PIE Narrative Summary

PIE - Human Resources: VP Analysis & Summary

2018-19

Contact Person: LaToya Bass, Lizette Henderson
Summary of Notable Achievements: Professional Development

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: The Professional Learning Team, supported by POD, presented the innovative Magic Mountie podcast, at the Strengthening Student Success Conference and the 4CSD Conference.

Notable Achievements for Theme B: To Support Student Access and Success: POD co-sponsored Kimberly Papillon in presenting the Neuroscience of Decision-making at four sessions in 2018-19 with a focus on addressing the topics of unconscious bias and equity in hiring practices.

Training from the Back of the Room was transitioned into POD from Title V. This course provides a foundation for use of brain based instructional strategies in support of student engagement and achievement.

POD partnered with Guided Pathways to institute a Faculty Focus Retreat in which 30 faculty from across the college engaged in dialogue and planning with other colleagues about Guided Pathways pedagogy.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: POD Conference and Travel - Successfully managed the Conference and Travel budget in collaboration with the Professional Development Council to support 164 classified, faculty, and management employees participation in off-campus professional learning opportunities.

Professional Learning Academy Support- Collaborated in the continued development of Professional Learning Academy programs focused on strengthening the college's commitment to equitable student achievement.

POD expanded its collaborative role in supporting 23 new faculty (New Faculty Seminar) and 39 classified staff (New Employee Welcome), in an onboarding experience focused on the role of employees in supporting student achievement. Additionally, POD worked with Human Resources to provide 170 adjunct faculty with onboarding as well as training to support their applications for full-time faculty positions.

The POD LOFT (Learning Opportunities for Transformation) space was for employee professional learning, with 207 workshops and employee activities hosted during the 2018-19 academic year.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: POD was honored to be chosen as part of the first cohort to implement Cornerstone software as part of the systemwide community college Vision Resource Center.

With support from POD, The VOICES Committee implemented two new employee recognition programs in 2018-19, "High 5" and "Light in the Night". 86 employees were recognized by their colleagues and sent a "Shout Out" in appreciation of their excellent work.

Professional and Organizational Development collaborated with departments and programs throughout the college to Partnerships and collaborations across campus to offer 746 professional learning opportunities for employees, a 62% 3-year increase in professional learning opportunities for all employees.

POD collaborated with MPDC and Management Steering to support leadership development through monthly professional learning opportunities for managers.

Labor Relations/ Employee Equal Employment:

Human Resources Operations:

Tracking Conditions and Trends: a. External Conditions Analysis: Professional Development

Professional development activities are integrated into many grants and college
initiatives. Over the last three years there has been increased collaboration with POD to support these efforts. In 2018-19 requests for POD collaboration in professional learning efforts across the college increased significantly and included

partnerships with Basic Skills, Guided Pathways, Information Technology, Human Resources, Presentation Services, Faculty Center for Learning Technology, Emergency Preparedness, Risk Management, the Developmental Education Study Team, various instructional departments, and many others. On July 1st POD was moved from the Instructional unit to Human Resources. As part of this transition, POD and HR have made efforts to ensure communication channels with other units remain open so that specialized professional learning needs can continue to be met.

Continued integration of professional development efforts on campus is critical for effective use of funding in support of student achievement, especially as new funding formulas place an emphasis on student achievement results. The 2017-2021 Strategic Plan recognizes professional learning as an important tool in supporting student success and includes "Expand Professional Development" as one of the five Mt. SAC goals. Additionally, full implementation of the Guided Pathways and the Integrated Plan will have an impact on professional development funding resources. State and federal changes and updates related to EEO, legal mandates, Accreditation, and Chancellor Office guidelines will impact employee training needs as well.

Labor Relations/ Employee Equal Employment:

Human Resources Operations:
Tracking Conditions and Trends: b. Internal Conditions Analysis: Professional Development

The current POD Database Application does not have the functionality to track
professional development activities in relationship to approved contractual professional growth credit as established through CSEA contracts 262 and 651. Additionally, the currently system reporting features and calendar are not adequate to meet the current needs of the department. In November 2019 POD will launch "POD Connect", a new online database and registration system that is part of the California Chancellors Office Vision for Success Network. This new learning management system uses Cornerstone software and will integrate local professional learning with online providers such as Skillsoft and Lynda.com. Support for the integration will be provided by Information Technology.

