

Administrative Services Program Review (Human Resources) Latest Version

Human Resources Department (overall department) Program Review Strategic Initiative

Administrative Services Program Review (1) - Overview : Version by **Wilkerson, Pamela** on **04/14/2024 15:38**

The Compton College Human Resources (HR) Department is dedicated to fostering a welcoming and inclusive environment where a diverse employee and student population is supported in pursuit of both academic and personal success. The HR program is strategically designed to align with the college's mission statement, values, and strategic initiatives, playing a pivotal role in providing solutions to challenges faced by our students and workforce.

Linkage to College's Mission and Values:

Mission Statement: Compton College is a welcoming and inclusive environment where diverse students are supported to pursue and attain student success. Compton College provides solutions to the challenges of our students, utilizing the latest techniques in preparation for clear pathways to completion of programs of study, the transition to a university, and securing living-wage employment.

The HR program directly contributes to Compton College's mission by creating an inclusive and diverse work environment that mirrors the college's commitment to welcoming and supporting diverse students and employees in their pursuit of success including employment endeavors and clear pathways to completion of academic goals.

Values: The HR program aligns with the college's values of inclusivity, support, and student success by prioritizing diversity in its workforce, promoting employee engagement, and providing ongoing professional development opportunities that support and enhance an unbiased approach to student engagement.

Strategic Initiatives: Human Resources actively supports strategic initiatives that are designed to prepare employees to utilize the latest techniques in student support, ensuring they are well-equipped to contribute to student success by focusing on assisting students with program completion, successful transition to further educational pursuits or in securing living-wage employment.

By aligning the HR department with Compton College's mission, values, and strategic initiatives, the district can ensure that HR is a proactive contributor to students' holistic success, creating a positive and inclusive environment for Administrators, Faculty, and Classified Professionals.

a) Program profile:

Highlight of the HR Program

Recruitment Process

The department continues to employ the iGreentree applicant tracking system, a tool that streamlines employee selection processes and conducts statistical analyses of applicant pools that provides insight so that we remain steadfast in supporting diversity initiatives. All required documents, including applications, forms, resumes, and transcripts, are either uploaded or scanned into the iGreentree system. This utilization of iGreentree has resulted in reduced operating costs by supporting a paperless application process that has decreased the need for storage space for paper recruitment records. Following recruitment, employee information is entered into three information systems: Colleague, Los Angeles County of Education (LACOE) PeopleSoft/HRS system, and the Banner system. In line with our mission to support an inclusive environment for all applicants, the department provides a designated area in its conference room with computer access to the application for employment within the iGreentree system. This allows applicants to use the computer terminal and seek information and support if needed while submitting their online application materials, within the iGreentree system. Due to the Covid-19 pandemic, to best serve the needs of the college, the department implemented virtual interviews which involved leveraging technology to conduct interviews remotely. This method required that HR:

- Prepared Committee Members and Candidates: The department ensures that both the committee members and candidates are familiar with the chosen video conferencing platform and provides clear instructions on how to join, troubleshoot technical issues, and navigate the virtual interview environment.
- Developed a Structured Interview Process: The department structures the virtual interview similarly to an in-person interview by planning for introductions, an overview of the interview process, and time for questions from both the committee members and the candidate.
- Enhanced the Candidate Experience: The department ensures a positive candidate experience by being transparent about the virtual interview process, providing necessary information in advance, and promptly communicating post-interview steps.

HR's goal is to efficiently conduct interviews while adapting to the changing landscape of the needs of the workforce. This approach not only accommodates remote work trends but also allows for a broader pool of candidates, contributing to a more inclusive and diverse recruitment process.

Over the past three years, our department has conducted over 297 recruitments*:

	2019-2020	2020-2021	2021-2022
Administrators	9	7	11
Faculty	17	10	13
Adjunct	28	32	38
Classified Professionals	36	33	58
Confidential	1	-	4
Total	91	82	124

* Multiple postings were made for several positions.

