Human Resources Department
AUP for Academic Year 2019-2020
October 2018

Describe Department/Unit

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 quality learning environment.

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity: Actions Taken

The district-wide Equal Employment Opportunity and Advisory Committee updated the Equal Employment Opportunity and Staff Diversity Plan in May 2018. The revised plan includes a gender and ethnicity analysis from Fall 2016. Overall, in Fall 2016, 68% of all employees at Cerro Coso Community College (CCCC) were female and the student population at CCCC is 58% female. When looking at ethnicity during the same time period, overall 69% CCCC employees self-identified as white and 45% of CCCC students self-identified as white.

This analysis does not give a breakdown between sites and locations, as each area we serve is unique. Over the next year, a closer analysis will need to be conducted to include the entire CCCC service area to identify data trends with recruitment and retention in relation to the students and areas we serve.

In addition, the Equal Employment Opportunity and Advisory Committee has been very active and is currently reviewing the Plan Components to identify areas in which we can close equity gaps.

Student Equity: Gaps to be Addressed

Outcomes Assessment: Actions Taken

Actions taken in the prior academic year

<u>80% of staff will report receiving timely, accurate information from human resources.</u>

HR has focused on response time and communication to all staff. We have tried to make it a practice to respond to all requests or inquiries within 24 to 48 hours. If we do not have answers within that time period, we still try to communicate the status of the request.

<u>80% of staff will report the recruitment process attracts the most qualified staff and faculty to serve our students.</u>

HR began a review of classified positions that are difficult to fill. By removing unnecessary technical requirements, applicant pools of well-qualified candidates are expanded without jeopardizing the integrity of the department or institution.

As outlined in AP 6C2, the Confidential/Management Study Committee meets on an as-needed basis to review and make recommendations to develop or revise management position descriptions. This committee was re-established last year in order to adhere to board policy when making changes.

<u>80% of staff will report human resources supports the district's goals of equal opportunity, diversity and cultural competency to foster a diverse workforce.</u>

The EEO and Staff Diversity Committee continue to look for improvements within the overall district recruitment process. As mentioned in the previous section, the EEO and Advisory Committee has been very active and is currently reviewing the Plan Components to look at identifying areas in which we can close equity gaps to foster a diverse workforce. The committee is currently developing questions to survey representatives of screening committees in order to gather feedback regarding the recruitment process.

Assessments completed in the prior academic year

No assessments were made in the prior year, however in working with the EEO & Advisory Committee, along with the Institutional Researcher, HR will make a concerted effort to assess these outcomes.

Outcomes Assessment: Gaps to be Addressed

Program Review: Actions Taken

Human Resources

Year of Last Program Review:

2014

Actions Taken in the Prior Year to Address Strategies:

Three Year Department Goals

*Implement improvement to the electronic employment applicant tracking system for both employees and applicants to navigate with the system.

Over the past year, district HR has been working on electronic onboarding processes within the applicant tracking system. There have been roadblocks in trying to align district HR forms with the system, however district HR is working closely with the vendor to initiate this process. Once developed, delays in the hiring process will be reduced.

CC HR has updated all adjunct pool recruitments. The process has been revised so that once applicants apply, the pool is updated with the recent applications and the Faculty Chairs can see the applications immediately. There is no lag time waiting for HR to move applications over for review.

Strategies Still to be Addressed:

*Complete implementation of the Web Time Entry (WTE) project.

This is ongoing. The CC HR Manager is working with the District Payroll Manager to implement the final phase of the Web Time Entry project. When completed, all permanent part-time employees, leave requests and leave reporting will be via the WTE system.

*Improve customer service with departments and the public to increase the satisfaction rates of the college Human Resources Department.

This is ongoing. As mentioned earlier, HR makes it a practice to respond to staff and the public within 24 to 48 hours.

Annual Planning: Actions Taken

Provide professional development training to staff

This initiative is ongoing.

The safety training program that was initiated in Fall 2016 has not been officially rolled out to all staff as was originally planned. The vision of the program has changed and currently it is being used to ensure compliance with mandatory training. Using the system as a pilot program for this purpose, the district rolled out required Title IX training to all KCCD Managers. This first group is a pilot group. Once all managers complete this portion, it is expected that training will be given to managers so they can assign trainings to their staff, specific to the needs of the department and position.

The Classified staff professional development catalogue was an item that was being developed at the district level. Staff development opportunities through Human Resources is currently being reviewed.

