Human Resources

Mission:
Human Resources provides college-wide service and support to all employee groups within the District as well as outside applicants and students to further the educational mission of the College. Human Resources works proactively with staff in areas of legal compliance in such areas as: ADA Compliance, Collective Bargaining, Affordable Care Act (ACA) Compliance, Contract Administration, District Policies & Regulations, Employee Discipline, Performance Evaluation, Employee Relations, Equal Employment Opportunity, Personnel Commission, and Recruitment, Selection and retention. Human Resources furthers the goal of maximizing employee Health & Welfare Benefits in a cost efficient manner, and provides professional development that furthers institutional goals.

Progress towards Goals and Accomplishments:
In the past 12 months Human Resources has provided training to District employees in the following areas: Affordable Care Act (ACA), Hiring Guidelines, STRS Regulations, Collective Bargaining, Technology Support, Educational Accommodations for Disabled Students, Personnel Commission, Employee Evaluations, Employee Discipline, and ADA/FEHA training. In addition, the District through its Human Resources department also provided personnel with programs and activities that support enhancement of workplace knowledge, skills, and leadership capabilities with the goal of supporting student success. Such programing included:

• Part-time faculty orientation: The ongoing orientation provides 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.

• New Classified Employee Orientations are conducted bi-annually by Human Resources in order to provide an overview of the college’s policies and procedures and structure. This includes board of trustees, workplace violence, discrimination, sexual harassment, computer use, drug free environment, workplace safety, workers’ compensation, retirement, payroll, benefits, personnel commission, hiring process, holidays, vacation, sick leave, customer service, professional development options, professional expectations, safety and risk services.

• New Faculty Orientation: The faculty professional development coordinator organizes opportunities throughout the new faculty member’s first year. The restructure of this orientation provides for a comprehensive first year program covering academic and professional matters as well as “college knowledge”.

Additional Human Resources training have included:

"Practical Guidelines for Evaluators in Documenting Unsatisfactory Employee Performance"
Sharon Ormand, J.D., Partner, Atkinson, Andelson, Loya, Ruud & Romo (AALRR)
October 3, 2014

"AB1825 – Sexual Harassment"
Cindy Vyskocil, Associate Vice President, Human Resources
Flavio Medina-Martin, Human Resources Analyst
October 9, 2014
October 10, 2014

"Family Educational Rights and Privacy Act (FERPA)"
Flavio Medina-Martin, Human Resources Analyst
October 9, 2014
October 10, 2014

"Professionalism in the Workplace"
Flavio Medina-Martin
November 7, 2014

"Affordable Care Act – Revised Limited Term Employee Process"
Diane Bangs, Interim Director, Classified Human Resources
Flavio Medina-Martin, Human Resources Analyst
Crystal McCutcheon, Interim Human Resources Manager
Dean’s: December 3, 2014
District-Wide: December 9 and 10, 2014

"Conducting Effective Management Performance Evaluations"
Anne Whiting, M.S., and Senior Consultant from 3D Group
December 5, 2014
Internal/External Conditions:

- Continued Tracking and Assessment due to Program Discontinuance/Reductions in Force, reorganizations and grant funding loss
- HR Staff reduction
- California regional unemployment rate has significantly increased number of applicants – thus increasing workload
- Changing regulatory compliance requires Human Resources to create and modify business processes and procedures to ensure compliance with the following: California Education Code, Dept. of Education Office of Civil Rights, Affordable Care Act (ACA), Department of Industrial Relations (DIR), California Labor Code, Department of Labor, DFEH, EEOC, FEHA, ADA, California Penal Code, LA County of Education, Cal/OSHA, State Teachers Retirement System (STRS), Public Employee Relations Board, Title IX etc.

The ongoing changes to the Affordable Care Act (ACA); the State Teachers Retirement System (STRS) regarding the classification of Management Team members; the newly approved Assembly Bill (AB) 1522 - Employment-paid sick days and AB 1432-Mandatory Child Abuse Reporting Training have increased the need to develop effective processes to insure compliance with these new policies and regulations.

Summary of Access, Efficiency & Effectiveness:

Applicant Pools:
- Processed approximately 3800 applications for all classifications for fall 2014
- Full-time faculty applicant pools were 50% diverse
- Part-time faculty applicant pools were 53% diverse
- Classified applicant pools were 68% diverse
- Management applicant pools were 41% diverse
- Achieved an overall 53% diverse applicant pool for all employee groups

Recruitment and Hiring:
- Hired 13 new full-time faculty positions for Spring 2014, 60% Diversity
- Hired 42 new full-time faculty positions for Fall 2014, 61% Diversity
- Currently recruiting and hiring 27 new full-time faculty positions for Fall 2015
- Hired 301 Part-time Faculty for 2013/14, 43% Diversity
- Hired 91 Classified position for 2013/14, 62% Diversity
- Hired 12 Management Team for 2013/14, 42% Diversity

Human Resources has implemented new business processes for new regulations and introduced Keenan SafeColleges Trainings which include mandated trainings for all new hires:

- Workplace Bullying: Awareness and Prevention (20 Minutes)
- Mandatory Reporting: Child Abuse – AB 1432 (27 Minutes)
- Diversity Awareness: Staff to Staff (20 Minutes)
- FERPA: Confidentiality of Records (18 Minutes)

In addition to the trainings listed above, Academic and Classified Management personnel are also required to be trained on the Sexual Harassment Policy & Prevention – AB 1825 (2 hours). Human Resources will also train all employees on new Title IX regulations. Finally, the ongoing changes to the Affordable Care Act (ACA); the State Teachers Retirement System (STRS) regarding the classification of Management Team members; the newly approved Assembly Bill (AB) 1522 - Employment-paid sick days and AB 1432-Mandatory Child Abuse Reporting Training require the need to develop effective processes to insure compliance with these new policies and regulations.