Human Resources Department Structure

The existing department structure comprises two Human Resources Representative roles, a Human Resources Manager, a Director of Diversity, Compliance, and Title IV, a Director of Professional Development, and a Vice President of Human Resources. An external review has highlighted the necessity for staff to undergo cross-training in all office functions, given the scale of the operations.

Diversity, Compliance, & Title IX

Diversity:**EEO Plan**

Attendance to multiple workshops and training offered through the California Community College Chancellor's Office will be required to determine the necessary data collection to develop the 2023-2026 EEO Plan. Insight by the Director of Diversity, Compliance, and Title IX is critical to ensure the plan and its contents follow the new California Community College Chancellor's Office regulations and to ensure the District continues to receive annual funding for this purpose. Accurate data compilation, including 4-year trend information for employees and job applicants, will be the driver for planning to meet District needs related to diversity and equal employment opportunity. Meaningful comparability demographic data for our students, community, and service area will also be collected and analyzed.

Equal Employment Representation on Hiring Committees

Equity-mindedness remains an integral part of the screening and selection processes in Human Resources, as well as those within HR serving as the Equal Employment Opportunity representatives on hiring committees. Continuing to emphasize DEIA qualifications, calling them Core System Competencies, and embedding them into job requirements in the review of job descriptions, and job announcements, and while supporting the development of interview questions within hiring committees, is vital. A steadfast, informed, and collaborative approach is the goal of this work by the Office of Human Resources.

Facilitating effective, convenient, and compliant training for committee chairs, hiring committees, and members of the EEO Committee remains a focus for HR.

Compliance:**Board Policy and Administrative Regulations**

Timely implementation and revision of District board policies and administrative procedures, driven by either local decision-making or legal updates received by the Community College League of California (CCLC), are a continual focus. Dissemination designed to promote clarity and applicability, as well as serving as an advisor to campus stakeholders is critical to the success of reinforcing compliance, a key function of Human Resources. Close collaboration with key stakeholders in the President's Cabinet, Academic Affairs, and Student Success is required to continue to leverage compliance with the ever-changing needs of campus stakeholders, the District, and the State of California.

Professional Development Opportunities

In collaboration with the Director of Professional Development, providing ideas, resources, and support for various professional development workshops and training for employees and students is critical to remaining in compliance with both legally required and best practice offerings. Providing and administering EEO funding to support recruitment, training, and diversity/compliance endeavors that are contained in various District documents including but not limited to: the EEO Plan, the HR Staffing Plan, the Succession Plan, and the HR program review are highly important part of supporting equity and diversity throughout the institution.

The continuation of the use of multiple learning management systems (LMS) to ensure compliance training is completed in a timebound and convenient manner remains a focus of HR, led by this position.

Complaints/Investigations

Promoting a campus climate of trust is imperative to ensure the facilitation of timely responses to both addressing complaints and conducting investigations when warranted. This includes but is not limited to complaints of discrimination, harassment, and sexual misconduct. Supporting the intake of complaints, organized communication around complaints, confidential file management, and solicitation and securing of resources to ensure a coordinated and timely response remains a focus.

Title IX

Remaining in compliance with both student and employee concerns related to Title IX topics including training, complaint management, adhering to response requirements, and providing student support is a critical focus for HR. Adherence to ongoing updates to Title IX legislation and legal mandates will remain critical to the successful oversight of the needs of the institution. Remaining informed through various channels including legal updates, ongoing training, workshops, and webinars will be necessary.

Accessibility

Collaborating with the Special Resource Center, Information Technology and the Director of Community Relations remain a focus in order to properly respond to the accessibility needs of the campus and the public. Creation of webpage content, request, and complaint forms/processes as well as reinforcing the necessary communication channels when accommodations are requested during recruitment and District-sponsored events remain a focus.

Professional Development

Since 2019, professional development has worked towards cultivating a campus culture of collaboration that furthers student-centered college goals.

Professional learning at the College is centered on collaborative efforts with partners like Achieving the Dream (AtD), St. John's Well Child & Family Center, and the USC Race & Equity Center. Through our partnership and engagement with AtD, Compton College actively strengthens our commitment to student success goals. It closes achievement gaps through customized professional learning initiatives that boost holistic student support services, teaching and learning, and data-driven collaborative work.

