strong> Consultant costs to develop plan and presenters to conduct trainings. <strong>Department Code:</strong> 673000 Human Resources <strong>Requested Funding Source:</strong> General Fund</td>
</tr>
</tbody>
</table>

**Resources Needed Name:** Staffing for Professional Development

**Resources Needed Description:**
1 FTE to create, oversee and manage college wide staff development

**Inter-Level/ VP Level Group Decision:**
NEW

**Fiscal Year:** 2015 - 2016

**Duration:** On-going

**Estimated Cost:** 120000

**Type of Resource Requested:**
Personnel - Classified/ Manager

**Department Code:** 673000 Human Resources

**Requested Funding Source:**
General Fund

**Next Step:**
Continue Working on Goal

**Resources Needed Name:** Supplies/Materials

**Resources Needed Description:** Supplies and materials for training/workshop

11/25/2014 - Pursue request for 1 FTE to oversee, implement and manage college wide staff

N/A:

N/A:

**Next Step:**
Continue Working on Goal
participants.

**Inter-Level/ VP Level Group Decision:**
Dept still requests funding

**Fiscal Year:**
2015 - 2016

**Duration:**
On-going

**Estimated Cost:**
7500

**Type of Resource Requested:**
Supplies

**Justification for Resource Request:**
To provide materials/supplies for workshops and trainings.

**Department Code:**
673000 Human Resources

**Requested Funding Source:**
General Fund

11/26/2014 - Goal progress in the area of staff development has been difficult due to a lack of staffing associated with key management and

**N/A:**
N/A

**Next Step:**
Continue Working on Goal

**Data Reported for Year:**
3

11/06/2013 - The District through its human resources department also provides personnel with programs and activities that support enhancement of workforce knowledge, skills, and leadership capabilities with the goal of supporting student success. Such programs include:

New employee orientation programs:
- Part-time faculty orientation: It was initiated fall 2013, per newly negotiated language in the Certificated Hourly Instructor (CHI) Agreement. The fall 2013 orientation provided an overview of Student Learning Outcomes, Education Accommodations for Students with Disabilities, Management of Student Discipline Issues, and Payroll matters. The intent of the orientation is to provide hourly instructors with professional development that will support student success.
<table>
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<td></td>
<td>• New Classified Employee Orientations are conducted bi-annually by Human Resources in order to provide an overview of the college’s policy procedure and structure. This includes board of trustees, workplace violence, affirmative action, discrimination, sexual harassment, computer use, drug free Workplace safety, workers’ compensation, retirement, payroll, benefits, personnel commission, hiring process, holidays, vacation, sick leave, customer service, professional expectations, safety, risk services, mail.</td>
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<td>• New Faculty Orientation: Restructured in fall 2011 now supports weekly professional development opportunities throughout the new faculty member’s first year. This restructure provides for a comprehensive first year orientation covering academic and professional matters as well as “college knowledge”.</td>
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<td>• Department Head Academy and mandated Department Head training: Incorporated into the CCA Agreement in August, 2013, Article XIII</td>
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<td>• New Part-Time Faculty training completed in conjunction with Academic Affairs</td>
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<td>Trainings have included:</td>
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<td></td>
<td>“How to Conduct Full-time Faculty Evaluations”</td>
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<td>Audience: Deans, Department Heads, and Faculty</td>
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<tr>
<td></td>
<td>Presenters: Peter Brown, Attorney LCW and Robin Devitt, CTA Regional Representative</td>
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<td>“Basics of How to Conduct an Investigation”</td>
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<tr>
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<td>Presenter: Randy Erickson, Attorney, Zampi, Determan, and Erickson</td>
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<td>Presenters: Julie Kossick and Rose DelGaudio</td>
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</tr>
</tbody>
</table>
### Admin - Human Resources (Goals) - Equal Employment Opportunity - Consistent legal compliance to support Equal Employment Opportunities internally and externally.

