

Human Resources Department

Annual Planning for Academic Year 2015-2016

Planning Year 2014

Description Of Department/Unit

Mission/Connection to College Mission

Human Resources at Cerro Coso Community College contributes to the college mission by ensuring we have the highest quality and most capable staff to instruct and serve a diverse student body. Application of consistent HR functions district wide ensures the highest standard of working conditions for faculty and staff, which promotes a working environment conducive of effective student learning.

Student Equity

Student Equity

There is a workforce diversity gap between the employees and the student body. According to the 2013 Fast Facts statistics, the ethnicity breakdown for students at Cerro Coso is 52.9% Hispanic and 31.8% White. The Employee Profiles report from Fall 2009 - Fall 2013 shows that in Fall 2013, 75% of employees were White while 7% were Hispanic.

Ensuring a diverse work force that is representative of the student body is addressed in Action Plan #3.

Review And Planning

Progress Made on Program Review

Human Resources

Year of Last Program Review:

N/A

Progress in the last year on Three-Year Strategies:

The previous Human Resources Manager was developing the first Program Review for Human Resources during the 13-14 academic year, this is the first year of completion.

The HR unit plan was not developed two years ago, so I have included HR assessments for this academic year along with planning goals for the 2015-2016 academic year.

Progress in the last year on Six-Year Strategies:

Year of Last Program Review:

Progress in the last year on Three-Year Strategies:

Working on first Program Review for College Human Resources.

Progress in the last year on Six-Year Strategies:

Progress Made on Outcome Assessment

Progress Made on Prior Year Initiatives

Initiatives for Next Academic Year

4.2

Strategic Plan Goals Addressed:

1

Action Plan:

Continue effort and focus on aligning HR procedures district wide. Ensure consistency of all HR functions between departments, within the college and district wide in order to provide the highest quality service to faculty, staff and the public.

A Procedure Website has been developed that employees will be able to easily access online. The website will be released this year and in the 15-16 academic year, HR will continue to add procedures, as necessary, to clarify processes and bring a consistent application of procedures district wide.

Continue implementation of Web Time Entry (WTE) for temporary hourly employees and professional experts. Last year outlined implementation of FLAC and WTE for student workers. Both projects were implemented district wide with completion in Fall 2014. HR will continue with system improvements to FLAC during Spring 2015.

Measure of Success:

Number of calls for assistance with employment actions, employee critique of new website.
Number of payroll errors and adjustment payrolls.

Expected Completion:

Ongoing / WTE - April 2016

Person Responsible:

Resa Hess

Designed:

It is designed to improve internal unit operations

Student Experience:

2nd Year/Program Completion, First Year, Intake, Post-Graduation, Remediation

4.2, 4.4

Strategic Plan Goals Addressed:

2

Action Plan:

Continue to review the recruitment and selection process and implement improvements to the process. Over the past year, HR has identified and removed roadblocks to eliminate delays in the process. One such delay was the approval structure. By authorizing the Vice Chancellor of HR to serve as designee and approve replacement, interim and temporary requisition requests, the length of time for initial recruitment has been reduced.

Measure of Success:

Time from position requisition to position filled. Applicant pool size, number of qualified applicants, and demographics of qualified applicants.

Expected Completion:

Ongoing

Person Responsible:

Resa Hess

Designed:

It is designed to improve internal unit operations

Student Experience:

4.4

Strategic Plan Goals Addressed:

3

Action Plan:

In April 2014, the Equal Employment Opportunity (EEO) and Staff Diversity (SD) Plan was approved by the Board of Trustees. HR developed this document out of the new legal requirements in Title 5 and from the Model EEO Plan given by the System Chancellor's Office. This plan lists strategies to promote a diverse workforce and provides specific plans and procedures for ensuring equal employment opportunity.

During the next academic year, several of these strategies will be implemented to promote diversity. The first will be a climate survey on workforce diversity to be distributed during the 14-15 academic year to identify areas of improvement. The recommendations will be reviewed and improvements will be implemented based on the the survey data provided. In addition, a district wide EEO committee with college representation will be established. This committee will continue to contribute recommendations to better address significant under represented groups.

Continue to review and develop additional strategies as outlined in the new EEO and Staff Diversity Plan to ensure we recruit and retain a diverse work force.

Measure of Success:

Demographics of workforce compared to student body will be reviewed. Analysis of climate survey on workforce diversity data provided.