Our partnership with St John's Well Child & Family Center has provided ongoing mental health and well-being support to all college employees. Lastly, the USC Race & Equity Center continues to deliver robust professional learning experiences for our faculty, classified professionals, and administrators that help to improve and advance racial equity in higher education.

Our commitment to advancing supportive learning opportunities remains unwavering. Compton College continues to provide expansive professional development opportunities for faculty, classified professionals, and administrators:

Onboarding Customer Service Training Every newly hired employee received comprehensive customer service training as part of their onboarding process. This initiative ensures that all staff members are equipped to deliver exceptional service to internal and external stakeholders.

New Employee Welcome Events are provided to provide a warm, inviting, and inclusive atmosphere for incoming staff members. These events facilitate networking, introductions to the organization's culture, and the establishment of professional connections.

Support Groups for Higher Education Aspirants Support groups were established to assist employees pursuing higher education. These groups provided guidance, encouragement, and resources to those seeking to further their academic pursuits while maintaining their professional roles here at the college.

Meditation and Yoga for Employee Well-being Throughout the year, meditation and yoga sessions were offered to employees, promoting their well-being and stress management. These activities contributed to a healthier work-life balance and improved overall morale.

The collective efforts of faculty, classified professionals, and administrators contribute to the growth and success of our organization. We look forward to further enriching our professional development initiatives in the coming months and years.

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b) Status of previous recommendations:

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Hire a Director of Diversity, Compliance, and Title IX to facilitate and ensure the effectiveness of Title IX, accessibility, and Equal Employment Opportunity (EEO) practices.

The purpose of hiring a Director of Diversity, Compliance, and Title IX in August 2023 at the district was multifaceted. First, this role was established to champion diversity and inclusion efforts within the college community, ensuring that all individuals, regardless of background, feel welcome and supported. Additionally, the director oversees compliance with Title IX regulations, which prohibit discrimination on the basis of sex in educational programs or activities receiving federal funding.

Moreover, as part of their responsibilities, the Director of Diversity, Compliance, and Title IX also plays a crucial role in overseeing district equal employment opportunities. This involves ensuring that their processes are fair and unbiased, promoting diversity in the workforce, and addressing any instances of discrimination or harassment in employment practices. By actively monitoring and promoting equal employment opportunities, this role helps create a more inclusive and equitable environment for faculty, staff, and students within the community college district.

Hire a full-time Senior Administrative Assistant to bolster the efficiency of the Human Resources Department.

The rationale behind hiring a Senior Administrative Assistant is to bolster the efficiency of the Human Resources Department. First, this role will serve as a crucial support function within HR, handling administrative tasks that are essential for the smooth operation of the department. These tasks may include scheduling interviews, organizing employee records, managing correspondence, and facilitating communication between HR and other departments.

Additionally, a Senior Administrative Assistant can contribute to the efficiency of HR by streamlining processes and procedures. By taking on routine administrative duties, HR professionals can focus their time and expertise on strategic initiatives such as recruitment, employee development, and policy implementation. This division of labor allows the HR department to operate more efficiently and effectively, ultimately benefiting the organization as a whole.

Moreover, the Senior Administrative Assistant can play a vital role in enhancing communication and coordination within the HR team. They act as a central point of contact for internal and external stakeholders, ensuring that information flows smoothly and deadlines are met. This helps to prevent bottlenecks and delays in HR operations, leading to improved productivity and responsiveness.

Overall, the Senior Administrative Assistant position, which remains vacant, can help the Human Resources Department optimize its performance, increase its capacity to handle workload, and better support the needs of employees and the organization as a whole.

Enhance proactive communication with other departments to effectively address Human Resources issues.

