

# Goal Progress Report - Four Columns

## Long Beach City College

### Admin - HR Academic (Goals)

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**Mission:** The LBCC Human Resources staff recruits, develops and protects the college's most valuable resource--its employees. We are dedicated to attracting, retaining, and supporting a qualified diverse workforce in order to meet the educational needs of our students. We do this by providing quality service to our internal and external campus community, and adhering to open, equitable and ethical personnel standards.

**Description:** The HR Academic Unit provides service and support to both academic and administrative personnel. We are responsible for labor relations, contract administration, recruitment, selection, and professional development of all faculty and administrative positions. In addition, the HR Academic Unit ensures compliance with bargaining unit contracts for FT and PT faculty as well as compliance of state and federal law. To that end, this Unit conducts both Equal Employment Opportunity (EEO) training and Sexual Harassment/Unlawful Discrimination training for faculty and staff.

**Primary Functions - LAC:** The LBCC Human Resources staff recruits, develops and protects the college's employees.

**Primary Functions - PCC:** The LBCC Human Resources staff recruits, develops and protects the college's employees.

**Internal Conditions (see Help for list):** 1) Uniform review and revision of all relevant LBCCD administrative regulations; 2) Implementation and administration of furloughs for administrative and managerial positions; 3) Implementation and maintenance of new technology/software: Data Warehouse, Laserfiche, NeoGov, and PeopleSoft; 4) Budget reductions; 5) Relocating the HR Department into the new facility; 7) Increase in information requests from internal departments as a result of budget reductions college-wide.

**External Condition-Regulatory/Legislative Changes:** 1) California fiscal crisis; 2) Changes to regulatory/statutory requirements; 3) Planning and development of mandatory EEO Plan - State Chancellor's Office; 4) Unemployment rate; 5) Increased number of complaints by outside applicants.

**External Condition- Grants Available:** N/A

**External Condition- Accreditation**

**Recommendations:**

**External Condition- Advisory Committee Input:** Staff Equity Committee oversees Equal Employment Opportunity compliance for the District.

**External Condition- Community**

**Outreach/Partnership:**

**External Condition- Industry & Labor Market Trends:** Increased workload due to a downturn in the economy which has dramatically increased the numbers of applicants and complaints.

**Describe how your dept. supports student learning:** 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 :** 2-Administrators; 1-Manager; 2 HR Specialists; 1-Business Analyst III; 1-HR Systems Technician

**Names & Titles of Program Review Participants:** Rose DelGaudio, Cindy Vyskocil, Diane Bangs, Cindi Nguyen, Crystal McCutcheon, Dave Manriquez, Norlyn Capitulo

**2009-2010 Accomplishments:** Human Resources has actively engaged in negotiations with all bargaining units in response to the current budget climate.

**2010-2011** Human Resources has actively engaged in negotiations with all bargaining units in response to the current budget climate. **Accomplishments:** Developed and conducted an Improve your Marketability Workshop, developed satisfaction survey for NEOGOV applicant data tracking system.

