

Human Resources Department

Mid-Year Progress Report for Academic Year 2015-2016

May 2016

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4.2

Human Resources is continuing to work on the Procedure Website. Since it is not fully developed, HR has not promoted the website to staff. Anticipated roll-out will be in December 2016.

The Web Time Entry (WTE) system is complete for all temporary hourly employees and professional experts. This coming year we will be moving toward WTE for permanent hourly employees.

We continue to look for and implement system improvements to FLAC.

4.2, 4.4

District Human Resources has started to review positions that are difficult to fill due to technical minimum qualifications. The focus has been to review the skills needed for specific positions and work with the bargaining unit to remove unnecessary requirements. HR anticipates this will open positions to a larger candidate population.

4.4

The Equal Employment Opportunity (EEO) Committee consists of Faculty, Staff and Management employees from each college within the district. The first meeting of the Equal Employment Opportunity (EEO) Committee was held in November 2015.

The committee has reached out to underrepresented groups such as the Bakersfield Chamber of Commerce and the NAACP. The committee has shared their Equal Employment Opportunity Plan with these groups and is currently seeking other groups to consult with in order to share ideas.

4.3

District is in the process of trying to merge board policy updates with the Community College League of California's (CCLC) format. By following the CCLC process, we would ensure the most current laws and changes are reflected within the District's Board Policy, including updates to Title IX and Cleary Act.

Training opportunities have been offered district wide regarding staff responsibilities to Title IX and mandatory reporting. Workshops continue to be offered in this area.

4.1

HR continues to provide an annual Management Employee Training Program and is in the process of developing a Classified Training Program to be distributed in summer 2016. In addition, Human Resources is working with faculty to develop a Title IX training to be presented during Faculty Flex Day in August 2016.

Human Resources continues to track all mandatory training. In March 2016, all employees completed the mandatory FEMA training. Cerro Coso Community College is now 100% in compliance with this requirement.