# 2017 Board of Trustees Retreat Human Resources

Presented by:

Abe Ali

Vice President, Human Resources

1/21/2017

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# Where Are We Going?
# HR Team Goals

| | |
|---|---|
| **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.** |
| 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). |

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# Where Are We Going?
# HR Team Goals

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|---|---|
| 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.** |
| 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). |
| Inclusiveness | Develop and maintain an environment of inclusion, diversity awareness, collaboration, and consensus building amongst the Colleges' diverse workforce. |

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# Where Are We Going?
## HR Team Goals

| 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. |
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# Faculty, Staff, and Student Diversity

| Mt. SAC Student Breakdown by Gender (Fall 2015) | | | | | |
|---|---|---|---|---|---|
| Female | | Male | | Unknown | |
| # | % | # | % | # | % |
| 19,048 | 53.5 | 15.692 | 44.07 | 866 | 2.43 |

Data Source: CCCCO Data Mart

*Note:  Students who meet the full-term reporting criteria in at least one of the terms during an academic year are included in this query.

| Mt. SAC Student Breakdown by Age Group (Fall 2015) | | | | | | | |
|---|---|---|---|---|---|---|---|
| 19 or Less | 20-24 | 25-29 | 30-34 | 35-39 | 40-49 | 50+ | Unknown |
| 8,906 | 12,550 | 4,845 | 2,096 | 1,313 | 1,697 | 4,189 | 10 |

Data Source: CCCCO Data Mart

*Note:  Students who meet the full-term reporting criteria in at least one of the terms during an academic year are included in this query.

| Mt. SAC Employee Breakdown by Age Group (Fall 2015) | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| African-American | | American Indian/Alaskan Native | | Asian | | Filipino | | Hispanic | | Multi-Ethnicity | | Pacific Islander | | Unknown | | White, Non-Hispanic | |
| # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % |
| 1,295 | 3.64 | 66 | 0.19 | 6,608 | 18.56 | 1,186 | 3.33 | 19,454 | 54.64 | 857 | 2.41 | 88 | 0.25 | 1,946 | 5.47 | 4,106 | 11.53 |

Data Source: CCCCO Data Mart

*Note:  Students who meet the full-term reporting criteria in at least one of the terms during an academic year are included in this query.

Student Headcount: 35,606

# Faculty, Staff, and Student Diversity

| Mt. SAC Employee Breakdown by Gender (Fall 2015) | | | | |
|---|---|---|---|---|
| | Female | | Male | |
| | # | % | # | % |
| Educational Admistrator | 24 | 60 | 16 | 40 |
| Academic, Tenured/Tenure Track | 201 | 51.8 | 187 | 48.2 |
| Academic, Temporary | 439 | 51.11 | 420 | 48.89 |
| Classified | 366 | 57.55 | 270 | 42.45 |

Data Source: CCCCO Data Mart
*Note: "Classified" includes Classified Management and Classified <50%.

| Mt. SAC Employee Breakdown by Age Group (Fall 2015) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 18-34 | 35-39 | 40-44 | 45-49 | 50-54 | 55-59 | 60-64 | 65-69 | 70+ |
| Educational Admistrator | 1 | 2 | 8 | 2 | 7 | 9 | 10 | 1 | |
| Academic, Tenured/Tenure Track | 24 | 40 | 60 | 79 | 61 | 61 | 38 | 22 | 3 |
| Academic, Temporary | 148 | 107 | 108 | 113 | 98 | 87 | 89 | 70 | 39 |
| Classified | 98 | 99 | 81 | 106 | 97 | 90 | 41 | 16 | 8 |

Data Source: CCCCO Data Mart
*Note: "Classified" includes Classified Management and Classified <50%.