Goals	Request & Justification / Resources Needed	Goal Progress	Strategies Implemented & Follow-Up
<p>Admin - HR Academic (Goals) - Equal Employment Opportunity - Support and promote equal employment opportunities in the workforce.</p> <p><b>Year(s):</b> 2011 - 2012</p> <p><b>Start Date:</b> 01/01/2011</p> <p><b>End Date:</b> 01/01/2013</p> <p><b>Goal Status:</b> In Progress</p> <p><b>Goal Priority:</b> High</p> <p><b>Rationale:</b> To improve efficiency and convenience for applicants, screening committee, and subject matter experts.</p> <p><b>Strategies:</b></p> <ol style="list-style-type: none"> <li>1. Implement NEOGOV. Applicant Tracking System.</li> <li>2. Work to ensure user friendliness of electronic job postings by piloting job postings in advance before launching postings live.</li> <li>3. Through the utilization of Survey Gizmo, a Satisfaction Survey will be created for applicants to complete at the end of their application online. Survey will be analyzed and improvements will be made based on evaluations.</li> <li>4. A separate Satisfaction Survey will be created and implemented through the utilization of Survey Gizmo to identify strengths as well as processes to improve upon in the Applicant Tracking System for</li> </ol>	<p><b>Resources Needed Name:</b> Resources Needed</p> <p><b>Resources Needed Description:</b> Multiple types of resources are requested including: Personnel Software, equipment, facilities, supplies etc. Funding source will come from Human Resources categorical fund. IT support is needed to maintain NEOGOV. Staffing support and support from multiple departments is vital.</p> <p><b>Inter-Level/ VP Level Group Decision:</b> Approved &amp; Funded</p> <p><b>Fiscal Year:</b> 2010 - 2011</p> <p><b>Duration:</b> On-going</p> <p><b>Estimated Cost:</b> 20000.0000</p> <p><b>Type of Resource Requested:</b> Software</p> <p><b>Justification for Resource Request:</b> This goal is in support of the Board of Trustees Goals for 2009-2011: Improve organizational function, create a greater sense of community and engage in more community outreach, Education 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/procedure review), and the</p>		

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<p>the hiring committee and subject matter experts.            5. Prospective applicants will receive training and guidance on how to navigate the LBCCD employment process.</p> <p><b>Responsible Parties:</b>            Cindy Vyskocil, Diane Bangs</p> <p><b>Campus supported by this goal:</b>            Both</p> <p><b>Level of Support Needed:</b>            School or VP</p>	<p>Management Development Program.</p> <p><b>Department Code:</b>            673000 Human Resources</p> <p><b>Requested Funding Source:</b>            General Fund</p>	<p>10/14/2011 - 9-17-09 - New on-line applicant tracking system has been selected and waiting for purchase approval. 3-1-10 - Human Resources went live with NEOGOV (applicant data tracking system). HR to continue working on goal/implementation; continuous and gradual training of Department Users, refining and modifying of business processes.</p> <p><b>N/A:</b>            N/A</p> <p><b>Next Step:</b>            Continue Working on Goal</p> <p><b>Data to Support Goal Progress:</b>            Satisfaction survey reported 91.7% of applicants indicated they were Satisfied/Extremely Satisfied with the "Overall satisfaction of the online application process". The attached related documents contains more detailed information.</p> <p>Improve Your Marketability workshop            Purpose: Designed for individuals seeking tenured faculty positions. Learn first hand from faculty and administrators in the field how to prepare for and potentially obtain a coveted full-time faculty position.</p> <p>Topics:            ? Understanding the hiring process            ? Faculty, Institutional and Student profiles            ? Interview and Teaching Demonstration Tips            ? Preparing your application            ? Creating a solid curricula vita            ? How to get noticed</p>	

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		<p>? Question and Answer panel discussion            ? 110 Attended - Improve Your Marketability Seminar            ? 34 Attendees Applied for Full-Time Faculty Positions            ? 50% passed to the First Level Interview (17 of 34)            ? 45% passed to Final Interview (8 of 17 )            ? 38% were hired as Full Time Faculty (3 of 8)</p> <p><b>Data Reported for Year:</b> 3</p> <p><b>Related Documents:</b>  <a href="#">Report.pdf</a></p>	

