

Human Resources Administrative Unit Review - 2018



Benefits - AUR

Objective: 5) Benefits System

Complete benefits system transitions.

Objective Status: In Progress

Objective Year(s): 2016 - 2017, 2017 - 2018

Measurable Outcomes

2016 - 2017 - Complete Secova new system/platform transition. (Inactive)

Assessment Methodology: Conclude system planning, programming, testing and implementation in time for Open Enrollment Fall 2017.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/22/2017

Conclusion: Outcome Achieved

On track for implementation with Open Enrollment for Plan Year 2018.

2017 - 2018 - Complete Sedgewick new system upgrades (Active)

Assessment Methodology: Conclude system planning, programming, testing and implementation by March 30, 2017.

Additional Resources Needed: None

2016 - 2017 - Develop a Prospective Retiree Guide/Checklist (Inactive)

Assessment Methodology: Conclude development of a Guide including documents needed, organizations to contact, timelines, follow up steps, etc. to be completed by June 30, 2017.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/22/2017

Conclusion: Outcome Achieved

Completed checklists and powerpoint presentation for a June 2017 presentation. Now available on the HR website under Benefits link.

Objective: 1) Benefits Enhancements

Improve effectiveness of Benefits operations including customer responsiveness, systems upgrades, and communications.

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 07/01/2017

Completed Date: 06/30/2018

Measurable Outcomes

Benefits - AUR

2017 - 2018 - Complete design and implementation of Secova 5.0 system upgrade (Active)

Assessment Methodology: Secova upgrade complete and operational 1/1/18.

2017 - 2018 - Complete implementation of new IRS OSHA reporting requirements. (Active)

Assessment Methodology: New OSHA reporting requirements in place and operational.

2017 - 2018 - Identify and implement plan to improve communications and responsiveness to clients; e.g., identification of person responding to client needs/inquiries, and timely follow up and responsiveness to phone and email inquiries. Include appropriate responses to HR Survey feedback. (Active)

Assessment Methodology: Communications plan implemented including appropriate changes in response to HR Survey feedback.

2017 - 2018 - Improve pre-retirement planning and education; e.g., Enhance/improve retiree checklist; offer earlier retiree planning education sessions. (Active)

Assessment Methodology: Improved retiree checklist and planning guide. And, additional education sessions on retirement planning offered prior to May of each year.

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Equity and Employment - AUR

Objective: 2) Implementation of EO plan

Complete implementation of 2016/17 EO Plan multiple methods.

Objective Status: In Progress

Objective Year(s): 2016 - 2017, 2017 - 2018

Measurable Outcomes

2017 - 2018 - Review hiring practices for equity inclusion and effectiveness supporting increased diversity of applicant pools. Complete revisions to Hiring Procedures for Administrator, Faculty, and Classified positions. (Active)

Assessment Methodology: Hiring procedures revisions completed by June 30, 2018.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/22/2017

Conclusion: Outcome Not Achieved

Each area is working in a committee to review procedures. Waiting for faculty to return from summer break. Need to follow up with each group's reps to discuss the equity perspective on hiring.

Will be adding diversity core sites to our recruitment processes. For example, additional Asian, Latino, Veteran's, LGBTQI, etc.

Part time faculty processes have not been addressed yet.

TEA processes are under review.

WILL CONTINUE INTO 17/18 AS A GOAL.

2016 - 2017 - Revise applications to include a prompt "Explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion." (Active)

Assessment Methodology: Complete changes to application by December 31, 2016

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/22/2017

Conclusion: Outcome Achieved

Completed and in use for the 16-17 faculty recruitment season. Application prompt includes the desired statement.

2016 - 2017 - Revise application procedures to remove the requirement that all transcripts be provided prior to interviews to facilitate greater inclusion (Active)

Assessment Methodology: Complete changes to application process by December 31, 2016.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/22/2017

Conclusion: Outcome Achieved

Equity and Employment - AUR

Implemented Fall of 2016. No transcripts are attached to the initial application. Candidates are advised transcripts will be required upon offer of employment.

2016 - 2017 - Provide Enhanced EO Training.

- Update EO Rep training;
- Train administrators on role and responsibilities of EO Reps;
- Require Enhanced EO Training for all Committee members prior to service.
- To include understand Unconscious Bias, Disparate Racial Impact, Job-Related Necessity, the difference between equality and equity and more. (Active)

Assessment Methodology: Ongoing; complete training for all hiring committees prior to hiring committee beginning review of applications.

