

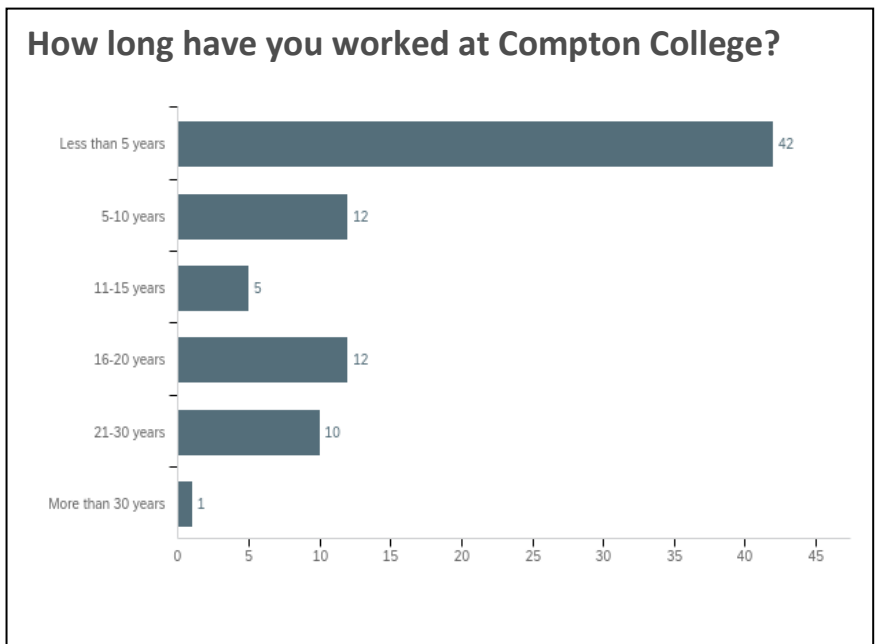
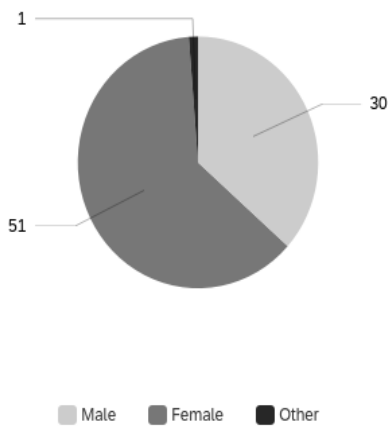


*Professional Development Needs Assessment- Staff - Spring 2021*

August 19, 2021

n=83 (of 174) for a 48% response rate

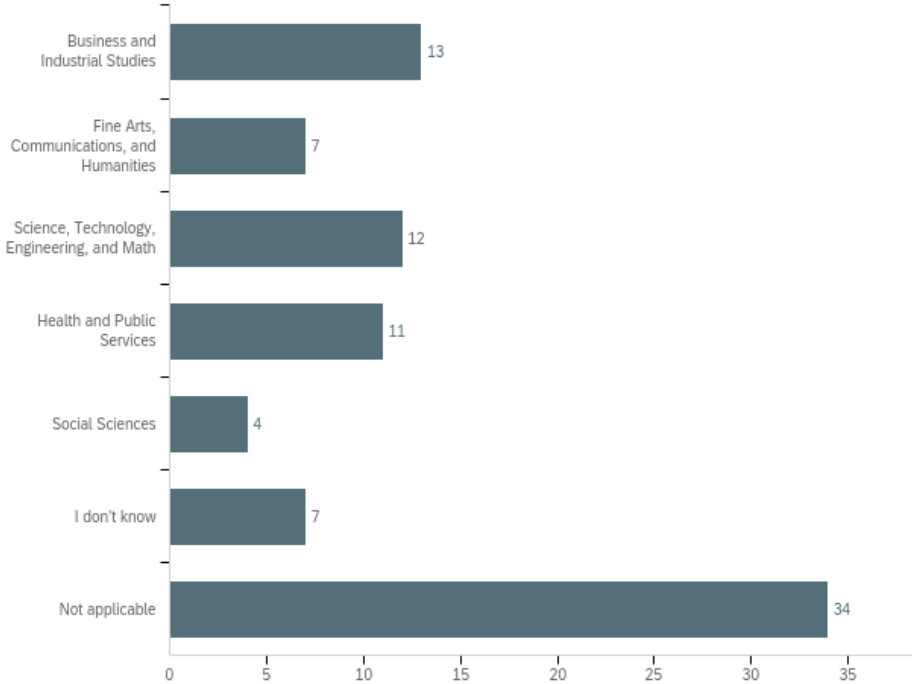
**What is your gender?**



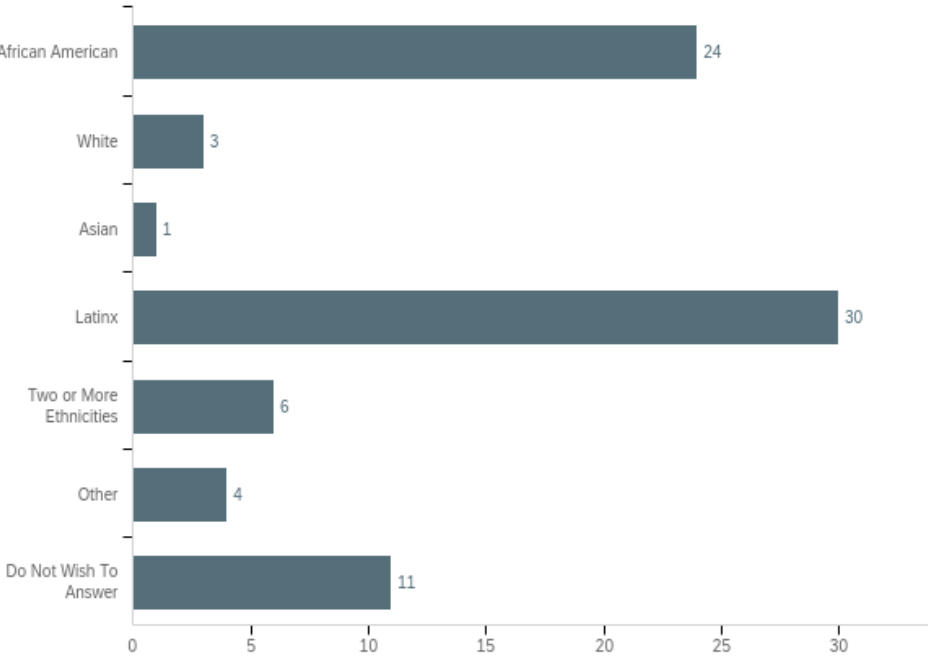
**What is your area?**

- Academic Affairs- 19
- Student Services- 39
- Administrative Services – 11
- President’s Office -1
- Human Resources - 1
- Other- 12

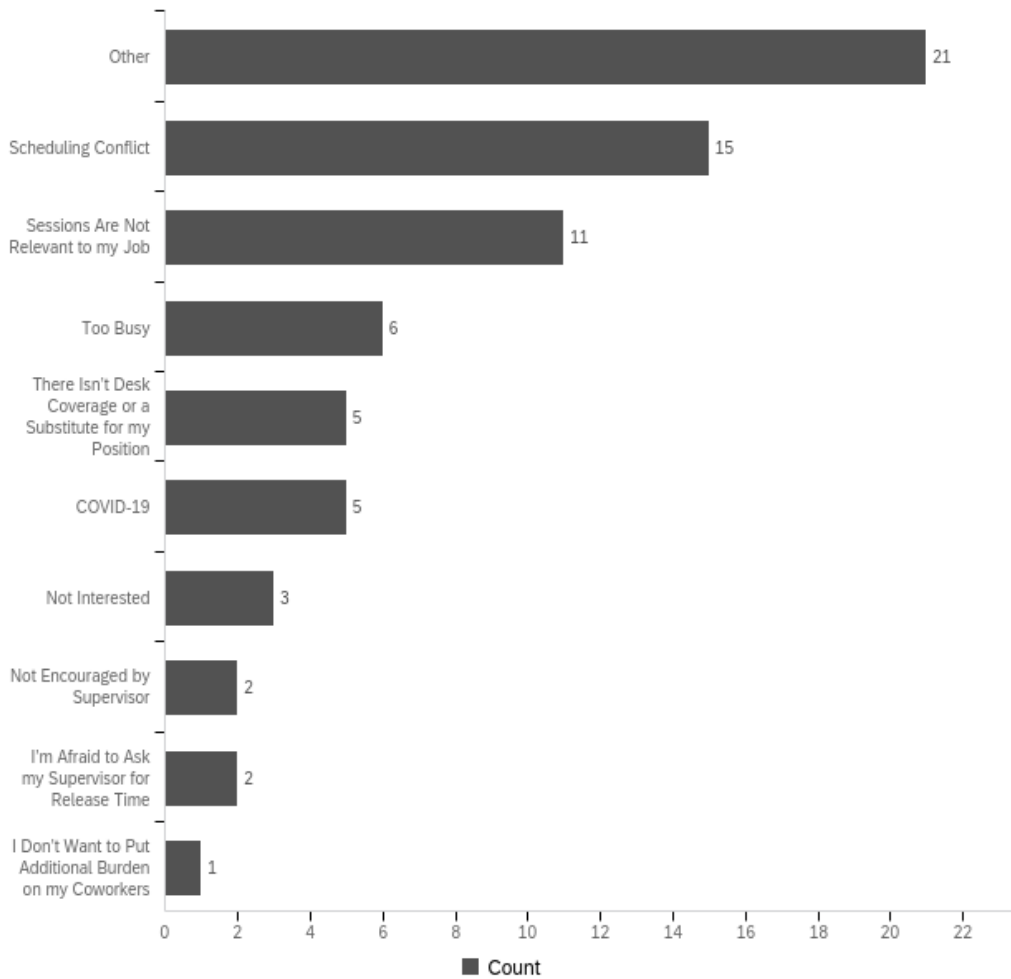
### What is your Guided Pathway Division?



### What is your ethnicity?



## In 2020-2021, what kept you from participating in professional development activities?



### Other

I've participated in professional development activities (9)

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sessions too long and always on Friday

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Not relevant & too busy

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I attend when relevant to my position.

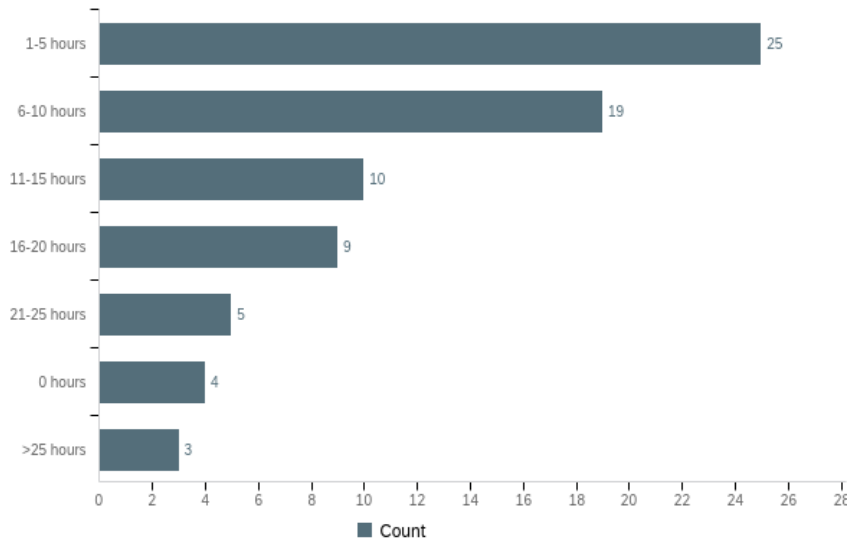
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District PD offerings are weak

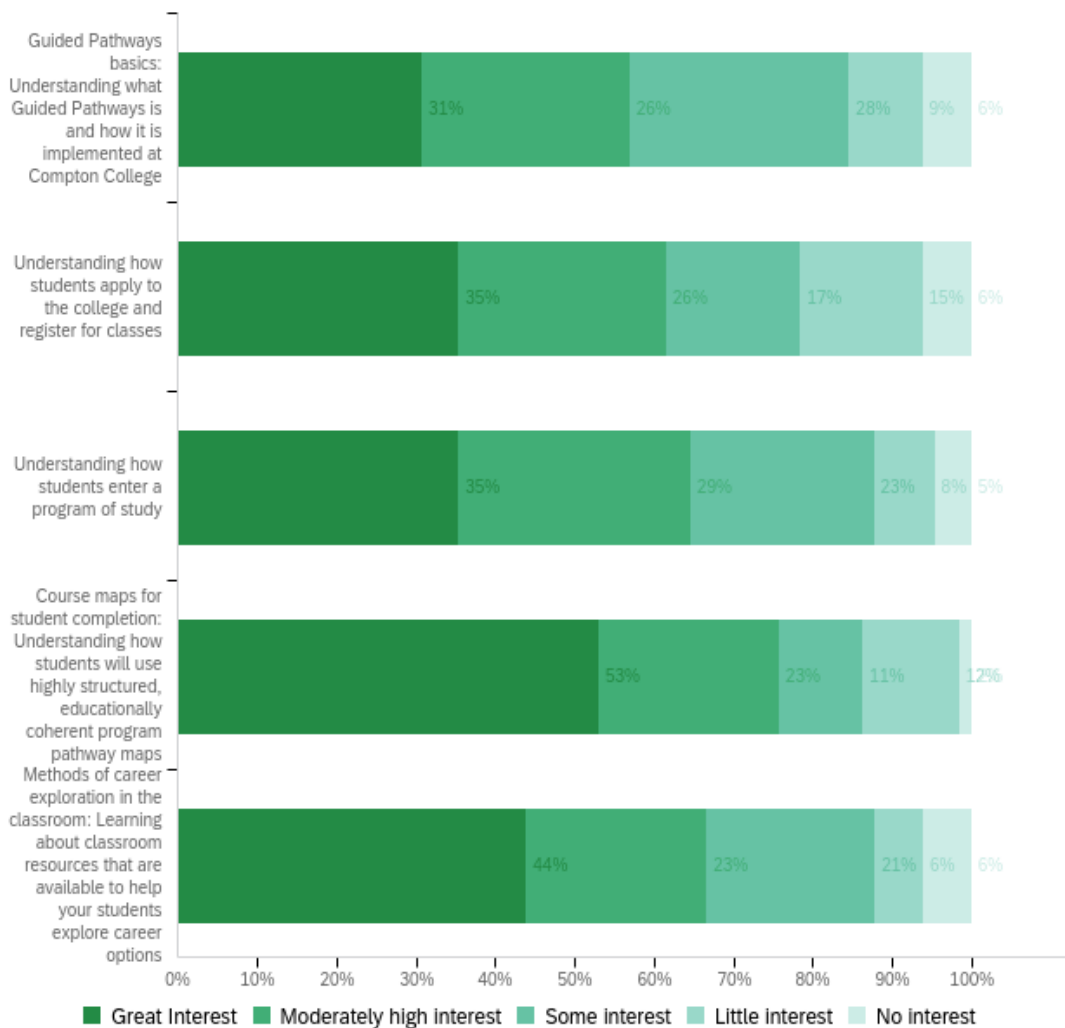
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I participated in a few, those that were relevant when did not conflict with other scheduled items.

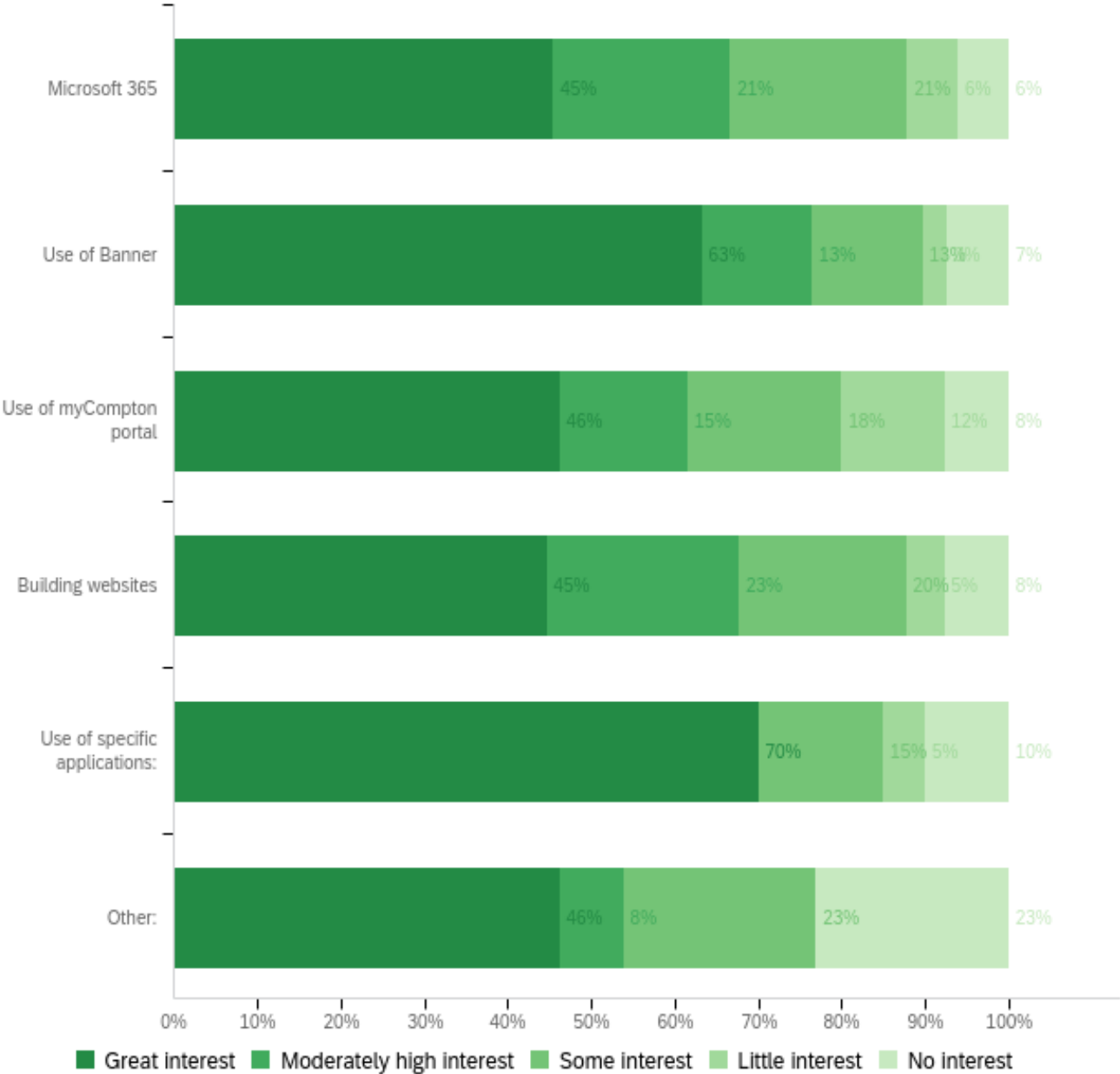
## How many on-campus PD hours did you attend in the last year (2018-2019)?



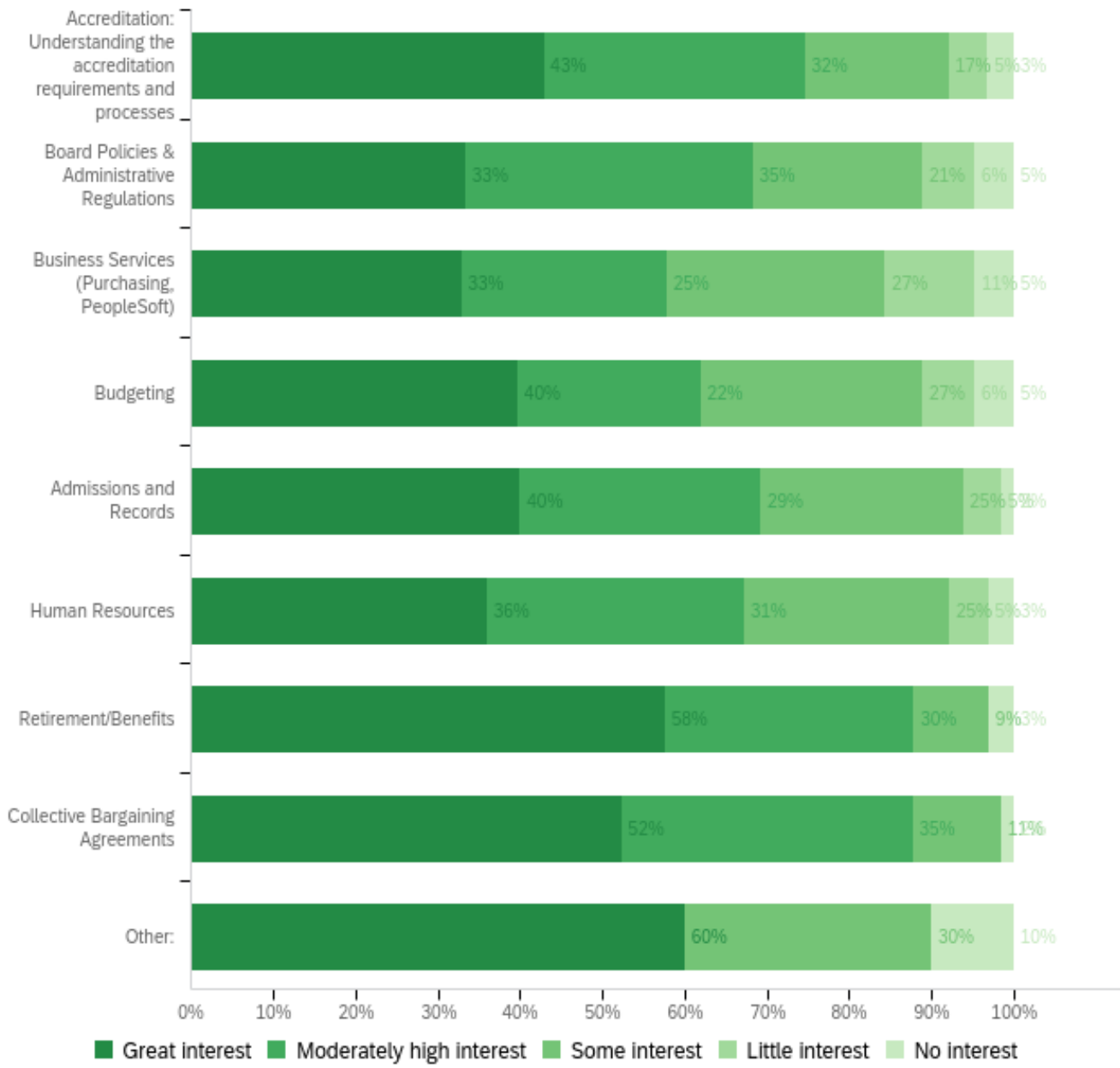
## Please rate your level of interest in the professional development topics to implement Guided Pathways:



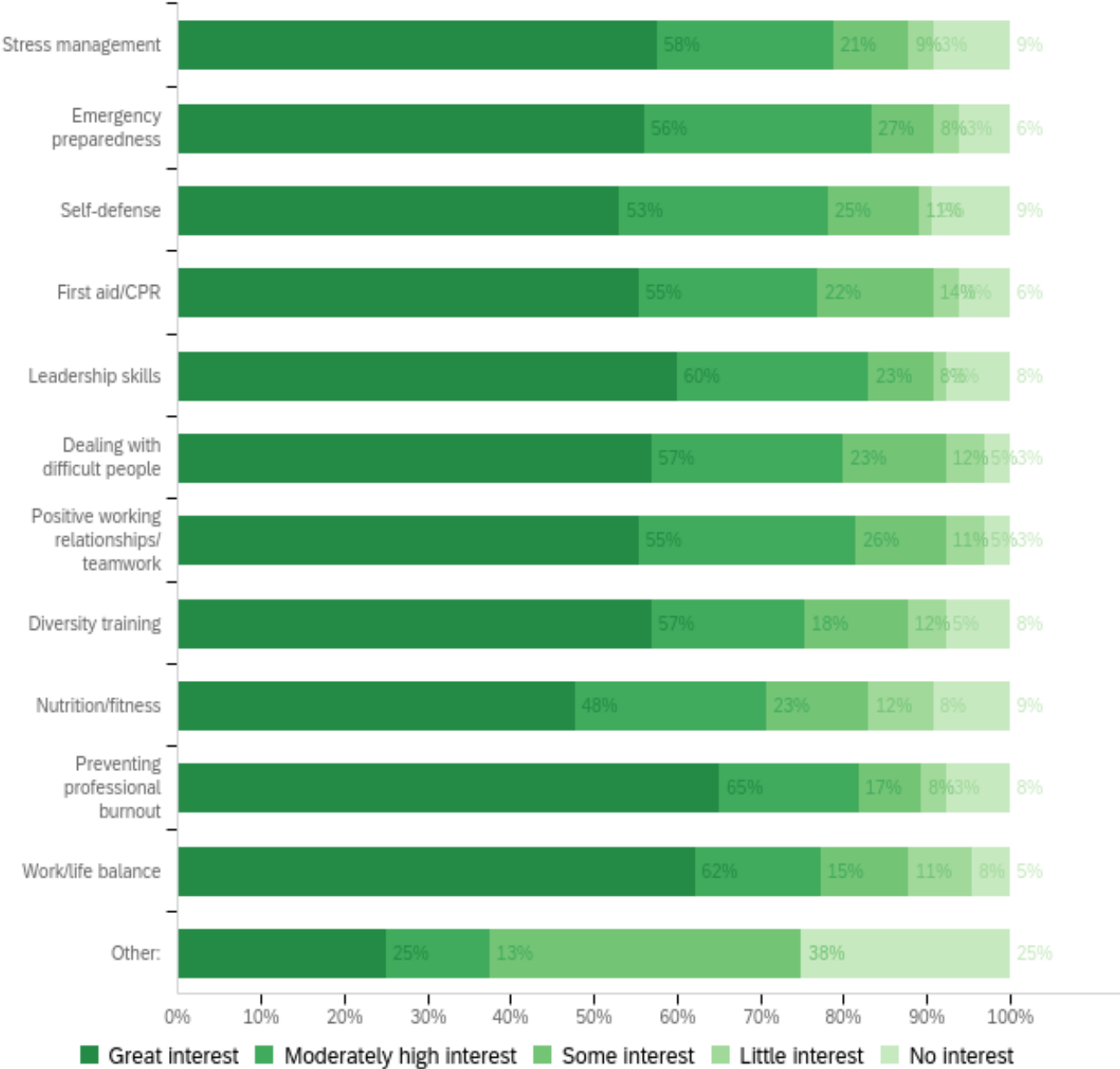
Please rate your level of interest in the professional development topics to improve your general use of technology:



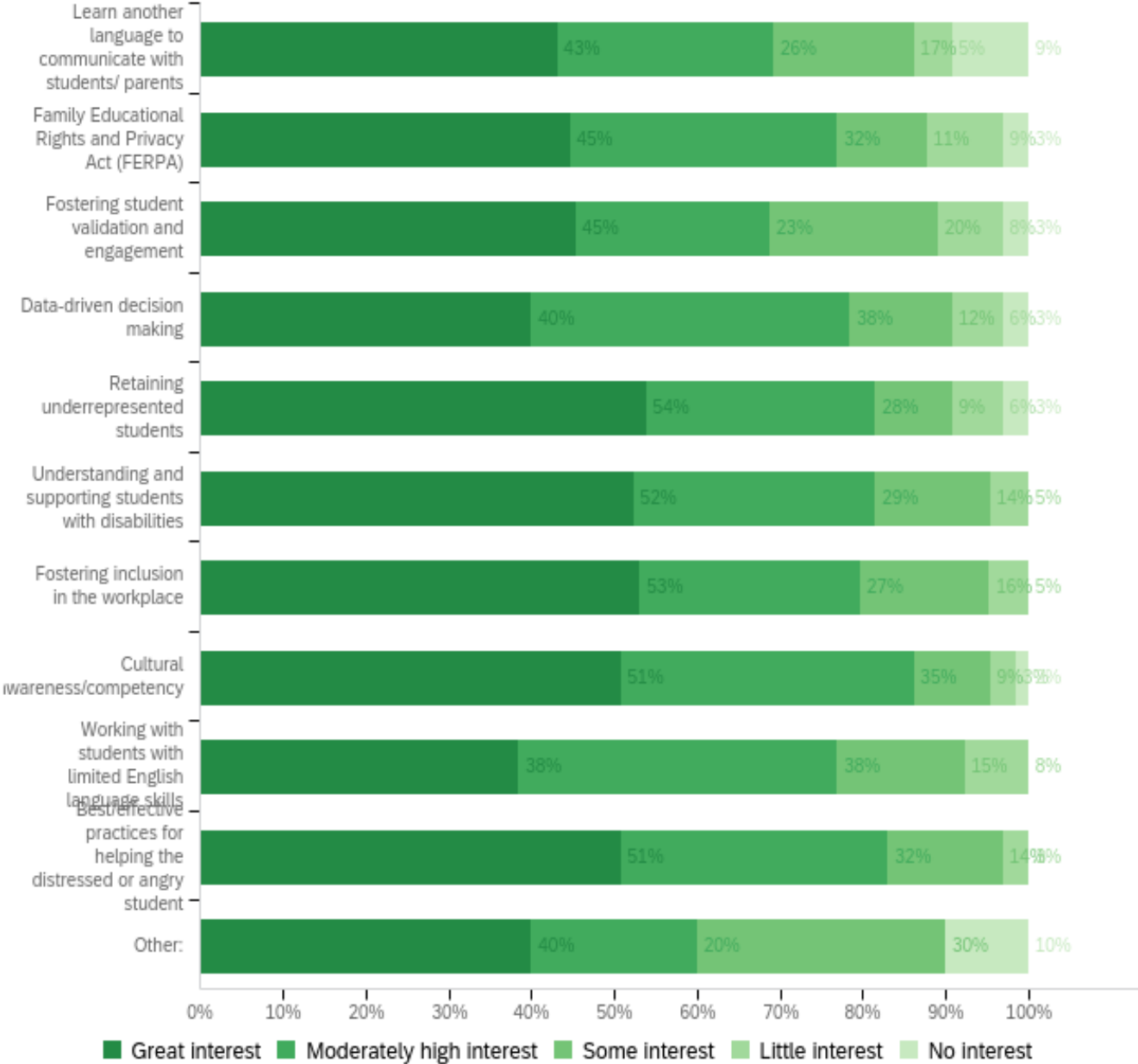
**Please rate your level of interest in the professional development topics to increase your understanding of Compton College policy or procedures:**



**Please rate your level of interest in the professional development topics related to improving your health and wellness:**

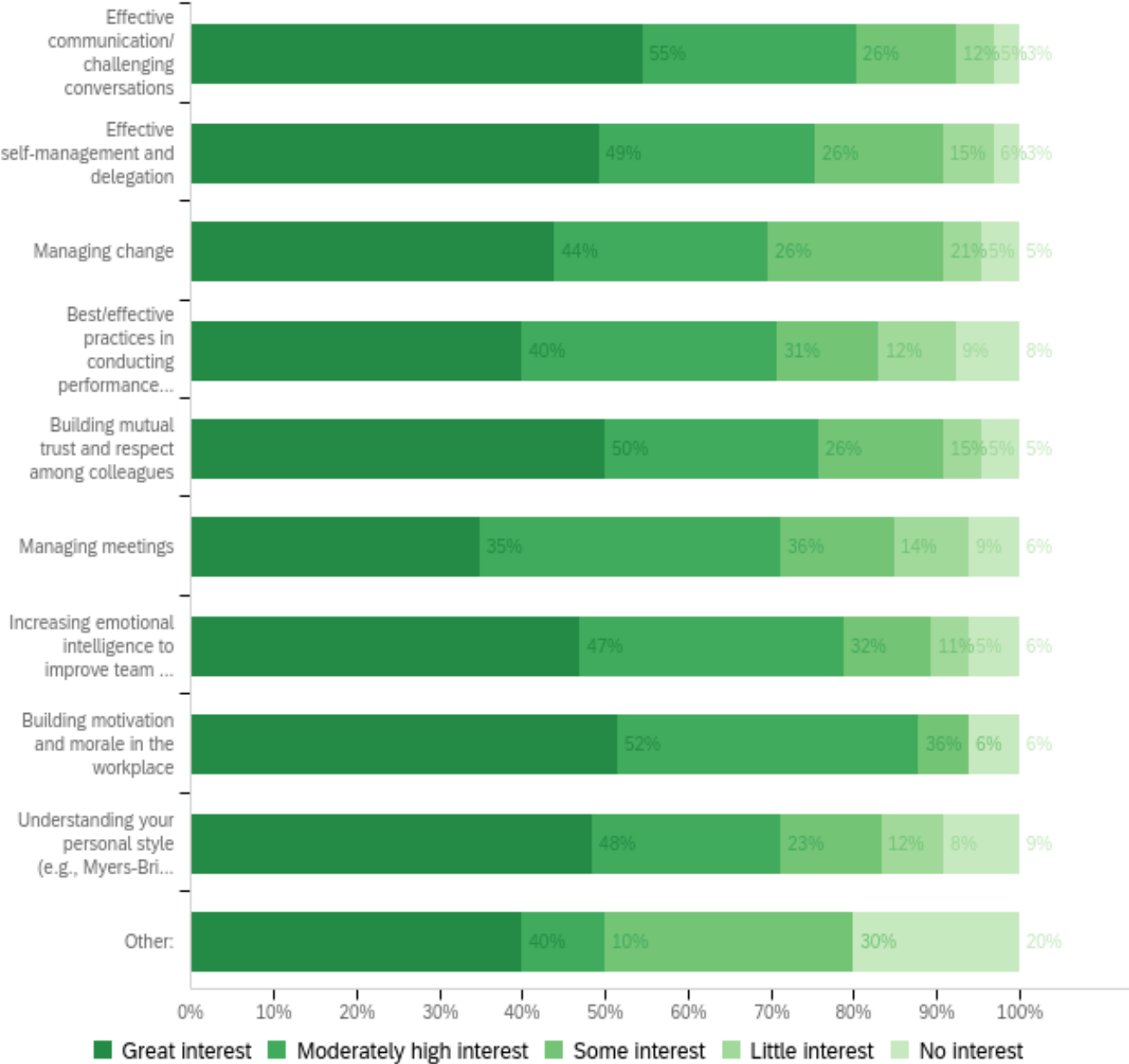


# Please rate your level of interest in the professional development topics to enhance your work?

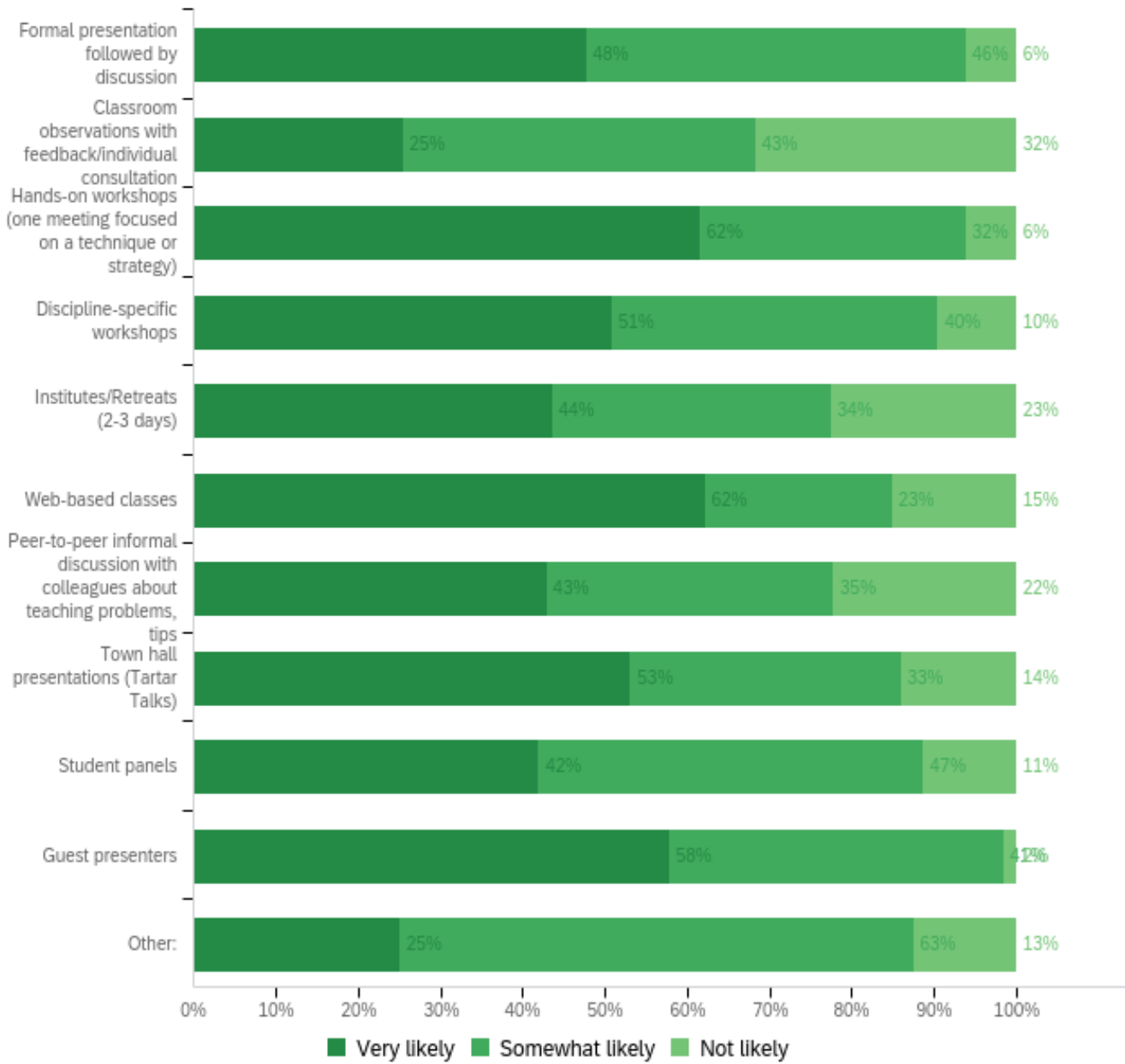




**Please rate your level of interest in the professional development topics to enhance your leadership skills:**



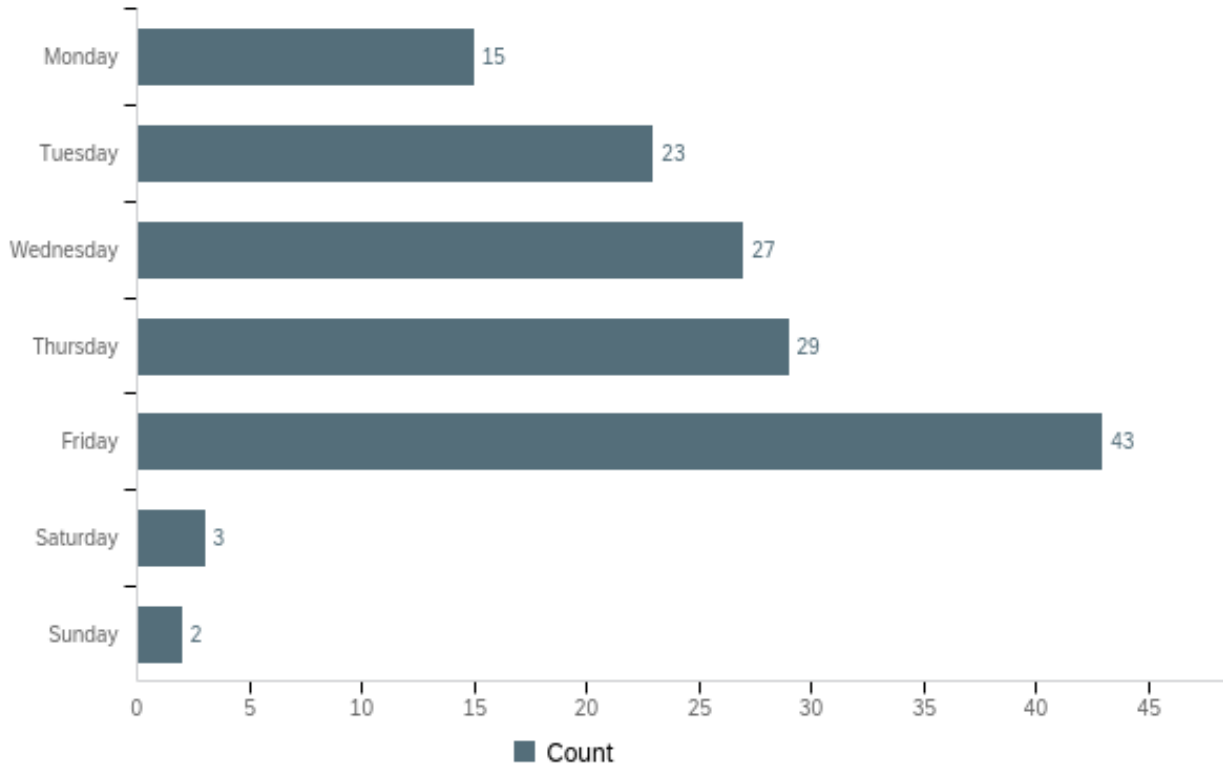
## In which of the following types of activities would you be most likely to participate?



## Rank the types of trainings you prefer:

#	Field	Mean
1	1-2 hour segments	1.85
2	Brown bag lunches	2.59
3	Half day	2.28
4	Full day	3.41
5	Other	4.87

## What days do you prefer for trainings:



## What do you need to enhance your career?

More team work is essential to do a better performance and enhancement.

Updates on new software

A promotion!

Someone to give me an opportunity to use my Bachelor's in Accounting that I earned from CSUDH.

For the Banner System To Work At Its Full Potential

Communication amongst various departments

leadership training, internal job postings, facilitation training

opportunity

Learning other aspect of the college, (admissions, financial aid , etc)

More support from my superiors, for them to be intentional when providing yearly review and to assist me to get where I want to be in my career

leadership opportunities

Degrees, apparently the only way to succeed at achieving better compensation in an expensive city that is not really affordable with most pay below the median. Creation of new jobs that allow employees to advance, even without a degree. Employee inclusion that is beyond accepted levels. More could be said of this, but we only follow normal methods for career enhancement.

Budgeting is my biggest downfall since I have not been able to be trained in that area now have had the opportunity to over see it.

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More leadership opportunities and chances to grow

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More. Access to chemicals needed to perform professional duties modern equipment

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Professional Development; cultural competency; transparency; support cross-campus

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Opportunity to grow within my degree/educational background

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Support from administration. Professional development opportunities.

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More training with excel.

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Leadership assistance

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Tuition reimbursement at least 50%.

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N/A

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Additional work related learning resources from third party vendors that provide role specific training.

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More upper mobility opportunities

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The ability to attend field-specific workshops, including having adequate staff to cover when the workshops occur.

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I would like the college to offer more promotion opportunities and third party training that is paid for.

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Training and certification

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Classes that are taught on campus.

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More cross- training with other areas in my Division ( faculty contract, scheduling etc.)

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Computer based trainings, such as Adobe Sign, Microsoft 365, One Drive.

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I would to learn additional leadership skills and management skills. Skills specifically in management at governmental agencies.

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A career pathway to advancement; competitive salary; time to attend community based events and connect with others; actions from administration that display that I am a valued asset of the college; internship designed to transition to faculty

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Collaboration with my counterparts and the opportunity for upward mobility.

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To learn new skills To be given autonomy to speak at work To make decisions and execute them without excessive bureaucracy for small things

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A Masters degree

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Campus procedures

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Internal only job postings for career advancement

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To enhance my career I need more competent supervisors that know the processes of the campus. I believe that is hard for me to enhance in my career field if my supervisor has no clue of the general business basics because we are always doing things last minute and cleaning up the mess. Therefore, leaving almost no time for me to enhance my skills.

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SQL Programming Certificates Post-Graduate Degree Banner Administration Training

A supervisor that knows how to mentor and is committed to their team's growth.

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On the job training from a supervisor

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In order to enhance my career, I will need the necessary training and development and other applicable resources associated with my position.

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More opportunities to grow within the district.

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Software

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N/A

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In order to enhance my career, I believe, an appropriate professional development plan that consist of trainings within my field, internship and mentoring will be beneficial. A professional development plan will provide a sense of direction, a way to assess career progress, and an opportunity to achieve career goals and milestones along the way.

### **What support or learning opportunity would help you do your job better?**

You have it all covered.

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Open communication

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Already completed my educational journey. (Ed.D)

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Workshop

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Autonomy, Excel, Review courses.

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I Get Excellent Support From My Supervisor And Co-Workers

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More Professional Development for Administrative Assistants & Sr. Administrative Assistants

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Banner support and education

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New skills to learn about different departments

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To be paired with an administrator that can serve as my mentor and provide me with the knowledge and teach me the skills I need to be successful

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more director/supervisor support

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Degrees, or certs.

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Budgeting and Leadership training

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Workshops with more information

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Supervisors knowledge of custodial procedure and. Protocol

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Diversity training; How to create an accessible campus for students with disabilities

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Shadow work. Job opportunity to grow in my education background

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Professional Development, Conferences, Retreats.

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Rotation Program where you can go to other departments and learn their area.

## Microsoft 365 applications

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Customer service and teambuilding training for all Compton College employees.

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Actual Banner, Canvas, Adobe, 365 training from actual professionals for everyone; not just sending 1 or 2 employees then they train the other employees. Also, the college should provide thorough training for new hires instead of burdening one person to train new hires or make it mandatory for the director to train new hires & not a classified staff person.

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Online training resources paid for by the college and hands on training.

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Essential equipment, better work space, ergonomically designed work environment, administration buy-in, to be treated with respect. A personnel commission to help protect the workers from being taken advantage of. Being paid more for doing more work now than when I was originally hired. Yearly COLA raises, better longevity compensation.

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I would like the college to invest in more technology such as reporting platforms, etc.

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## Hands on training

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Patient Managers, Deans, and or Supervisors. They need to allow the time to take the classes without interfering. The time should be during work hours.

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More communication with co-workers and supervisor.

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Computer based trainings, such as Adobe Sign, Microsoft 365, One Drive.

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A way for me to learn and grow while doing my jbo.

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A system that identifies resources available to students in real time so students don't get the runaround - all staff should exactly who does what and where to contact them; Canvas certification for classified staff

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Continued tech support and continued understanding from my superiors.

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## Support of Higher learning (release time and or fees waived)

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customer service training campus wide (Students are our customers. We need to remember that and make sure we do not treat them as if they are dispensable when they underperform or make a mistake.)

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Well-trained supervisors and more training on campus procedures, e.g. pre-covid (how to reserve a room), timesheets, entering requisitions, budget review, how to get PAR Forms and board items approve, website building etc. Even, if we get training when we begin, if the procedures change, we should be training every year as a reminder of proper procedures.

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An advanced Microsoft Excel workshop that covers V-Lookup .

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## Training with hands on practice opportunities

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The list is too long to list here.

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A better understanding oh how other offices procedures affect my work. A guide to how the Business Office processes different requests, so I can manage the work as needed, when needed.

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## Technology Training

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More help

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## Is there anything else we should know to help build a robust, useful professional development offering?

What's a make or break a career deal at Compton College?

Trust the employees. Allow growth opportunities within the organization.

N/A

a better web site

Provide funding to engage in outside professional development opportunity, maybe provide budget allocation per staff members on a yearly basis so that we can choose what type of professional development activities to engage in. For example, if an outside agency is offering a diversity training for higher ed., we should be able to access that yearly budget allocation to pay for such course without our superior approval. The current funding for obtaining a degree is not a good incentive for Compton College staff member to seek to further their education. We should at least be assisted with some type of tuition reimbursement so that we are encourage to further our education and obtain the credentials Compton College requires for upper management positions. There is no upward mobility at Compton College and it is very discouraging to see that most people on management position come from outside. Also, when we seek to attend an outside training, we are often denied this opportunity because management says the department does not that funding. This is very discouraging because we are being asked to do the best we can to assist our students yet there is a lack of support to ensure that we have the knowledge and the tools to contribute towards achieving the mission and the vision of the institution. In addition, our pay is very low, 60% below the national median, and yet we have to ensure we meet all of the job minimum requirement to get hire at Compton College. Which often includes a master degree. Professional Development is helpful but HR and Compton College administrators (Including Dr. Curry) needs to think about staff members' current financial situation and how we are barely meeting ends needs. Please approve our pay increase request from our unions, and stop denying us our rights to earn a decent living wage.

Keep at it. Do something different immediately. Create a fun working atmosphere, build trust through addressing and working at inequities that are avoided. Aid all employees with obtaining a degree, until they succeed. Then take it a step further. Even if a degree is too difficult or problematic, growth is also key. Certs, knowledge, experience and make it count not only on paper, but real employee growth. (Financial, resiliency, support, discussion, fearless approaches, etc)

Over the same trainings on different days and different times so that everyone has an opportunity to join it at some point.

The. President of Compton College has done his best to keep the college. Moving forward

Make trainings / PD's Mandatory for all

Microsoft training, Banner, Creating Excel spreadsheets, interpreting data. Etc..

How to prepare for interviews.

I feel our employees as a whole are lacking TEAMWORK. We must rely on one another to best assist Students.

Provide proper training for all by actual professionals.

No

Better instructions and actual distribution of instructions on how to apply for seminars and have the college pay for them in a timely manner.

Make the sessions interesting for all. Some sessions seems to be more for Faculty. Some are more for Staff. Let's find a middle for both.

I think a variety of online trainings, and conferences can help

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More skill specific. I think we do a lot of over view of departments i.e. this is where we are on accreditation or equity. However, that is not a full scope of professional development. I think PD should be more skill based. Managing budgets, leadership, etc. Actual skills that can make the workforce stronger and able to advance in our careers.

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Look at what other colleges and successful companies are doing to develop and retain their staff.

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N/A

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Social distancing...

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I cannot overemphasize, that our directors, deans, and VP should be trained in following proper business procedures, like meeting deadlines and all of the other items I listed above. Some have been on campus for years and still fail to meet a timesheet deadline.

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NA

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There are two words that would help build a robust, useful professional development offering: follow/up and implementation.

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I cannot think of anything specific at the moment.

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customer service

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No