**Start Date:** 07/01/2012  
**End Date:** 06/30/2015  
**Goal Status:** Continued from previous cycle  
**Goal Priority:** High  
**Rationale:** This goal is in support of the LBCCD Educational Master Plan to provide equitable access and support to its diverse students and will improve the educational progress and achievement especially for students under-represented in those outcomes. This goal also supports the ACCJC’s Accreditation Standard of the "concern for issues of equity and diversity."

**Strategies:**  
1. Coordinate a College-wide Diversity, Equity and Inclusion conference  
2. Convert the Staff Equity Plan into the Equal Employment Opportunity Plan  
3. Provide unlawful discrimination prevention

<table>
<thead>
<tr>
<th>Resources Needed Name</th>
<th>Resources Needed Description</th>
<th>Inter-Level/ VP Level Group Decision</th>
<th>Fiscal Year</th>
<th>Duration</th>
<th>Estimated Cost</th>
<th>Type of Resource Requested</th>
<th>Department Code</th>
<th>Requested Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events, conferences and professional services</td>
<td>Trainings for HR staff members</td>
<td>Dept still requests funding</td>
<td>2015 - 2016</td>
<td>On-going</td>
<td>20000</td>
<td>Other</td>
<td>673000 Human Resources</td>
<td>General Fund</td>
</tr>
<tr>
<td>Trainings/Materials/Supplies</td>
<td>Provide materials/supplies for workshops/conference.</td>
<td>NEW</td>
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<td>Goals</td>
<td>Request &amp; Justification / Resources Needed</td>
<td>Goal Progress</td>
<td>Strategies Implemented &amp; Follow-Up</td>
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<tr>
<td>5. Institutionalize the Faculty Internship Program.</td>
<td><strong>Duration:</strong> On-going</td>
<td><strong>N/A:</strong> N/A</td>
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<tr>
<td><strong>Responsible Parties:</strong> Cindy Vyskocil, Diane Bangs, Julie Kossick, Pamela Axup</td>
<td><strong>Estimated Cost:</strong> 2000</td>
<td><strong>Next Step:</strong> Continue Working on Goal</td>
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<tr>
<td><strong>Campus supported by this goal/project/strategy:</strong> Both</td>
<td><strong>Type of Resource Requested:</strong> Supplies</td>
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<tr>
<td><strong>If specific to a functional unit, indicate here:</strong> Human Resources</td>
<td><strong>Justification for Resource Request:</strong> This goal is in support of the Board of Trustees Goals for 2011-2016: Improve organizational function, create a greater sense of community and engage in more community outreach, Educational Master Plan, the President's 24 month Agenda, the District's Student Success Initiative, and the continuing review and planning process mandated by the Accrediting Commission for Community and Junior Colleges (ACCJC) for achieving and maintaining accreditation. This goal enhances the processes already implemented as a part of the previous planning processes (Equity and policy/procedures review), and the Management Development Program.</td>
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<tr>
<td><strong>Other Area impacted by this goal/project/strategy:</strong> Other</td>
<td><strong>Department Code:</strong> 673000 Human Resources</td>
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<tr>
<td><strong>If Other select above, please specify:</strong> College Community</td>
<td><strong>Requested Funding Source:</strong> General Fund</td>
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<td><strong>Level of Support Needed:</strong> School or VP</td>
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<table>
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<tr>
<th>Goals</th>
<th>Request &amp; Justification / Resources Needed</th>
<th>Goal Progress</th>
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<tbody>
<tr>
<td>3</td>
<td>11/06/2013 - •Walking the Talk: Diversity, Equity, and Inclusion Conference, October 9, 2012. A day long Flex Day Conference focused on our diverse student population in which the workshop topics included: •The College’s institutional performance as it relates to student success •Strategies for increasing the success rate for all students •Initiatives underway to address achievement gaps</td>
<td><strong>Data Reported for Year:</strong> 3</td>
</tr>
</tbody>
</table>
|                                | continue to provide Equal Employment Opportunity Training to all screening committees prior to the hiring of Full-time faculty. Develop the N/A: N/A | Next Step: Continue Working on Goal  
**Data to Support Goal Progress:** Received over 90% satisfaction rating from conference attendees as recorded on evaluation assessment tools.  
**Data Reported for Year:** 2                                                                                                                     |