Ongoing; complete EO Rep training updates by December 31, 2016.

Ongoing; Complete administrator training prior to hiring committees beginning work to review applications.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/23/2017

Conclusion: Outcome Achieved

Complete. All committee members are required to have the training prior to serving. Over 300 employees have been trained. Feedback is overwhelmingly positive and seems to have shifted the conversation.

2016 - 2017 - Write/Prepare enhanced script as a refresher/reminder to Recruitment Committees. (Active)

Assessment Methodology: Complete draft of enhanced script by March 30, 2017.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/22/2017

Conclusion: Outcome Achieved

Enhanced script reminder is complete for Spring quarter 2017.

2016 - 2017 - Centralize procedures for assigning EO Reps to committees (Active)

Assessment Methodology: Complete shift in EO Rep assignment to district by December 31, 2016

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/22/2017

Conclusion: Outcome Achieved

Foothill assignment centralized in FALL 2016; De Anza centralized in Summer 2017.

2017 - 2018 - Develop a process for review of Job Postings/Job Summaries to allow for/require equity language infusion throughout the Postings or Summaries (Active)

Assessment Methodology: Implement procedural change by start of faculty recruitment for new hires Fall 2017.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/22/2017

Conclusion: Outcome Not Achieved

Outcome rolled over to the 2017/18 year.

2016 - 2017 - Request that hiring managers provide additional recruitment locations/options to district human resources (Active)

Assessment Methodology: Complete additional step to hiring procedures by December 31, 2016.

Additional Resources Needed: None

Results

Equity and Employment - AUR

<p>Reporting Period: 2016 - 2017 Conclusion: Outcome Achieved Completed and ongoing.</p>	08/22/2017
<p>2017 - 2018 - Develop Equity Certification program (Active) Assessment Methodology: Complete initial review and proposed program outline by June 30, 2018. Additional Resources Needed: None</p>	
<p>Results Reporting Period: 2016 - 2017 Conclusion: Outcome Not Achieved There have been informal conversations but at this time is still in visioning stage. Outcome continued in 2017/18 year.</p>	08/22/2017
<p>2016 - 2017 - Include Equity-focused keynote speakers for Opening Day and Convocation activities. (Active) Assessment Methodology: Include Equity speaker for Opening Days Fall 2016; include Equity speaker for Convocation Spring 2017. Additional Resources Needed: None</p>	
<p>Results Reporting Period: 2016 - 2017 Conclusion: Outcome Achieved Equity topics included for Fall 2016 District Opening Day. Tim Wise, nationally recognized author and equity champion, presented for Spring 2017 Convocation.</p>	08/22/2017
<p>2017 - 2018 - Include item relating to the demonstration of sensitivity to diversity including racial and ethnic backgrounds, sexual orientations, physical and mental disabilities, and all other protected statuses in all employee evaluation instruments. (Active) Assessment Methodology: Incorporate into all evaluation instruments by June 30, 2018. Additional Resources Needed: None</p>	
<p>Results Reporting Period: 2016 - 2017 Conclusion: Outcome Not Achieved FA Agreement: Completed enhancements to evaluation items, including professional responsibilities and individual items for all faculty statuses. Includes expanded list of protected statuses and enhanced attention to students/persons with disabilities and required accommodations. AMA Handbook: Drafted, although not yet ratified. Expected Fall 2017. Handbook includes expanded list of protected statuses. This will also be included in the performance evaluation review as we convert this to online/Taleo. ACE, POA, Teamsters, Confidentials, CSEA: Remaining employee units are not yet updated. Some are delayed due to negotiations cycle.</p>	08/22/2017
<p>2016 - 2017 - Implement enhanced EO Training as a requirement for all Search Committee members. (Active) Assessment Methodology: Implement enhanced training by start of Winter quarter hiring; all participants on hiring committees must complete training prior to service on committee. Additional Resources Needed: None</p>	
<p>Results Reporting Period: 2016 - 2017 Conclusion: Outcome Achieved Foothill trained more than 300 employees by Winter Q; De Anza continued training during Winter and Spring 2017. Training continues ongoing. All committee members are required to have completed training prior to service on a hiring committee.</p>	08/22/2017
<p>2017 - 2018 - Complete data analysis of demographics of applicant pools. (Active)</p>	

Equity and Employment - AUR

Assessment Methodology: Complete data analysis on historical demographics of applicant pools. Prepare analysis for Fall 2017 hiring demographics. Due June 30, 2018.

Additional Resources Needed: None.