The growth of POD programs is outpacing the POD office suite functionality. POD supported training activities that exceed participation of 20 must be held in other campus facilities that have limited availability. A larger, flexible space for participant training is essential for POD to meet professional learning needs. The POD LOFT, once renovated, will be able to meet these needs. Planned renovations will begin in Winter 2020, with a plan that all POD Offices will be moved to the LOFT.

Workload increases with program growth has put a tremendous strain on the current POD staff. In 2018-19 POD supported 746 individual workshops/events, a 62% increase over the last three years. An Assistant Director and Instructional Designer are needed to continue growth in development of new programs, increase collaboration with professional learning across the college, as well as sustain the quality of programs and services currently offered.

Active participation by employees on PDC, CPDC, and MPDC has been a tremendous asset in the growth of programs for each constituency group and the success of POD events. In fall 2019 FPDC became an Academic Senate Council. A collaborative relationship between FPDC with PDC has been established.

CSEA 262 and 651 collective bargaining agreement language for Professional Growth Credits makes it difficult for classified staff who work full-time to take advantage of this benefit. However, with the receipt of 2018-19 Professional Development for 10/17/2019 Generated by Nuventive Improve Page 4 of 5
Classified Community College Employees Funds, increased opportunities to provide specialized professional learning for classified staff will be possible. POD will partner with CSEA and Human Resources to assist with development of programs aligned with Chancellor Office funding guidelines.

Changes in the faculty contract now provide adjunct faculty with 6 hours of paid professional growth each year. POD will work with the Faculty Association and the Office of Instruction to assist with implementation of this new incentive for participation of these faculty in professional learning opportunities.

Labor Relations/ Employee Equal Employment:

Human Resources Operations:
Tracking Conditions and Trends: d. Critical Decisions Analysis: Professional Development:

Development of a new Mt. SAC Professional Development Plan has increased collaboration with
college departments, committees, and constituent groups across the college. The new plan is outcomes based and will increase PODs ability to gather data regarding the impact of professional learning for Mt. SAC employees.

POD leadership stability has allowed for consistent outreach to campus departments and committees, been positively received, and resulted in new partnerships for training across the campus.

Targeted communication strategies, a redesigned website, and large campuswide POD events have increased the visibility of and

participation in professional learning opportunities on campus.
The POD LOFT (Learning Opportunities for Transformation) has expanded POD's ability to serve employee training and collaboration needs across campus. This learning space has become a critical resource for employees of the campus.

Labor Relations/ Employee Equal Employment:

Human Resources Operations:

Tracking Conditions and Trends: e. Progress on Outcomes Analysis: n/a

VP Goals Summary

PIE - Human Resources: VP Analysis & Summary

Ongoing/Multi-Year Goal - Excellence: Develop and maintain a team of highly qualified human resources professionals with the knowledge, skills and competencies to effectively assist the College in attracting and retaining a highly qualified and engaged workforce (faculty, managers, and staff); align HR staffing and service delivery to effectively support College objectives. Develop, maintain and deliver employee services (ex. Benefits) that attract and retain a high performance workforce.

Updates on Goals	
HR hired an Administrative Specialist II to assist the Manager Title IX/ EEO Investigations. Successfully facilitated the transition of Healthcare Benefits from CalPERS to SISC for the Classified, Confidential and Management Staff. HR collaborated with various departments in an effort to achieve a diverse pool of candidates for Faculty positions. **Reporting Year:** 2018-19 **Update Status:** 100	
Alexis Carter hired. Conferences and training's attended, how many faculty and classified staff hired **Reporting Year:** 2017-18 **Update Status:** 100	

Ongoing/Multi-Year Goal - Collaboration: Develop and maintain College-wide HR knowledge, skills, and collaboration amongst divisions and departments to ensure effective use of HR programs and resources in order to attract and retain a highly qualified and engaged workforce (faculty, managers, and staff).

Updates on Goals	
HR collaborated with various departments in an effort to achieve a diverse pool of candidates for Faculty positions. HR worked with various governance committees and unions (CSEA) on campus to ensure a smooth transition from CalPERS to SISC for healthcare benefits. Screening Committee and EEO representative trainings through POD. POD worked with IT, HR, Faculty and Staff to transition from the current POD database to a Cornerstone system named: PODConnect. **Reporting Year:** 2018-19 **Update Status:** 75	
Trainings provided to campus **Reporting Year:** 2017-18 **Update Status:** 100	

Ongoing/Multi-Year Goal - Technological Integration: Through the effective use of technology, develop and improve communication to increase employee's and manager's access to available HR services and improve processes to maximize efficiency of administrative and programmatic operations. Make knowledge and resources easily available to current and prospective employees via electronic means such as websites and online applications.

Updates on Goals	
PODConnect is the new system that will be replacing the older POD database to have more enhanced reporting capabilities and offer online courses from the Vision Resource Center. Revamped the PeopleAdmin Recruitment system, moving to make it the request to fill paperless. Currently working on the HR online onboarding system. Implemented "Get Inclusive" an online title IX training for students. **Reporting Year:** 2018-19 **Update Status:** 75	
Maxient implementation, website updates, email blast **Reporting Year:** 2017-18 **Update Status:** 75	

Ongoing/Multi-Year Goal - Compliance: Develop programs that ensure compliance with College-wide, State, Federal, and local laws and regulations relating to both employee and student equity issues (ex. Accreditation, Benefits, EEO, TIX).

Updates on Goals	
Implemented "Get Inclusive" an online title IX training for students. Currently working on online and in-person trainings to comply with AB1825. Additionally, full implementation of the Guided Pathways and the Integrated Plan will have an impact on professional development funding resources. State and federal changes and updates related to EEO, legal mandates, Accreditation, and Chancellor Office guidelines will impact employee training needs as well. **Reporting Year:** 2018-19 **Update Status:** 75	
Regulatory trainings, EEO and hiring committee trainings. **Reporting Year:** 2017-18 **Update Status:** 75	

Ongoing/Multi-Year Goal - Inclusiveness: Develop and maintain an environment of inclusion, diversity awareness, collaboration, and consensus building amongst the Colleges' diverse workforce.

Updates on Goals	
HR collaborated with various committees geared towards creating a diverse campus community. During the Spring 2018, HR attended APAHE, NADOHE, NCORE, A2MEND, NAPSA and XX for equity workshops. HR and POD co-sponsored Kimberly Papillon in presenting the Neuroscience of Decision-making at four sessions in 2018-19 with a focus on addressing the topics of unconscious bias and equity in hiring practices. **Reporting Year:** 2018-19 **Update Status:** 100	
New faculty and classified orientation presentations, cedc, Title IX booths at student events **Reporting Year:** 2017-18 **Update Status:** 75	

Ongoing/Multi-Year Goal - Effectiveness: Deliver programs and services that are timely and effective in assisting the College and its faculty, staff, and managers in meeting its mission and goals. Provide programs and services that are researched, in settings that are respectful and appropriate, and through utilizing clear methods of communication.

Updates on Goals	
In November 2019 POD will launch "POD Connect", a new online database and registration system that is part of the California Chancellors Office Vision for Success Network. This new learning management system uses Cornerstone software and will integrate local professional learning with online providers such as Skillsoft and Lynda.com. Support for the integration will be provided by Information Technology. Revamped the PeopleAdmin Recruitment system, moving to make it the request to fill process paperless and real-time status updates. AB1825 trainings will be conducted for the entire campus, currently developing trainings prior to 2021. **Reporting Year:** 2018-19 **Update Status:** 75	
Support of hiring committees, check if mandates changed, (check equity minded work group start) **Reporting Year:** 2017-18 **Update Status:** 75	