Human Resources Plan: 2009/10 to 2012/13
Human Resources Planning Committee
Status Report

Goal #1: *Ensure parity across hiring procedures.*

Objective #1: : *Evaluate whether the criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated and communicated, thereby upholding the integrity and quality of programs and services by employing personnel.*

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
1.1.1 Review with District HR the communication of hiring criteria, their evaluation qualifications, and procedures.	Fall 2010/ Spring 2011	Fall 2010/ Spring 2011	X				An assessment of the procedures used in the Human Resources District office revealed policies and procedures that are clearly stated and delineated. In addition to clear communication of these policies, the procedures are consistently followed. A representative from HR trains selection committees, and EEO information is stressed in the trainings.
1.1.2 Review with District HR a sample job announcement to ascertain whether announcements include technology skills as mandatory or highly desirable (as appropriate for the job position).	Fall 2010/ Spring 2011	Fall 2010/ Spring 2011	X				A review of sample job announcements ascertained that announcements include technology skills as mandatory or highly desirable (as appropriate for the job position).
1.1.3 Review with District HR the procedures to publicize openings.	Fall 2010/ Spring 2011	Fall 2010/ Spring 2011	X				Recruitment takes place on the District's website, which features an electronic applicant tracking system. All positions are posted appropriately on a variety of websites and publications, depending on the position. Classified positions are advertised externally for three weeks and academic (faculty and administrators) positions for six weeks.
1.1.4. Review with District HR their process to evaluate the effectiveness of their hiring procedures.	Fall 2010/ Spring 2011	Fall 2010/ Spring 2011	X				District HR, in collaboration with employee groups, occasionally reviews and evaluates the procedures documents.

Goal #2: *Develop an annual compilation of the college's human resources needs in light of retirements and separations, and anticipated areas of growth or decline.*

Objective #1: *Assess the college's classified staff, instructional staff, and administrative staff (to ensure that these levels are aligned with current and future college needs).*

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments

2.1.1 Determine current staffing levels of
    2.1.1.a classified staff,
    2.1.1.b instructional staff, and
    2.1.1.c administrative staff.
	2010-2011	2010-2011	X				Reported in Human Resources Committee Staffing Report, Fall 2010/2011.

2.1.2 Determine current and future staffing needs by:
    2.1.2.a extracting from program reviews the annual assessment of human resources requests (classified, faculty, and administration).
    2.1.2.b requesting from deans and administration the assessment of anticipated areas of growth or decline (including forecast retirements and separations).
    2.1.2.c updating quantitative analysis of staffing needs and forecasting retirements (from EMP).
	2010-2011	2010-2011	X				Reported in Human Resources Committee Staffing Report, Fall 2010/2011.
							
							This report—HRC Staffing Report 2010-11—included data from the California Community Colleges Chancellor's Office, Instructional and Student Services Program Reviews, and the administrators' survey to determine recommendations regarding personnel needs at College of San Mateo. These data assisted the Human Resources Committee members in comparing FTE students, educational administrators, tenured faculty, adjunct faculty, and classified employees at CSM and other community colleges. Based on this information, the committee members recommended and detailed in the report hiring for certain employee categories.

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Goal #2: *Develop an annual compilation of the college's human resources needs in light of retirements and separations, and anticipated areas of growth or decline.*

Objective #2: *Develop an annual compilation and forecast of the College's human resources needs.*

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
2.2.1 Outline a procedure for the annual assessment process to determine the college's human resources needs.	2011-2012	Spring 2011/ Fall 2011			X		Upon careful reflection, the committee members determined that a committee is not needed to achieve this objective. The data complied for and reported in the HRC Staffing Report 2010-11 can be more efficiently gathered and reported by PRIE. To streamline the process of hiring, PRIE can submit this information to IPC, BPC, and Cabinet. In addition, an effective process already exists to hire full-time hires for faculty and staff. Thus, the committee recommends that PRIE provide the necessary figures (from the various sources, collegewide and statewide) so that hiring decisions are sound and data based.
2.2.2 Determine HR Committee's annual timeline for the assessment.	2011-2012	Spring 2011/ Fall 2011			X		See comments in 2.2.1 above.
2.2.3. Develop a forecast of the College's HR needs as a result of retirements, separations, PIV process and any anticipated areas of growth or decline.	2011-2012	Spring 2011/ Fall 2011	X				Reported in Human Resources Committee Staffing Report, Fall 2010/2011.
2.2.4 Use results as basis for recommendations to IPC and the Budget Planning Committee.	2011-2012	Spring 2011/ Fall 2011			X		See comments in 2.2.1 above.

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Goal #3: Ensure *professional development and staff development opportunities for staff, faculty, and administrators.*

Objective #1: *Assess institutional-level professional development needs in accordance with the College's Educational Master Plan and evaluate the comprehensiveness of professional development program opportunities for faculty, staff, and administrators.*

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
3.1.1 Request information from AS, CSEA, Management Council, Technology Committee, DIAG, and the District to compile and assess professional development opportunities for staff, faculty, and administration (including pedagogical strategies, technology, and effective communication).	Spring 2011	Spring 2011	X				The assessment of institutional-level professional and staff development needs is currently determined by an annual comprehensive survey distributed by PRIE.
3.1.2 Assess professional development needs across the campus based on inquiry.	Spring 2011	Spring 2011/ On-going every spring	X				At this time, faculty, staff, and administration have the opportunity to assess their professional and staff development activities. The HRC recommends that PRIE continue to include specific questions related to professional and staff development for all three constituencies and then distribute the results and responses to the appropriate bodies that oversee professional and staff development for each employee category. This direct communication of the responsible parties increases the possibility that changes to professional and staff development activities can be address promptly. (The contacts for each group are identified in Section 3.2.1.)
3.1.3 Identify professional development recommendations in College's EMP.	Spring 2011	Spring 2011	X				Identified in EMP.
3.1.4 Analyze and summarize findings.	Spring 2011	Spring 2011/ Fall 2011	X				Professional development (short-term and long-term) for faculty exists and a number of workshops, such as the OnCourse Workshop, SLO and assessment workshops, and training for distance education (District-sponsored STOT I and II) are offered throughout the academic year. In addition, staff development is available for classified staff. Administrators can take advantage of funds set aside for workshops and conferences.

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Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
3.1.5 Recommend, if necessary, professional and staff development opportunities, based on findings.	Spring 2011	Spring 2011/ On-going	X				Based on the results of surveys, each constituent group needs to recommend to IPC additional professional and staff activities. (The contacts for each group are identified in Section 3.2.1.)

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Goal #3: Ensure *professional development and staff development opportunities for staff, faculty, and administrators.*

Objective #2: *Enhance the coordination of professional development activities for faculty and staff in relationship to institutional priorities.*

Action Steps	Proposed Timeline	Actual Timeline	Completed	In Progress	Suspended	No Action	Comments
3.2.1 *Propose that a college-wide professional development and staff development coordinator be selected to plan and organize professional development activities (including flex) for all college personnel.*	2010-2011	Fall 2010/ Spring 2011	X				Because of budget constraints, the decision was made not to hire at this time. However, the HRC has recommended that a point person in the Office of Community Relations and Marketing be assigned to maintain a professional and staff development college website. Val Tyler will perform this function. The site houses in one convenient location all professional and staff development activities for all three constituencies: classified staff, faculty, and administration. All college employees have one place to search for current activities that are available to them. This site enhances communication and encourages participation in professional development. The site—listing "Classified Staff Professional Development," "Faculty Professional Development," and "Professional Development"—can be located by clicking on the letters C, F, or P of the alphabet on college's main website page. The URL is http://collegeofsanmateo.edu/professionaldevelopment/. Lyle Gomes is the contact for the Faculty Professional Development site; Kathy Chaika is the contact for the Classified Staff Development site; and Henry Villareal is the contact for the Management Development site for administrators.
3.2.2 *Focus institutional professional development grant opportunities (Short-term and Long-term Professional Development, Trustees' Fund for Program Improvement, President's Innovation Fund) to institutional priorities (as guidelines for each grant allow).*	2010-2011	2010-2011	X				Grant opportunities frequently do require a link to institutional priorities.

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