Results

Reporting Period: 2016 - 2017

08/23/2017

Conclusion: Outcome Not Achieved
Outcome continued to 2017/18.

Related Goals

District and College Goals

DG 2.1 - Improve diversity of qualified applicant pools leading to increased diversity of employees supporting the rich diversity of our student body.

District Strategies

DS 2.3 - Develop and implement strategies such as targeting recruitment sources and job fairs to reduce disparity between student and employee non-white demographics.

DS 2.4 - Implement Equal Opportunity (EO) Plan initiatives regarding hiring committees.

Objective: 1) Equity/Diversity/Employee Relations

Continue work on Hiring Committee Training, completion of board policies, and planning for overarching Equity Goals for Executive Leadership (Pat)

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 09/01/2017

Completed Date: 06/30/2018

Measurable Outcomes

2017 - 2018 - Hiring Committee Training - Continue training for all hiring committee members and prospective members. (Active)

Assessment Methodology: Completion of training offerings.

2017 - 2018 - AP 3540 and AP 4640 completed and submitted to CAC for review and recommendation. (Active)

Assessment Methodology: As evidenced by CAC Agenda

2017 - 2018 - Overarching Equity Plan for Chancellor and Executive Staff (Active)

Assessment Methodology: Plan is available and agreed to by Cabinet.

Related Goals

District and College Goals

DG 2.1 - Improve diversity of qualified applicant pools leading to increased diversity of employees supporting the rich diversity of our student body.

District Strategies

DS 2.3 - Develop and implement strategies such as targeting recruitment sources and job fairs to reduce disparity between student and employee non-white demographics.

DS 2.4 - Implement Equal Opportunity (EO) Plan initiatives regarding hiring committees.

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Objective: 4) Planned Agreements/Handbooks

Complete negotiations and meet and confer discussions for planned Agreements/Handbooks for this period.

Objective Status: In Progress

Objective Year(s): 2016 - 2017, 2017 - 2018

Measurable Outcomes

2016 - 2017 - Complete FA Agreement negotiations. (Active)

Assessment Methodology: Complete negotiations and final format Agreement ready for print and/or electronic distribution by June 30, 2017.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/23/2017

Conclusion: Outcome Achieved

Concluded, ratified, and approved. Agreement is in detail review phase in preparation for printing and publication. Tenure Review Handbook is complete and ready.

2016 - 2017 - Complete AMA Handbook revisions and meet and confer. (Active)

Assessment Methodology: Conclude revisions and edits to the AMA Handbook; conclude discussions with AMA by June 30, 2017

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/23/2017

Conclusion: Outcome Achieved

AMA Handbook revisions are complete and is in the hands of the AMA for discussion and review. Work continued through August but we are now ready for next steps. Next steps require AMA review and Board adoption.

2016 - 2017 - Complete initial steps to update the Confidentials Handbook and meet and confer on proposed changes. (Active)

Assessment Methodology: Conclude initial discussions, identify plan of action and conclude identified steps by June 30, 2017.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/23/2017

Conclusion: Outcome Not Achieved

The Confidentials have completed revision to several Chapters, but not all. No meetings or discussion have occurred.

Objective: 5) HR Webpages Enhancements

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Improve navigation and compliance of HR web pages.

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 09/01/2017

Completed Date: 06/30/2018

Measurable Outcomes

2017 - 2018 - Revise web pages to assure ADA compliance. (Pat) (Active)

Assessment Methodology: Review of web pages in alignment with ADA criteria.

2017 - 2018 - Revise web pages to enhance navigation and ease of access to information. Incorporate feedback and suggestions from Survey (Dorene/Monica/Myisha).

To include:

- Hotlinks for contacts wherever an HR staff person name is used.
- TEA processed updated; review for accuracy and update as needed.
- Create Index with links.
- Create links to payroll, 457/403b, campus personnel.
- Create links to board policies and procedures. (Active)

Assessment Methodology: Review of web pages and anecdotal feedback from users.

Related Goals

District and College Goals

DG 2.1 - Improve diversity of qualified applicant pools leading to increased diversity of employees supporting the rich diversity of our student body.

District Strategies

DS 2.3 - Develop and implement strategies such as targeting recruitment sources and job fairs to reduce disparity between student and employee non-white demographics.

Objective: 6) Recruitment, Selection, and Hiring

Improve accurate, consistent, and timely communication to successful candidates and timely notice to HR regarding hiring decisions.

