**Human Resources Plan: 2009/10 to 2012/13**

**Human Resources Planning Committee**

**Status Report**

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| **Goal #1:** *Ensure parity across hiring procedures.* |
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| **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 |
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| *1.1.1 Review with District HR the communication of hiring criteria, their evaluation qualifications, and procedures.* | Fall 2010/Spring 2011 |  |  |  |  |  |  |
| *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 |  |  |  |  |  |  |
| *1.1.3 Review with District HR the procedures to publicize openings.* | Fall 2010/Spring 2011 |  |  |  |  |  |  |
| *1.1.4. Review with District HR their process to evaluate the effectiveness of their hiring procedures.* | Fall 2010/Spring 2011 |  |  |  |  |  |  |

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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.* |
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| **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 |
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| *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 |  |  |  |  |  |  |
| *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 |  |  |  |  |  |  |

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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.* |
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| **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 |
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| *2.2.1 Outline a procedure for the annual assessment process to determine the college’s human resources needs.* | 2011-2012 |  |  |  |  |  |  |
| *2.2.2 Determine HR Committee’s annual timeline for the assessment.* | 2011-2012 |  |  |  |  |  |  |
| *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 |  |  |  |  |  |  |
| *2.2.4 Use results as basis for recommendations to IPC and the Budget Planning Committee.* | 2011-2012 |  |  |  |  |  |  |

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| **Goal #3:** Ensure *professional development and staff development opportunities for staff, faculty, and administrators.* |
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| **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 |
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| *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 |  |  |  |  |  |  |
| *3.1.2 Assess professional development needs across the campus based on inquiry.* | Spring 2011 |  |  |  |  |  |  |
| *3.1.3 Identify professional development recommendations in College’s EMP.* | Spring 2011 |  |  |  |  |  |  |
| *3.1.4 Analyze and summarize findings.* | Spring 2011 |  |  |  |  |  |  |
| *3.1.5 Recommend, if necessary, professional and staff development opportunities, based on findings.* | Spring 2011 |  |  |  |  |  |  |

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