Enhancing proactive communication with other departments is essential for effectively addressing Human Resources (HR) issues for several reasons:

1. **Timely Problem Resolution:** Proactive communication allows HR to identify issues early and address them promptly. By staying informed about departmental activities and challenges, HR can intervene swiftly to mitigate potential conflicts, improve employee satisfaction, and maintain a positive work environment.
2. **Strategic Alignment:** Collaborating closely with other departments ensures that HR initiatives align with broader organizational goals. By understanding departmental objectives and challenges, HR can tailor its policies, programs, and practices to support the overall strategic direction of the organization, fostering alignment and cohesion across all areas.
3. **Resource Optimization:** Proactive communication facilitates resource allocation and utilization. By sharing information about staffing needs, skill gaps, and workforce planning requirements, HR can better anticipate demand and allocate resources accordingly. This helps optimize staffing levels, training programs, and talent development initiatives to meet the evolving needs of the organization.
4. **Improved Decision-Making:** Collaboration and information-sharing enable HR to make more informed decisions. By gathering input from various departments, HR can gain insights into the impact of proposed policies or initiatives on different areas of the organization. This holistic perspective enables HR to make decisions that are well-informed, effective, and supported by key stakeholders.
5. **Enhanced Employee Experience:** Proactive communication fosters a culture of transparency, trust, and collaboration within the organization. When departments work together effectively, employees feel valued, heard, and supported. This positive organizational culture contributes to higher levels of employee engagement, retention, and overall satisfaction.

In conclusion, enhancing proactive communication with other departments is critical for addressing HR issues effectively. By fostering collaboration, alignment, and information-sharing, organizations can improve problem resolution, strategic decision-making, resource optimization, and the employee experience, ultimately driving organizational success and performance.

The Human Resources Department has taken steps to improve communication and collaboration with other departments, implementing strategies to foster better interaction.

HR has implemented several strategies to improve communication and collaboration with other departments, fostering better interaction and alignment across the organization. Some of these steps include:

1. **Regular Interdepartmental Meetings:** HR organizes regular meetings with representatives from other departments to discuss common challenges, share updates, and align priorities. These meetings provide opportunities for open dialogue, idea exchange, and collaboration on cross-functional projects.
2. **Cross-Functional Task Forces:** HR establishes cross-functional task forces or committees to address specific issues or initiatives that require input from multiple departments. These task forces facilitate collaboration, innovation, and problem-solving by bringing together representatives with diverse perspectives and expertise.
3. **Training and Development Workshops:** HR organizes training and development workshops focused on improving communication skills, fostering collaboration, and building effective teams. These workshops provide employees with tools, techniques, and best practices for effective communication and collaboration in a cross-functional environment.
4. **Cross-Departmental Projects:** HR encourages employees to participate in cross-departmental projects or initiatives that require collaboration across different areas of the organization. By working together on shared goals and objectives, employees gain a better understanding of each other's roles, perspectives, and contributions, fostering mutual respect and appreciation.
5. **Feedback Mechanisms:** HR implements feedback mechanisms to gather input and suggestions from employees across different departments. This feedback helps identify areas for improvement, address communication gaps, and enhance collaboration efforts.

Overall, by implementing these strategies, the Human Resources Department aims to improve communication and collaboration with other departments, fostering a culture of teamwork, innovation, and organizational success. Yet, HR is working to implement a shared information platform or intranet system where departments can access relevant policies, procedures, and resources. This ensures that all employees have access to consistent information and helps streamline communication channels across the organization.

c) Continuing recommendations:

Continuing recommendation:

Enumerate the recommendations anticipated to persist following the program review:

- Maintain the position of Director of Diversity, Compliance, and Title IX, appointed in August 2023.
- Continue the pursuit of a Senior Administrative Assistant to support the productivity of the Human Resources Department.
- Hire a full-time Human Resources Representative is directly linked to strategic initiatives that emphasize the importance of effectively managing human capital to drive success and long-term growth.
- Uphold the improved proactive communication strategies with other departments to address Human Resources issues effectively.
- Implement regular employee feedback mechanisms to gauge their satisfaction and identify potential issues.
- Regularly assess the effectiveness of communication strategies and adjust as needed

Administrative Services Program Review (2) - Program Data : Version by **Wilkerson, Pamela** on **04/24/2024 14:01**

Key Components of the HR Program:

Talent Acquisition and Diversity Initiatives: Actively recruiting a diverse and talented workforce that reflects the richness of the student community, ensuring that all employees contribute to a supportive and inclusive environment that is free of biases.

