

New Resource Allocation – Phase 14

Human Resources

August 4, 2022 – First Review

	Dept/Org	Description	Justification of Need	One-time	Ongoing
1	EEO & Recruitment Tika Davé-Harris	New Position: Human Resources Analyst (DEISA, Temp Employment, & Recruitment Process)	<p>In order to provide timely and accurate recruitment services in support of the organization's goal, the recruitment volume must be manageable; hiring times must be decreased; processes automated and implemented; and processes consistently monitored and analyzed. Recruitments experienced a temporary drop in application during the pandemic, but since have consistently been high and are expected to remain in the same manner. For example from July 1, 2021, through June 30, 2022, there were 8,658 job applications received and screened for faculty, classified, confidential, and management positions. The 2021-22 average vacancy fill time was six (6) months. To support these initiatives, this HRA will evaluate, analyze, continuously monitor, and maintain the process to determine the effectiveness and ensure efficiency; revise current and create new standard operating procedures for the implementation of the hiring administrative procedures to align with the recruitment process with DEI. This HRA will also be responsible for assessing temporary employee hire requests by verifying proper classification upon hire and making recommendations regarding the need to convert temporary positions into permanent positions. This will ensure the college remains compliant with laws that govern the use of temp employees. The goals and work are ongoing. The volume of work required cannot be added to existing staff members as they do not have the capacity to take on additional responsibilities due to the volume of their current workload and/or job classification.</p> <p>This request aligns with 22-23 Budget Priorities #4 Emphasize Equity and Basic Needs Integration into Academic Support and # 6 Restructure to Meet Program Staffing Needs</p>		149,450

2	EEO & Recruitment Tika Davé-Harris	New Positions: Two (2) Human Resources Technicians (Recruitment) (100% FTE) Consider just one position to maintain fiscal stability.	<p>In order to provide timely and accurate recruitment services in support of the organization's goal, the recruitment volume must be manageable; hiring times must be decreased; processes automated and implemented; and processes consistently monitored and analyzed. Recruitments experienced a temporary drop in application during the pandemic, but since have consistently been high and are expected to remain in the same manner. For example from July 1, 2021, through June 30, 2022, there were 8,658 job applications received and screened for faculty, classified, confidential, and management positions. The 2021-22 average vacancy fill time was six (6) months. Two (2) Human Resources Technicians are needed to handle the volume of recruitments and corresponding tasks. This new position will perform the full range of technical work in recruitment and corresponding hiring areas. Without the additional requested positions, lag time of at least six (6) months for hiring will continue. Lag time in recruitment has resulted in the loss of committee members, highly qualified candidates, and stale recruitments causing a further delay in filling the positions.</p> <p>This request aligns with 22-23 Budget Priorities # 6 Restructure to Meet Program Staffing Needs</p>		216,400
3	EEO & Recruitment Tika Davé-Harris	New Position: Human Resources Technician (DEISA, Temp Employment, & Recruitment Processes) (100% FTE)	<p>In order to provide timely and accurate recruitment services in support of the organization's goal, the recruitment volume must be manageable; hiring times must be decreased; processes automated and implemented; and processes consistently monitored and analyzed. Recruitments experienced a temporary drop in application during the pandemic, but since have consistently been high and are expected to remain in the same manner. For example from July 1, 2021, through June 30, 2022, there were 8,658 job applications received and screened for faculty, classified, confidential, and management positions. The 2021-22 average vacancy fill time was six (6) months. This Human Resources Technician will assist with the task related to evaluation, analysis, training, and maintenance of integrating diversity, equity, inclusion, social justice, and anti-racism into recruitment processes. This position will assist in the compilation of new standard operating procedures for the implementation of the hiring administrative procedures</p>		108,200

			<p>to align with recruitment process with DEI; This HR Tech will also be responsible to handle follow-up and notifications following classification assessment of temporary employee hire requests (short-term employees and professional experts); track the duration of temporary assignments; assist with gathering and compiling data; and train and support departments relative to the temporary employment hiring procedures. This work will ensure the college remains compliant with laws that govern the use of these employee types. The volume of the work needed to address the issues above cannot be added to existing staff members as they do not have the capacity to take on additional responsibilities due to the volume of their current workload. Lag time in processing temporary hire requests will delay start times for new hires as the Ed code requires board approval prior to starting. Untimely hiring has the biggest impact on student workers who rely on timely paychecks to survive and maintain their ability to be an active student at Mt. SAC. This request aligns with 22-23 Budget Priorities #4 Emphasize Equity and Basic Needs Integration into Academic Support and # 6 Restructure to Meet Program Staffing Needs</p>		
4	EEO, Title IX & Leaves Ryan Wilson	<p>Reclassify Administrative Specialist I to Administrative Specialist III (area) (100 % FTE) Vacant position</p>	<p>From FY20-21 to FY 21-22 we saw a 15% increase in the number of complaints. Administrative Specialist III (ASIII) will schedule training opportunities, investigation and ADA accommodations appointments, send correspondence to employees and students, and be the first point of contact via phone and email for the HR Investigations and ADA Accommodations department in the Human Resources Division. From FY19-20 to FY21-22 we saw over 700% increase in leaves and accommodations cases.</p> <p>ASIII will support processing the high volume of ADA accommodations requests that come into the ADA accommodations inbox, tracking of EEO budget, Title IX budget, ASL Interpreters/Accommodations budget. Without this ASIII position, there will continue to be long delays for employees with HR which will result in expediting their return back to campus in important roles to support students on campus.</p> <p>This request aligns with 22-23 Budget Priority #5 - Restructure to Meet Program Staffing Needs</p>		8,034

5	Benefits and Employee Services Alexis Carter	<u>Increase Benefit Specialist Salary (Currently two 100% FTE)</u> <u>Requires updated job description and range</u>	Update the expectancies and responsibilities, the work performed by a Benefits Specialist as it relates to <b>data entry, knowledge of applicable federal and state laws, in-depth knowledge of each health/welfare plan</b> available to employees and now <b>retirees</b> and affiliated Medicare in order to provide guidance, data entry, impact on payroll, reconciliation, and overall impact on the college is parallel to the HR Technicians. These services have grown to meet the benefits program needs of the college, CalPERS, and SISC. This request aligns with 22-23 Budget Priority # 5 Restructure to Meet Program Staffing Needs		<b>4,000</b>
6	EEO, Title IX & Leaves Ryan Wilson	<u>New Positions: Three (3) Interpreters (Professional Expert V) (20 hrs. per week)</u> <u>Consider just two position to control fiscal stability.</u>	For fiscal year 2021-2022, ~ 67,100 was allocated to provide <b>accommodations services for employees with disabilities</b> . The funding for 2021-2022 was based on the needs of a new deaf employee. This need to accommodate this employee only lasted approximately six months due to a personnel matter however the funding was still insufficient to meet the needs of the College. In 2021-2022, the college spent nearly 73,880 on accommodations. The college has since hired two more full time deaf employees increasing the need for accommodations. Hiring three sign language interpreters (Professional Expert V) to support employees in the DHH Center, Humanities and Social Sciences division, and other employees deaf and hard of hearing needs across campus. This request aligns with 22-23 Budget Priority #4 - Emphasize Equity and Basic Needs Integration into Academic Support		<b>171,600</b>
7	EEO, Title IX & Leaves Ryan Wilson	<u>Additional ADA Accommodations Funding</u> <u>(Fitness for duty and other disability accommodations)</u> <u>Consider one time funding with analysis of need.</u>	The 20,000 will be used for <b>other reasonable accommodations such as, physical and mental fitness for duty assessments, transportation services, and mileage reimbursement to attend assessments, and other disability accommodations.</b> This request aligns with 22-23 Budget Priority #4 - Emphasize Equity and Basic Needs Integration into Academic Support	<b>20,000</b>	<b>20,000</b>
8	Benefits and Employee Services Alexis Carter	<u>Cognos</u> <u>Pending campus solution for report generation and coordinated with IT.</u>	HR is tasked to create ongoing reports, submit ongoing scheduled reports, and consistently modify existing reports. This all must be done through IT and not through the lens of Human Resources or related urgency. Having an internal reporting software available (COGNOS) would allow HR to take the needs of the campus and the data into its own department	41,832	9,000

			and make changes ad-hoc. Able to accurately explain, promote, create, and distribute data as it is derived from Human Resources and the immediate requests submitted to HR. Data driven decisions to determine enrollment equity, employment trends, program staffing needs, and evaluate diversified enrollment. The ongoing funding will increase 10% each year. This request aligns with 22-23 Budget Priority # 2 Reduce Future Operating Expenses with Integrated Sustainable and Technology Based Solutions # 3 Invest in Diversified Enrollment Growth and Retention Strategies		
9	EEO & Recruitment Tika Davé-Harris	Golf Cart Share cart with Administrative Services and Pres. Ofc.	The American's with Disabilities Act, Fair Employment and Housing Act and other laws require employers to provide reasonable accommodations to job applicants. Disabled job applicants have the right of equal access to services. Providing a means for that access when applicants are on campus, supports our legal obligation and supports the goal of accurate recruitment services that fully support an equitable, diverse, inclusive, just, and anti-racist campus culture. A golf cart would enable the division to reasonably accommodate disabled job applicants who need assistance to access the location of their job interview on campus. This request aligns with 22-23 Budget Priorities # 2 Reduce Future Operating Expenses with Integrated Sustainable and Technology Based Solutions	17,000	
10	EEO & Recruitment Tika Davé-Harris	PeopleAdmin Select Suite Premium Support	The continuance of Suite Premium Support will provide the division with a dedicated support technician. The use of a dedicated support technician will speed up the project launch and implementation. This request aligns with 22-23 Budget Priorities # 2: Reduce Future Operating Expenses with Integrated Sustainable and Technology Based Solutions	11,600	
11	EEO & Recruitment Tika Davé-Harris	PeopleAdmin Performance Management System	Performance management processes are fragmented and inefficient. With improved efficiency gained through the use of technology and automation, the performance management process can become paperless and related tasks can be streamlined for better efficiency of resources. In addition, improved performance management processes and systems will improve communication. This request aligns with 22-23 Budget Priorities # 2: Reduce Future Operating Expenses with Integrated Sustainable and Technology Based Solutions	11,200	15,225

12	Professional & Organizational Development (POD) Lisa Rodriguez	ACUE Certificate in Effective Teaching Practices (ETP); 54 modules & Inclusive Teaching for Equitable Learning (ITEL); 5 modules. Institutionalization will have to wait.	Faculty are hired as subject matter experts and many do not receive formal teaching development. ACUE is a facilitated online program that guides faculty through implementation of research-based instructional practice to support student success in the classroom, with an equity focus. It is nationally recognized and accredited by the American Council on Education and has special concentrations for online instruction. A faculty lead supports implementation on campus for an annual cohort of 30 faculty participants. This program is currently joint funded through SEAP for 1 ETP 1 cohort (50,000) & Title V (30,000). This categorical and grant funding needs to be institutionalized in order for the program to continue. These programs infuse equity and access throughout and are cost effective in that the return on investment is significant; 54 and 20 hours of direct pedagogical training costing roughly 1,100 per faculty seat whereas travel to conferences is usually upwards of 1,500 to 2,000 per faculty. This request aligns with 22-23 Budget Priorities # 3: Invest in Diversified Enrollment Growth and Retention.		80,000
13	Professional & Organizational Development Lisa Rodriguez	FLEX Day Funding (August 2022: 7,500 1/2 Dr. Scroggins and 1/2 Title V funded). The current funding structure will not be guaranteed for future years. Funding needs to be added to the general fund to ensure continuity. Not a priority in this budget climate.	Each year the FLEX Day Opening session includes a keynote speaker address. Survey data indicate 98% overall satisfaction with this format and evidence of informed changes in the classroom to support student learning. Resources to fund the speaker are not consistent, with guided pathways, equity funds, EEO funds, and other resources utilized but not always available. Ongoing FLEX Day funding will ensure college wide student success efforts are supported with speakers and materials at future FLEX Events. This request aligns with 22-23 Budget Priorities # 3: Invest in Diversified Enrollment Growth and Retention.		10,000
14	Professional & Organizational Development Lisa Rodriguez	Faculty Focus Annual Retreat Faculty leaders have resources for professional development of those in service to the college. General faculty retreats do not have a history of wide system adoption and impact.	Faculty are the only employee constituency group without designated funding to support an annual retreat. In 2018-19, funding through Pathways provided a one-time opportunity for faculty to engage in critical conversations and dialogue about pedagogy, and implementation of campus initiatives. Providing faculty with a space to gather, share, and inspire each other unites their work on institutional issues important in supporting student success. This line item supports advancing equity through the faculty development efforts of the college.	30,000	

			This request aligns with 22-23 Budget Priorities # 3: Invest in Diversified Enrollment Growth and Retention.		
15	EEO & Recruitment Tika Davé-Harris	<p>New Position: Human Resources Analyst (Employee Relations &amp; Dispute Resolution)</p> <p>One additional new analyst and two additional new technicians may be all that the budget can bear for now.</p>	<p>Employee relations issues and disputes have increased through employees' improved awareness of support mechanisms to resolve such issues. Between May 1, 2022 and July 18, 2022 (date of this entry), there have been six employee relations cases (not including informal complaints and Title IX cases), which included interviewing 22 parties; analyzing statements for corroboration; reviewing and analyzing evidence; re-interviewing when additional facts are discovered; reviewing applicable policies and procedures; making outcome determinations; writing the investigation report; writing administrative determination notices to the parties; and applicable additional meetings. There are multiple steps required to close both formal and informal cases. The volume of these steps are compounded by the high level of complexity and number of parties involved that are typically found in the cases received. The inability to keep pace with the demand for the investigation and monitoring of employee relations issues or ongoing staff training needs has created the necessity for a Human Resources Analyst. Without the addition of this HRA position, the Associate Vice President will be required to handle the full volume of employee relations issues and disputes; the provision of employee relations support and guidance to management; as well as monitor processes for improvement. This will decrease efficiency and timely completion of the AVPs workload.</p> <p>This request aligns with 22-23 Budget Priorities # 6 Restructure to Meet Program Staffing Needs</p>		149,450
16	EEO & Recruitment Tika Davé-Harris	<p>New Position: Coordinator, Project/Program (Employee Relations &amp; Dispute Resolution) (100 % FTE)</p> <p>The staffing need for this position is clear but that alone will not be enough for funding in this budget climate.</p>	<p>Employee relations issues and disputes have increased through employees' improved awareness of support mechanisms to resolve such issues. Between May 1, 2022 and July 18, 2022 (date of this entry), there have been six employee relations cases (not including informal complaints and Title IX cases), which included interviewing 22 parties; analyzing statements for corroboration; reviewing and analyzing evidence; re-interviewing when additional facts are discovered; reviewing applicable policies and procedures; making outcome determinations; writing the investigation report; writing administrative determination notices to the parties; and applicable additional meetings. There</p>		112,800



			<p>are multiple steps required to close informal and formal cases. The volume of these steps are compounded by the high level of complexity and number of parties involved that are typically found in the cases received. The inability to keep pace with the demand for the investigation and monitoring of employee relations issues or ongoing staff training needs has created the necessity for a Project/Program Coordinator to assist with coordinating back-end task related to employee relations investigations. Without the additional requested position, effectively managing the volume and consistent timely processing of employee relations issues will be compromised. As the goal is ongoing, the staffing need is ongoing as well.</p> <p>This request aligns with 22-23 Budget Priorities # 6 Restructure to Meet Program Staffing Needs</p>		
17	EEO, Title IX & Leaves Ryan Wilson	<p>New Position: Human Resources Analyst (HR Investigation and ADA Accommodations) (100% FTE)</p> <p>One additional new analyst and two additional new technicians may be all that the budget can bear for now.</p>	<p>The Human Resources Analyst will conduct interactive processes for employees requesting leaves of absence and/or disability related accommodations. From FY19-20 to FY21-22 we saw over 700% increase in leaves and accommodations cases. The HR Analyst will also conduct investigations into employee or student complaints of unlawful discrimination, harassment, and retaliation. From FY20-21 to FY 21-22 we saw a 15% increase in the number of complaints. In addition, when the Director of EEO, Title IX, and Leaves Administration was created, the position took on supervision of leaves and the role of the Title IX Coordinator while continuing to be the sole investigator for complaints of discrimination, harassment and retaliation. With the addition of required training on reporting incidents of unlawful discrimination under the revised BP/AP 3410, the College's efforts to create an anti-racist climate, and the continued return of students to in person classes, we anticipate an increase in complaints over pre-pandemic levels. Furthermore, employee leaves due to COVID-19 remains high with no prospect of reducing the requirements to place positive cases off work and on a leave of absence. The HR Analyst is a necessary resource to effectively respond to student and employee needs in the long term.</p> <p>This request aligns with 22-23 Budget Priorities # 5 - Restructure to Meet Program Staffing Needs</p>		152,089



18	EEO, Title IX & Leaves Ryan Wilson	New Position: Coordinator Project / Program (area) (100 % FTE)	The coordinator will provide support to the HR Analyst conducting investigations and the interactive processes for employees requesting leaves of absence and/or disability related accommodations by taking notes; coordinating meetings; monitoring timelines; and coordinating, facilitating and presenting training to EEO representatives, screening committee members, and all employees on sexual harassment prevention and unlawful discrimination. From FY19-20 to FY21-22 we saw over 700% increase in leaves and accommodations cases. Discrimination and sexual harassment are under reported given the size of the campus population. With increased training of employees on responsibilities and reporting requirements, and understanding leave and accommodations options, we anticipate continued increases in the number of reports of discrimination/sexual harassment. From FY20-21 to FY 21-22 we saw a 15% increase in the number of complaints. These tasks have largely been performed by a mix of temporary positions over the last four years. This request aligns with 22-23 Budget Priorities # 5 - Restructure to Meet Program Staffing Needs		112,793
19	POD ECC Lizette Henderson	New Position: Administrative III (POD/ECC) (100%FTE) The three mental health counselors remain a pilot program with permanent status still under review. Consider for one-time and block grant funding.	The Employee Counseling Center (ECC) is a pilot program that provides short-term mental health counseling services to District employees. The ECC began providing mental health services to employees in November 2021 to meet the mental health needs for staff caused by the pandemic (anxiety, depression, and other mental health symptoms). These services include one-on-one counseling, mindfulness sessions, grief processing groups, workshops and outreach presentations. Access to these services is imperative to the mental well-being of our employees. The ECC is supported by 1 administrative support position which is essential to the operation of the Center. In order to establish the ECC as a permanent resource for District employees, the Center will need to hire a permanent Administrative Specialist III at 40hrs per week. The operating costs will need to be supported through the General Fund. The temporary position will need to be supported by a permanent Administrative Specialist III to provide continuity of services. This request aligns with 22-23 Budget Priorities # 5: Restructure to Meet Program Needs: Evaluate and Expand Staffing.		98,875

20	POD ECC Lizette Henderson	Three (3) Project Expert IV (Mental Health Counselors at 40hrs per week) (POD/ECC) <u>Continue as pilot program with one-time funding.</u>	The <b>Employee Counseling Center (ECC)</b> is a pilot program that provides short-term mental health counseling services to District employees. The ECC began providing mental health services to employees in November 2021 to meet the mental health needs of staff caused by the pandemic (anxiety, depression, and other mental health symptoms). The ECC has been a crucial resource to T. SAC, providing support to over 1,561 employees by performing 173 1-on-1 Counseling Sessions, 23 Outreach Presentations, 6 Departmental Workshops, 8 Mindful Hour Presentations, 6 Critical Incident sessions (3 Employee Deaths, 1 Bomb Threat, 1 False Active Shooter, Texas School Shooting), and 8 Consultations with Division/Department Leaders (399 projected number of attendees). Access to these services is imperative to the mental well-being of our employees. The ECC is supported by three (3) mental health counselors. The salary of the mental health clinicians is at a Licensed Professional IV (63phr) rate for a 40hrs a week. To establish the ECC as a permanent resource for District employees, the operating costs will need to be supported through the General Fund as ongoing funding. This request aligns with 22-23 Budget Priorities # 5: Restructure to Meet Program Needs: Evaluate and Expand Staffing.		540,994
21	POD ECC Lizette Henderson	<b>EAP Software (EAP Expert) (POD/ECC)</b>	The <b>ECC</b> requests ongoing funds to support software for confidential records, appointments, and data collection for all services conducted in a HIPAA compliant database with software licenses for ECC staff. ECC requests ongoing general funds to support renewal of the contract for EAP Expert Software on an annual bases. This request aligns with 22-23 Budget Priorities # 5: Restructure to Meet Program Needs: Evaluate and Expand Staffing.		<b>16,000</b>
22	POD/ ECC Lizette Henderson	<b>Office Supplies Budget (POD/ECC)</b>	In addition to salary and software costs the ECC will need to absorb costs for office supplies, promotional items, including marketing materials, and other misc. expenses to provide an inviting and welcoming atmosphere for employees to feel safe and comfortable during sessions. This request aligns with 22-23 Budget Priorities # 5: Restructure to Meet Program Needs: Evaluate and Expand Staffing.		<b>2,500</b>

23	POD/ ECC Lizette Henderson	License and Certification (POD/ECC)	Each clinician in the ECC will need to maintain a current LCW license to provide employee 1:1 counseling services. In addition to license renewal fees, the clinicians will need to attend trainings, complete certification programs, and attend conferences in the Mental Health field to keep abreast of current developments, broaden and sharpen their skills, while also increasing their industry contacts. This request aligns with 22-23 Budget Strategy number five (5): Restructure to Meet Program Needs: Evaluate and Expand Staffing.	15,000
24	POD Lisa Rodriguez	POD Administrative Specialist III was reclassified to a Project/Program Coordinator during the 2021-22 FY and funded using SEAP and Guided Pathways. The request is to transition the 65.11% of the salary funded through Guided Pathways to the General Fund. Not a top priority for ongoing unrestricted general funds in this budget climate as there remain other means to infuse DEIS into teaching and academic support.	POD currently supports the professional development learning needs of more than 4,000 employees. The Project/Program Coordinator support is critical for effective and timely training to occur. At this time one of POD's Project/Program Coordinator position is 34.89% SEAP (ongoing equity funds) and 65.11% Guided Pathways. The work of this position is essential for operations and needs to be transitioned onto general funds. The staff in this role will support the infusion of equity in academic support and teaching. This request aligns with 22-23 Budget Priorities # 5: Restructure to Meet Program Needs: Evaluate and Expand Staffing.	72,305
26	POD Lisa Rodriguez	POD Project/Program Specialist (reclassification from Administrative Specialist 1) Description and justification are weak.	This is a key technical support role which ensures data integrity for all employee credit bearing professional development??? at the campus. The role is currently 19 hours/week and is funded partially by District (95%) and the Title V Grant (4.80%) plus an estimated 5% annually salary increase. This role was restructured from an Administrative Assistant I and meets the goal of restructuring to meet program and staffing needs. Post-grant continued District Project/Program Specialist additional cost will be 92,599 for a full-time Project/Program Specialist annually. This request aligns with 22-23 Budget Priority # 5: Restructure to Meet Program Needs: Evaluate and Expand Staffing.	92,599

27	Benefits and Employee Services Alexis Carter	<p><b>New Position: Coordinator, Project Program (100%FTE) / Classification /Reclassification</b></p> <p><u>It may be that the processes need attention rather than providing staff for unwieldy processes.</u></p>	<p>Among the Collective bargaining agreements and meet-and-confer agreement, there are many aspects of HR Benefits and Employee Services which require tracking coordinating process with many outside departments, and then receiving of proper paperwork/documentation. For the <b>reclassification/classification, now branching across all management and staff employee groups, has had a recent rehaul on process.</b> This now requires HR to host a multitude of meetings with managers, VPs, and employees while moving through the review process by the committee. Each meeting requires extensive notes, comparative outlines of job duties and constant communication with the stakeholders throughout the process. <b>This goes for reclassification, classification, salary studies, job family studies, pay grades, and special compensation.</b> The each committee (total of 5) meet anywhere between 1-3 times a month depending on workload. For each committee about 90 minutes to 2 hours at each meeting. Meeting quorum has become problematic; therefore, much of the work has been coordinated offline through email, phone calls, and following up constantly to not lose progress. A Coordinator can take on these tasks and ensure the committees are moving forward, members are participating, and continue the transparency of progress with all stakeholders.</p> <p>Aligns with Budget Priority # 5 Restructure to Meet Program Staffing Needs</p>	113,000
28	Benefits and Employee Services Alexis Carter	<p><b>New Position: Benefits Specialist (100%FTE)</b></p>	<p>As the campus continues to grow and recruitments produce the outcome of a new hire, Benefits is there to manage, enroll, and remain alongside each employee through their coverage and into retirement. Each new hire requires 30 days of hand held management. Benefits review the health and welfare plans, enrollment process, speaks with the spouse/family, and provides guidance's on the best-suited plan for the employee. This involves multiple conversations and review as well as follow up to ensure the enrollment is completed and entered into the Banner system. Additionally, Mt. SAC recently took on 550 retiree medical enrollments that were once managed by CalPERS by moving to SISC. Now that we have completed a full year under SISC coverage, there is a profound understanding of the day-to-day oversight</p>	109,000

			<p>regarding retirees and their coverage. This involves walkthrough of medical plans, prescription coverage care, and Medicare enrollment. It is the goal to provide on campus education for employees approaching retirement and Medicare eligibility as well as continuous workshops and training on benefit utilization. As Mt. SAC grows in human capital and in retirees, another position is requested.</p> <p>Aligns with Budget Priority # 5 Restructure to Meet Program Staffing Needs</p>		
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