The Full-Time Faculty Internship Program has been expanded to one year and the part-time faculty orientation is occurring annually. Human Resources goals include acquiring an evaluation management and onboarding management tool. Discussions and demonstrations with appropriate vendors has begun. In addition, the goal of accessing the data warehouse to report data and utilization of Cognos as a reporting tool and the need to restructure the Human Resources website for applicant and employee ease of use is underway.

Names and Titles of workgroup members:
Jeri Florence - Faculty Representative
Rose DelGaudio – Vice President, Human Resources
Cindy Vyskocil – Associate Vice President, Human Resources
Monalisa Hasson – Director, Classified Human Resources
Diane Bangs – Human Resources Manager – Academic
Crystal McCutcheon – Interim Human Resources Manager - Classified

Shared Goals:
**Goal**

Support professional development in alignment with institutional priorities through collegial consultation.

**Measurable Objectives:**
1. Design and institute a campus-wide Professional Development Program focused on faculty, classified staff, and management.
2. Professional development activities are designed and scheduled in alignment with institutional priorities.

**Strategies:**
The Director of Professional Development will be responsible for creating a college wide professional development plan to focus on faculty, classified staff, and management. The Director will work closely with the Faculty Professional Development Coordinator and constituent groups to effectively administer the program.

**Supported School or Department Goals:**
1. Provide comprehensive professional development for faculty, classified staff, and management focused in support of institutional goals.
2. Support professional growth which leads to student success.
3. Legal compliance

**Goal Priority:**
1

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

1. **Resources Requested:**
   - Director of Professional Development
   - Staff Development Coordinator
   - Senior Administrative Assistant

1. **Estimated Cost:**
   - 220000

1. **Suggested Funding Source:** General Fund

1. **Comments:**

2. **Type of Resource Requested:** Other

2. **Resources Requested:**
   - Additional support for Conference attendance; program development and program workshops; speakers for college wide trainings; technology and software licensing; materials and supplies.

2. **Estimated Cost:**
   - 300000

2. **Suggested Funding Source:** General Fund

2. **Comments:**

**Relationship to Higher Level Goals**

**Educational Master Plan 2011 - 2016**

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**Improve organizational function which leads to increased student success.**

**Measurable Objectives:**
1) Compliance with State and federal laws that results in no findings of violations;
2) Compliance (100%) with Affordable Care Act (ACA) requirements which results in
Strategies:

1. Provide daily ACA oversight/monitoring in alignment with District established rules to prevent ACA penalties;
2. Continue to train Human Resources Analyst to support, implement and track comprehensive training program in support of ACA, and state and federal employment laws;
3. Provide timely support and guidance to instructional deans and department heads regarding hiring in alignment with ACA guidelines;
4. Provide daily tracking of internal ACA audit report;
5. Participate on ACA and other legal compliance trainings;
6. Conduct trainings for District employees on ACA, California Education Code, and other legal compliance topics to reduce/eliminate risk of violations;
7. Implement business processes to effectively manage ACA risk;

Supported School or Department Goals:

1. Support student success with effective hiring processes that result in the effective management of ACA protocols to avoid penalties related to the Affordable Care Act.
2. Maintain legal compliance with State and Federal laws
3. Limit/avoid risk to district

Goal Priority:

2

1. Type of Resource Requested:

1. Resources Requested:

1. Estimated Cost:

1. Estimated Cost:

1. Estimated Cost:

1. Suggested Funding Source:  General Fund

1. Comments:

Relationship to Higher Level Goals

Educational Master Plan 2011 - 2016

Goal Type:  Goal :  Community

Promote and support organizational efficiency through the integration of technology.

Measurable Objectives:

Reduce the number of Human Resources employee hours devoted to time intensive manual processing tasks by implementing more efficient software systems with electronic self-service capabilities that efficiently and effectively support, track, and monitor these processes.

Strategies:

1. Demo, purchase and implement performance appraisal software.
2. Demo, purchase and implement a new employee on-boarding system that interacts with the performance appraisal system.
3. Purchase and implement a benefits management system with an employee self-service component.

Supported School or Department Goals:

Greater organizational efficiencies.

Goal Priority:

3

1. Type of Resource Requested:

1. Resources Requested:

1. Estimated Cost:

1. Estimated Cost:

1. Estimated Cost:

1. Suggested Funding Source:  General Fund

1. Comments: