

1. Assessment Plan - Four Column



PIE - Human Resources: Labor Relations / Equal Employment Opportunity Unit

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>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 retrain a high performance workforce. Status: Active Goal Year(s): 2016-17 Goal Entered: 10/06/2017</p>	<p>In Progress - Continue to have all new employees were provided to the Board of Trustees for appointment. Updated leave management system. Lead: Sokha Song, Director, Equal Employment Opportunity Programs Planning Unit Priority: Medium Documentation Attached?: No</p>	
<p>Collaboration - Develop and maintain College-wide HR knowledge, skills, and collaboration among divisions and departments to ensure effective us of HR programs and resources in order to attract and retain a highly qualified and engaged workforce (faculty, managers, and staff). Status: Active Goal Year(s): 2016-17 Goal Entered: 10/06/2017</p>	<p>In Progress - EEO Training to prospective EEO representatives and committee members as required by the EEO Plan. Provide campus with Sexual Harassment Training. Lead: Sokha Song, Director, Equal Employment Opportunity Programs Planning Unit Priority: High Documentation Attached?: No</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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<p>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.</p> <p>Status: Active Goal Year(s): 2016-17 Goal Entered: 10/06/2017</p>	<p>In Progress - The leave management system was changed to use Maxient, which provides even more services. This will allow for improved efficiency and effectiveness of implementing College employee leaves.</p> <p>Implemented onboarding through PeopleAdmin to improve efficiency for newly hired staff.</p> <p>Banner adjustments to continue to be made to improve management of sick leave rights of hourly employees.</p> <p>Lead: Sokha Song, Director, Equal Employment Opportunity Programs Planning Unit Priority: Medium Documentation Attached?: No</p>	
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<p>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).</p> <p>Status: Active Goal Year(s): 2016-17 Goal Entered: 10/06/2017</p>	<p>In Progress - Continue EEO training in compliance with the EEO Plan</p> <p>Planning Unit Priority: Medium Documentation Attached?: No</p> <hr/> <p>In Progress - Maintain monthly meetings with the faculty union association and CSEA in order to engage in employee relations issues.</p> <p>Planning Unit Priority: High Documentation Attached?: No</p>	
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<p>Inclusiveness - Develop and maintain an environment of inclusion, diversity awareness, collaboration, and consensus building among the College diverse workforce.</p> <p>Status: Active Goal Year(s): 2016-17 Goal Entered: 10/06/2017</p>		
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Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

Deliver programs and services that are timely - 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.

Status: Active

Goal Year(s): 2016-17

Goal Entered: 10/06/2017