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 09/01/2017

Completed Date: 06/30/2018

Measurable Outcomes

2017 - 2018 - Create standardized Conditional Job Offer letter (Myisha). (Active)

Assessment Methodology: Conditional Job Offer letter available to hiring managers on Taleo.

2017 - 2018 - Revised process for providing notice to Benefits and Personnel teams upon hire of new employee (Myisha). (Active)

Assessment Methodology: Changed process; feedback from Benefits and Personnel Teams indicate improvement.

Related Goals

Human Resources - AUR

District and College Goals

DG 2.1 - Improve diversity of qualified applicant pools leading to increased diversity of employees supporting the rich diversity of our student body.

District Strategies

DS 2.3 - Develop and implement strategies such as targeting recruitment sources and job fairs to reduce disparity between student and employee non-white demographics.

DS 2.4 - Implement Equal Opportunity (EO) Plan initiatives regarding hiring committees.

DS 7.3 - Increase number of partner based workgroups and initiatives at the district that involve participation from colleges and central services.

Objective: 7) Personnel Processing/Records Management/Leave Reporting

Improve new hire processing, records management, and leave request and reporting. Improve perception of confidentiality/integrity of information shared with HR Staff.

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 09/01/2017

Completed Date: 06/30/2018

Measurable Outcomes

2017 - 2018 - Improved process for acquiring new hire info, location, hire date, parking pass, keys, computer/ETS notification, benefits notification, etc. (Active)

Assessment Methodology: Changed process in place; feedback from HR and campus hiring managers indicates improvement.

2017 - 2018 - Improve Staff Development Leave form - e.g., create as online fillable pdf. (Active)

Assessment Methodology: New SDL form available on HR web page; change demonstrates improvement in process.

2017 - 2018 - Improved Emergency Contact Information update system and process. (Active)

Assessment Methodology: New Emergency Contact Information update system implemented. Increased number of updated or confirmed ECI.

2017 - 2018 - Improve Seniority Report format and ease of use/development; BI Data Analytics pilot complete. (Active)

Assessment Methodology: BI Data Analytics pilot of Seniority Report complete.

2017 - 2018 - Improve perception of and actual confidentiality/integrity of information shared with HR Staff. (Active)

Assessment Methodology: Training conducted with HR Staff; no complaints alleging breach of confidentiality.

Objective: 8) Labor Relations

Complete all negotiations and reopeners; maintaining positive labor relations. (Dorene/Myisha)

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 09/01/2017

Completed Date: 06/30/2018

Measurable Outcomes

Human Resources - AUR

2017 - 2018 - ACE - Conclude full contract negotiations (Dorene/Myisha) (Active)

Assessment Methodology: ACE Agreement submitted to Board for approval.

2017 - 2018 - CSEA - Conclude reopeners. (Dorene/Myisha) (Active)

Assessment Methodology: CSEA reopeners submitted to Board for approval; as appropriate.

2017 - 2018 - Teamsters - Conclude MOU (Holidays) and invite again to the table. (Dorene/Myisha) (Active)

Assessment Methodology: Teamsters MOU signed by both parties; invitation to negotiate sent.

2017 - 2018 - POA - conclude negotiations in progress. Complete discussion on POA proposal for change in retirement system. (Dorene/Myisha) (Active)

Assessment Methodology: POA Agreement submitted to Board for approval. Negotiations concluded regarding retirement proposal.

2017 - 2018 - FA - conclude negotiations on reopeners. (Dorene) (Active)

Assessment Methodology: FA reopeners submitted to Board for approval.

Objective: 9) Professional Development (Classified/Administrators), and Performance Management

Improve professional competencies of administrator and supervisors.

Objective Status: In Progress

Objective Year(s): 2017 - 2018

Start Date: 09/01/2017

Completed Date: 06/30/2018

Measurable Outcomes

2017 - 2018 - Improve communication skills of managers/supervisors; e.g., Compassionate Communications training. (Pat) (Active)

Assessment Methodology: Training in Communications completed for administrators/supervisors.

2017 - 2018 - Improve ongoing education and professional development of admin/supervisors in relevant topics and emerging trends; e.g., brown bag series. (Pat) (Active)

Assessment Methodology: Training scheduled and conducted for 17/18. At least 3 topics.

2017 - 2018 - Improve HR capabilities to access, format, and analyze HR data; e.g., BI Data Analytics. (Dorene) (Active)

Assessment Methodology: Training in the use of BI Data Analytics completed.

Related Goals

District Strategies

DS 7.3 - Increase number of partner based workgroups and initiatives at the district that involve participation from colleges and central services.