| Mt. SAC Employee Breakdown by Ethnicity (Fall 2015) | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | African-American | | American Indian/Alaskan Native | | Asian | | Hispanic | | Multi-Ethnicity | | Pacific Islander | | Unknown | | White, Non-Hispanic | |
| | # | % | # | % | # | % | # | % | # | % | # | % | # | % | # | % |
| Educational Admistrator | 5 | 12.5 | | | 2 | 5 | 6 | 15 | | | | | 2 | 5 | 25 | 62.5 |
| Academic, Tenured/Tenure Track | 20 | 20.18 | 1 | 0.26 | 48 | 12.37 | 58 | 14.95 | 8 | 2.06 | 5 | 1.29 | 9 | 2.32 | 239 | 60.6 |
| Academic, Temporary | 34 | 3.96 | 2 | 0.23 | 133 | 15.48 | 149 | 17.35 | 13 | 1.51 | 4 | 0.47 | 84 | 9.78 | 440 | 51.22 |
| Classified | 43 | 6.76 | 5 | 0.79 | 85 | 13.36 | 263 | 41.35 | 5 | 0.79 | 4 | 0.63 | 16 | 2.52 | 215 | 33.81 |

Data Source: CCCCO Data Mart
*Note: "Classified" includes Classified Management and Classified <50%.

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# What Are We Doing Now?
# HR Core Values

- Effective

- Efficient

- Compliant

- Consistent

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# What Are We Doing Now?
# HR Organizational Changes

- The organizational change is designed to transform the way Mt. SAC Human Resources does business with the campus.

- Director, Human Resources
  - Human Resources Operations (Employment status changes; classification/reclassification; maintain HRIS Banner employment records and HRIS employment reports)
  - Employee Benefits and Services

- Director, Equal Employment Opportunity (EEO) Programs
  - EEO/Title IX
  - Leaves
  - Recruitment and onboarding of new employees

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# Update on HR Recruitment Process

After only a short time here at Mt. SAC, and having reviewed the HR recruitment and screening processes with management and the HR staff, it was apparent to me that there were lengthy delays in the HR recruitment process from PC approval date to opening the position. I am pleased to report to you that the following modifications have been implemented to streamline and update the HR recruitment processes:

- HR's goal is to post positions within one week from approval. "First Consideration Date" is replacing hard close deadline date.

- HR's traditional role of facilitating the screening process is transitioning into being a supportive function.

- Committee Chair has greater responsibility and accountability for facilitating the screening and selection processes.

- HR approved EEO Representatives will be comprised of employees who self-volunteer and others who are recommended by the hiring manager.

- The EEO Representative shall participate in all phases of the screening processes.

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# Update on CSEA 262 Classification Procedures*

This past October, the Board approved the updated CSEA 262 Classification Procedures. The District and HR are working with CSEA 262 to implement the updated reclassification and classification study process procedures, which include:

- Formation of Reclassification Committee responsible for Type 1 (Reclassification) and Type 2 (Pay Grade Change or Special Compensation)

- Formation of Classification Study Committee responsible for Type 3 (Classification Study) and Type 2 (Pay Grade Change only)

- Informal resolution process - Chapter President and College President may meet to seek an informal resolution or give direction to respective committee members

- Training for all committee members (including alternates) and informational workshop(s) for CSEA 262 members

*Note: It is anticipated that CSEA 651 will also adopt a similar classification process this coming year.

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# Updates on EEO/Title IX

- Bring current the backlog for EEO/Title IX complaints

- Handle investigations internally, no longer use outside investigators

- Collaborate with Public Safety and Student Life to establish unified EEO/Title IX processes

- Handle grievances at the lowest level

- Improve venues for addressing non-discrimination complaints (i.e., bullying)

- Review and update Board Polices/Administrative Procedures for Unlawful Discrimination Process and Sexual Assaults

- Hire budgeted Title IX/EEO investigations management staff

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# Future HR Survey Plans

- Develop and implement HR Survey on Employment – Spring 2017

- Develop and implement Comprehensive HR Service Survey – Fall 2017

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# Questions

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