The classified mentor program has been very successful. Between Spring 2017 and Spring 2018, 43 employees have gone through the program. Slight improvements to training have been made since the initial semester. Evaluations of Mentors and Mentees in Spring 2018 have been very positive. 100% of Mentors stated they would be mentors again and the majority of mentees stated they have a better understanding of the college and district. HR provides input and assists with training, however the sub-committee consisting of Nikki Gardepi, Paul Kuttig, Julianne Maikai and Ashlin Mattos were instrumental with this program. Due to the success of the mentor program, a similar program is being developed for new management employees and will be initiated in spring 2019.

Reduce delays with recruitment and pre-employment process for new hires

HR is continually looking for ways to reduce delays within the recruitment process. The District HR group has been working with our applicant tracking system, People Admin. to move forward with electronic onboarding. As stated earlier, the process has been time intensive and there are still issues with implementation.

In addition, the CC adjunct pools have been updated so there is no lag time waiting for HR to move applications over for review. The process has been revised so that once applicants apply, the pool is updated for immediate review by Faculty Chairs.

Review of Current Year Initiatives

Reminder of Initiatives for the Current Year

Recruit, retain and foster a diverse workforce representative of the students and area we serve.

Utilize web time entry features with the new Banner 9 module

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Title IX Compliance

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Title IX is a federal law that provides protection from all forms of sexual misconduct including sexual harassment, sex based discrimination or gender violence at an educational institution receiving federal funding.

Institutions must be in compliance with Title IX regulations, so HR is currently working to ensure these requirements are met. Recently, the Title IX page was developed on the CC website. It will be more fully developed over the next year to ensure all components are incorporated. In addition, training to all staff will be required. As already stated, managers are taking the mandated Title IX training through Get Safety Trained. Additional training for all staff will be planned over the next year.

Lead Measure of Success:

Track changes, additions and improvements to the CC Title IX web page. Track number of trainings given to staff.

Are any of the lead measures identified above lacking assessment instruments?

No

Does the department request help to develop these instruments?

No

Lag Measure of Success:

Checklist to identify all required components for Title IX website and training.

Person Responsible:

CC HR Manager with KCCD HR

Other

This continues the initiative from last year, providing professional development training to staff. It also serves to meet federal mandated requirements.

Which strategic goal does this initiative address?

Goal 5: Strengthen Organizational Effectiveness

Banner Projects

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

1. Continue to work on the web time entry project in order to include permanent, part-time hourly employees and moving to electronic leave requests and posting. This project has been delayed, however the group has been tasked to move forward.

2. Activate Employee Profile in banner. This capability provides employees with a usable and informative view into their personal, employment and job related information within employee self-service.

Lead Measure of Success:

Monitor completion of steps to finalize projects.

Are any of the lead measures identified above lacking assessment instruments?

No

Does the department request help to develop these instruments?

No

Lag Measure of Success:

1. All employees transitioned to the web time entry system.

2. All employees utilizing employee self-service for personal and employment information.

Person Responsible:

CC HR Manager with KCCD HR

It addresses a program review strategy

This is part of the district-wide initiative to complete implementation of the web time entry project. Both the WTE and Employee Profile project address employees receiving timely information. These projects will also continue with enhancements and capabilities of Banner 9.

Which strategic goal does this initiative address?

Goal 5: Strengthen Organizational Effectiveness

Evaluate Resource Needs

Facilities

None.

Information Technology

None.

Marketing

None.

Professional Development

Participation in the Association of Chief Human Resources Officer (ACHRO) conference and training programs

Participation in Southern 30 Human Resources Consortium Training

Title IX Training

Ellucian Live

Online trainings from Liebert, Cassidy & Whitmore (LCW)

Various HR related trainings for all HR staff

Research and Data

In order to identify data trends with recruitment HR needs to work closely with IR. Specific data to be collected includes:

1. All Staff, All Administration, All Confidential Staff, All Classified Staff, by: Ethnicity, Gender, and disaggregated by Department and Campus Location

2. All Full-Time Faculty, All Adjunct Faculty by: Ethnicity, Gender, and disaggregated by Division and Campus Location

3. All Applicants by: Ethnicity, Gender, City & Zip Code, and disaggregated by position type

4. Assessment of recruitment venues (to include websites) for CC employment opportunities

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Staffing Requests

1000 Category - Certificated Positions

2000 Category - Classified Staff

N/A

Location:

Salary Grade:

Number of Months:

Number of Hours per Week:

Salary Amount:

Justification:

All staffing requests are made by the Human Resources Vice Chancellor and documented in the District Office Administrative Review.