<p>Admin - HR Academic (Goals) - Legal Compliance - Enhance the institutional climate for students and staff in their educational and work environment. To increase awareness.</p> <p><b>Year(s):</b> 2011 - 2012</p> <p><b>Start Date:</b> 01/01/2010</p> <p><b>End Date:</b> 06/30/2013</p> <p><b>Goal Status:</b> In Progress</p> <p><b>Goal Priority:</b> High</p> <p><b>Rationale:</b> Support and promote policies and regulations within the College and community it serves.</p> <p><b>Strategies:</b> 1. to conduct at least 4 workshops per academic year including: Employee Evaluations, AB 1825, Contract Administration, and Liebert Cassidy</p>	<p><b>Resources Needed Name:</b> Resources Requested</p> <p><b>Resources Needed Description:</b> There are numerous types of resources that will be needed to support the Legal Compliance Goal. Types of resources needed include facilities, supplies, equipment, and trainers.</p> <p><b>Inter-Level/ VP Level Group Decision:</b> Approved &amp; Funded</p> <p><b>Fiscal Year:</b> 2011 - 2012</p> <p><b>Duration:</b> On-going</p> <p><b>Estimated Cost:</b> 10000.0000</p> <p><b>Type of Resource Requested:</b> Other</p> <p><b>Justification for Resource Request:</b> This goal endorses the Long Beach City College mission in supporting student success and equity.</p> <p><b>Department Code:</b> 673000 Human Resources</p>
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<p>Whitmore trainings.  2. Develop tracking system to monitor attendance.  3. Survey satisfaction level of attendees through the utilization of Survey Gizmo.  4. Results will be analyzed and modifications will be made based on analysis.</p> <p><b>Responsible Parties:</b>  Diane Bangs, Cindy Vyskocil, Rose DelGaudio</p> <p><b>Campus supported by this goal:</b>  Both</p> <p><b>Level of Support Needed:</b>  School or VP</p>	<p><b>Requested Funding Source:</b>  General Fund</p>	<p>10/16/2011 - Workshops completed, attendance tracked, satisfaction surveys (workshop evaluations) collected, analysis in progress.</p> <p><b>N/A:</b>  N/A</p> <p><b>Next Step:</b>  Continue Working on Goal</p>	
<p>Admin - HR Academic (Goals) - Technology Integration - Integration of technology into the work environment which will improve the efficiency of administrative and information management business process.</p> <p><b>Year(s):</b>  2009 - 2010  2010 - 2011  2011 - 2012</p> <p><b>Start Date:</b>  01/20/2010</p> <p><b>End Date:</b>  06/30/2013</p> <p><b>Goal Status:</b>  In Progress</p> <p><b>Goal Priority:</b>  Medium</p> <p><b>Rationale:</b>  Integration of technology into the work environment which will improve efficiency of administrative and information management business process.</p> <p><b>Strategies:</b></p>		<p>10/16/2011 - 1. Spring 2011 a team meeting was conducted to discuss system options for implementation of a benefits tracking system.  2. On October 13 and 14, 2011 staff will attend a training workshop on PeopleSoft Based Benefits U.S., for the purpose of enhancing our benefit module utilization.</p> <p><b>N/A:</b>  N/A</p> <p><b>Next Step:</b>  Continue Working on Goal</p>	

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<p>1. Implement position management. 2. Demo and implement employee benefit tracking system.</p> <p><b>Responsible Parties:</b> Diane Bangs, Pam Axup</p> <p><b>Campus supported by this goal:</b> Both</p> <p><b>Other Area impacted by this goal:</b> Human Resources</p> <p><b>Level of Support Needed:</b> Department</p>			
<p>Admin - HR Academic (Goals) - Professional Development Program - Consolidation and integration of faculty and staff for professional development coordination.</p> <p><b>Year(s):</b> 2011 - 2012</p> <p><b>Start Date:</b> 08/15/2011</p> <p><b>End Date:</b> 12/16/2011</p> <p><b>Goal Status:</b> Dropped</p> <p><b>Goal Priority:</b> Low</p> <p><b>Rationale:</b> To improve organization function and create a greater sense of community within the Professional Development Program.</p> <p><b>Strategies:</b> 1. Administration meets with Senate Executive Committee.</p> <p><b>Responsible Parties:</b> Rose DelGaudio, Lynn Shaw</p> <p><b>Campus supported by this goal:</b> Both</p> <p><b>Other Area impacted by this goal:</b> Professional Development Program</p>		<p>10/16/2011 - Dialogue has commenced and continues regarding the consolidation and integration of college-wide professional development programs.</p> <p><b>N/A:</b> N/A</p> <p><b>Next Step:</b> Continue Working on Goal</p>	

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<p><b>Other Area(s) impacted by this goal:</b> Human Resources and Academics</p> <p><b>Level of Support Needed:</b> School or VP</p>			