Employee Onboarding and Development: Facilitating comprehensive onboarding programs to integrate new employees into the college culture, emphasizing the importance of diversity, equity, and inclusion, and providing ongoing professional development opportunities for employees to enhance their skills and contribute effectively to student success.

Employee Engagement and Support: Implementing initiatives that enhance employee engagement, creating a positive workplace culture. This includes fostering a sense of community among employees and aligning with the college's commitment to providing a supportive environment for diverse students.

Compensation and Benefits Management: Ensuring competitive compensation packages and benefits that support the overall well-being of employees. This commitment reflects the college's dedication to addressing the needs of its workforce as they, in turn, address the needs of the students.

Employee Relations and Inclusivity: Promoting open communication channels between employees and administration, addressing concerns promptly, and fostering an inclusive environment where every employee feels valued and supported.

Training for Cultural Competency: Implementing professional development opportunities to enhance cultural competency among employees, aligning with the college's mission to provide an inclusive environment for students of diverse backgrounds.

Comprehensive Workers' Compensation Program: Both employees and HR have distinct roles in ensuring the effectiveness of our workers' compensation plan. The plan delineates these responsibilities, fostering a collaborative approach to safety and recovery. Employees are expected to promptly report incidents, adhere to prescribed medical treatments, and actively participate in return-to-work programs. HR, in turn, commits to providing necessary support, facilitating access to medical care, and maintaining a workplace that prioritizes safety.

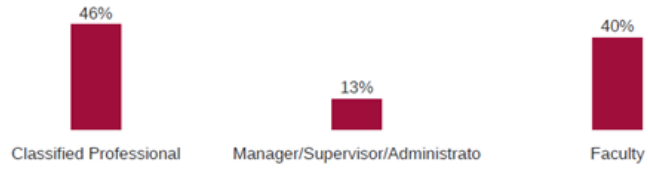
By following this extensive strategy, our commitment is steadfast in fostering and sustaining a workplace culture that not only prioritizes prevention but also guarantees a responsive and efficient approach in case of illness or injury within the workplace. Collectively, we offer a comprehensive approach to employee well-being, conveying support and demonstrating our appreciation for our employees.

a) Customer/student/client satisfaction data:

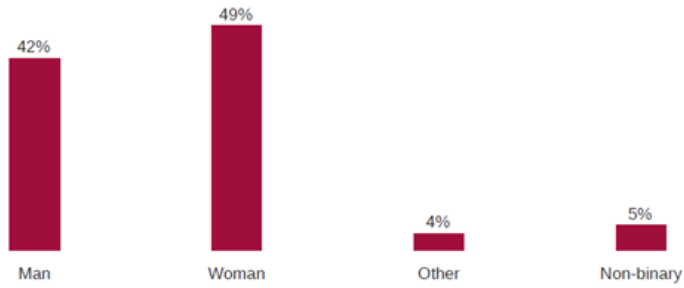
Human Resources Department Satisfaction Survey Results 2023

Profile of Respondents (191 total responses)