Expected Completion:

Ongoing

Person Responsible:

Resa Hess

Designed:

It is designed to increase student success

Student Experience:

2nd Year/Program Completion, First Year, Intake, Post-Graduation, Remediation

4.3

Strategic Plan Goals Addressed:

4

Action Plan:

There are new requirements with Title IX compliance and the Cleary Act. They include reporting, monitoring and developing a new training program. This training program should incorporate how students can access crime statistics, prevention, safety methods and contact information if any crime has been committed.

This fiscal year HR will be revising policies and procedures to address these new requirements. A training program will be developed to initiate the new guidelines. Continued review of Title IX compliance will take place during the next academic year.

Measure of Success:

Percent of completion on mandatory training, training critiques, and training attendance. Prevention of Title IX violations and sexual assault crimes by looking at statistics.

Expected Completion:

Ongoing

Person Responsible:

Resa Hess

Designed:

It is designed to increase student success

Student Experience:

2nd Year/Program Completion, First Year, Intake, Post-Graduation, Remediation

4.1

Strategic Plan Goals Addressed:

5

Action Plan:

Continue to plan, coordinate, and provide HR related training topics throughout the year, during flex days and classified appreciation week. Prepare presentations which are relevant and current. Track mandatory training such as Discrimination, Sexual Harassment, and Emergency Management.

The 14-15 academic year is the 2nd year a Management and Employee Training Program was presented to all campuses. This year, 22 workshops are listed in the manual, several to be conducted within this fiscal year.

Measure of Success:

Percent of completion on mandatory training, training critiques, and training attendance.

Expected Completion:

Ongoing

Person Responsible:

Resa Hess

Designed:

It is designed to increase student success

Student Experience:

2nd Year/Program Completion, First Year, Intake, Post-Graduation, Remediation

Strategic Plan Goals Addressed:

Action Plan:

Measure of Success:

Expected Completion:

Person Responsible:

Designed:

Student Experience:

Resource Needs

Facilities

None

Information Technology

None

Marketing

None

Professional Development

Staffing

There has been a lack of support staff in HR for several years. This directly impacts the services provided to College faculty, staff and the public. Currently there is only one (1) full time HR Assistant that supports all clerical and technical HR functions campus wide. Decentralization of many HR duties has increased the workload at the College HR office. In order to adequately serve all employees and the public, an additional position is needed at the campus HR office. A full time Department Assistant III position will give additional clerical support to the college HR office and allow the HR Assistant to focus on the more technical duties within the department.

Resource Requests

1000 Category - Certificated Positions

None

Location:

Priority:

Strategic Plan Goals Addressed:

Estimated Amount of Funding Requested:

, from .

Detailed Rationale:

2000 Category - Classified Staff

Permanent Full Time Employee - Department Assistant III

Location:

Ridgecrest/IWV

Priority:

High

Strategic Plan Goals Addressed:

1,2,3,4

Salary Grade:

38.0

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$52,489.05 (includes benefits), Ongoing from Other.

Detailed Rationale:

There has been a lack of support staff in HR for several years. This directly impacts the services provided to College faculty, staff and the public. Currently there is only one (1) full time HR Assistant that supports all clerical and technical HR functions campus wide. Decentralization of many HR duties has increased the workload at the College HR office. In order to adequately serve all employees and the public, an additional position is needed at the campus HR office. A full time Department Assistant III position will give additional clerical support to the college HR office and allow the HR Assistant to focus on the more technical duties within the department.

4000 Category - Supplies and Equipment

Supplies

Location:

Ridgecrest/IWV

Priority:

High

Strategic Plan Goals Addressed:

1,2,3,4

Estimated Amount of Funding Requested:

\$2500.00, Ongoing from General Fund.

Detailed Rationale:

Supplies to maintain HR operations

5000 Category - Service, Utilities, and Operating Expenses

Travel

Location:

Ridgecrest/IWV

Priority:

High

Strategic Plan Goals Addressed:

1,2,3,4

Estimated Amount of Funding Requested:

\$500.00, Ongoing from General Fund.

Detailed Rationale:

In District Travel / ACHRO / Job Fairs

6000 Category - Capital Outlay

None

Location:

Priority:

Strategic Plan Goals Addressed:

Estimated Amount of Funding Requested:

, from .

Detailed Rationale:

