

Human Resources Administrative Unit Review - 2017 Updated



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.

Human Resources Administrative Unit Review - 2017 Updated



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.

Human Resources Administrative Unit Review - 2017 Updated



Human Resources - AUR

Objective: 1) HR services survey

Develop and conduct District Office of Human Resources services survey. Analyze survey results and revise practices based on results.

Objective Status: Completed

Objective Year(s): 2016 - 2017

Measurable Outcomes

2016 - 2017 - Develop HR Services Survey instrument and conduct survey to district wide constituents (full time administrators, faculty, and classified professionals). (Active)

Assessment Methodology: Survey conducted and data collected by April 30, 2017

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/23/2017

Conclusion: Outcome Achieved

Completed. We had 352 respondents. Results of the ratings were shared with the district with a commitment to follow up to address identified issues going forward.

2016 - 2017 - Conduct analysis of survey results and identify areas for improvement; draft plans to address. (Active)

Assessment Methodology: Analysis concluded and draft goals and objectives/work plan drafted by June 30, 2017.

Additional Resources Needed: None

Results

Reporting Period: 2016 - 2017

08/23/2017

Conclusion: Outcome Achieved

Analysis is complete. Trends indicate desired improvements in the following areas: 1) responsiveness to phone and email messages; 2) navigation in the HR Webpages and information such as contact numbers, and creation of an index; 3) new hire and back up cross training; 4) trust in confidentiality; 5) tone; how we talk to others and explain issues.

Objective: 3) ACE classification study

Complete initial phases of Classification Study for ACE positions.

Objective Status: Completed

Objective Year(s): 2016 - 2017

Measurable Outcomes

2016 - 2017 - Complete initial phases of Classification Study for ACE unit. (Active)

Assessment Methodology: Initiate and complete RFP and selection of contractor. Complete training for and initial data collection from employees. By June 30, 2017.

Additional Resources Needed: None

Human Resources - AUR

Results

Reporting Period: 2016 - 2017

08/23/2017

Conclusion: Outcome Achieved

Project is on track. PDQs were completed and follow up with the supervisors is ongoing. Consultants are conducting analysis and preparing first part of their review and report.

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.