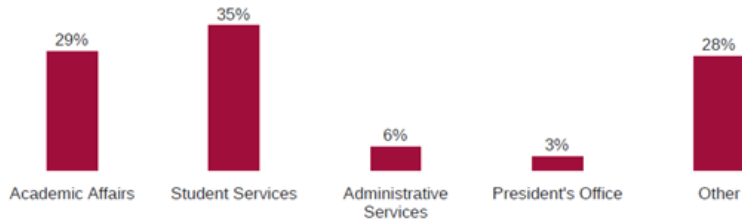
Employee Group
● Percentage



Gender of Respondents

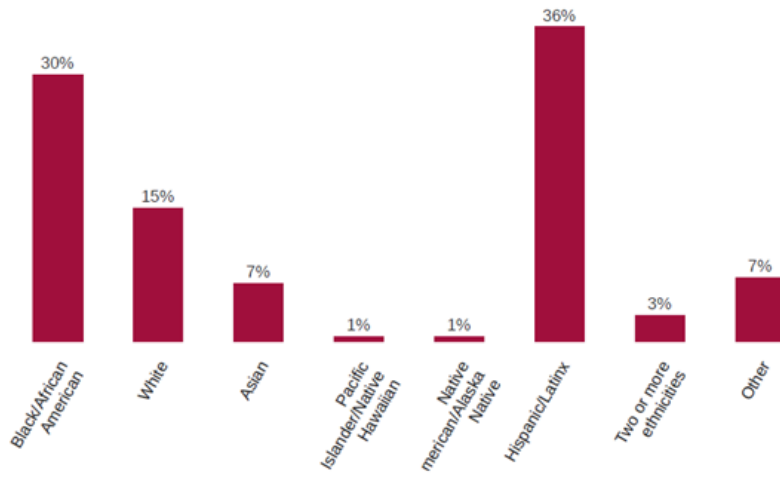


Work Area of Respondents

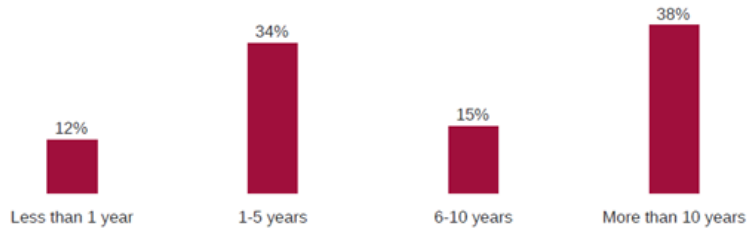


Profile of Respondents

Ethnicity of Respondents

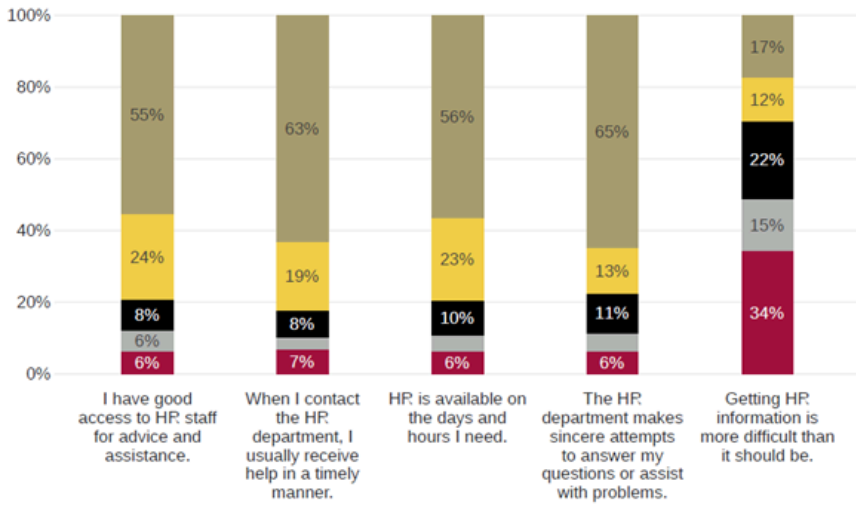


How long have you worked at Compton College?



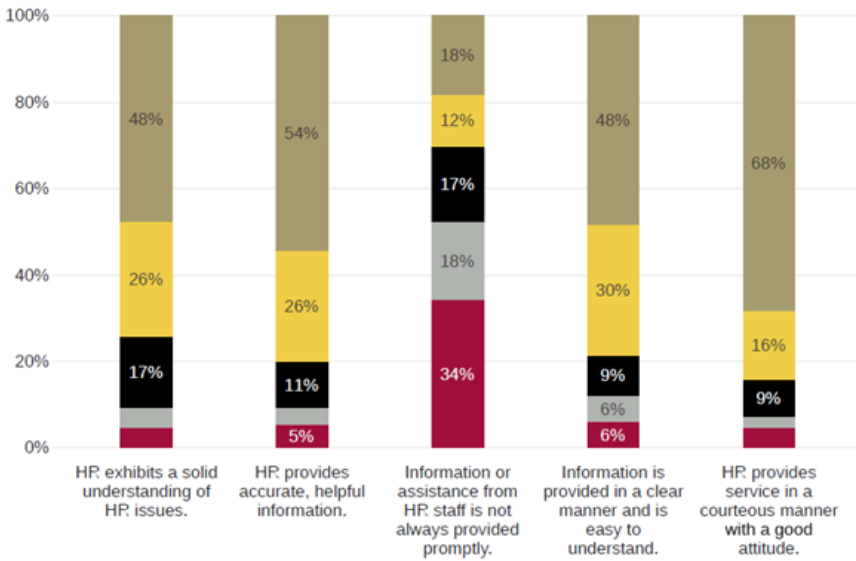
How much do you agree with each of the statements below regarding access to HR?

- Strongly agree
- Somewhat agree
- Neither agree nor disagree
- Somewhat disagree
- Strongly disagree

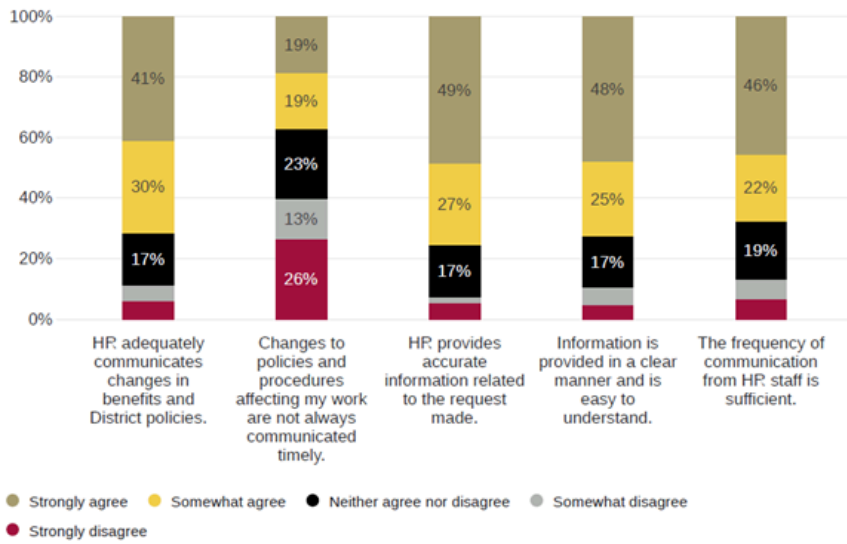


How much do you agree with each of the statements below regarding the quality of HR services?

● Strongly agree
 ● Somewhat agree
 ● Neither agree nor disagree
 ● Somewhat disagree
 ● Strongly disagree



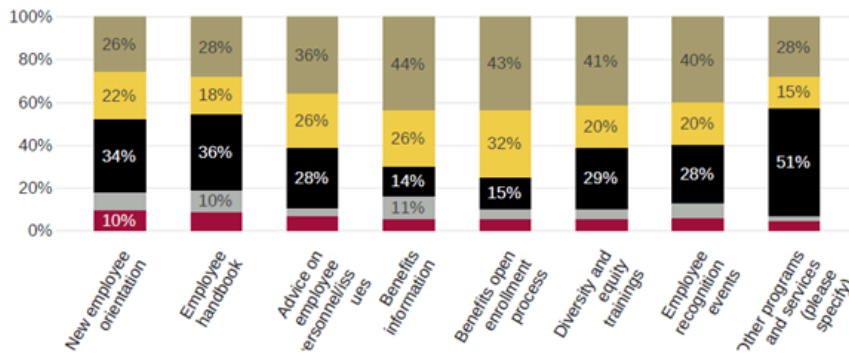
How much do you agree with each of the statements below regarding communication from HR?



How satisfied are you with the following programs and services offered through HR?

HR?

● Extremely satisfied
 ● Somewhat satisfied
 ● Neither satisfied nor dissatisfied
 ● Somewhat dissatisfied
 ● Extremely dissatisfied



Other programs and services (please specify) - Text

Mental Health

Adjunct Faculty Welfare

Digital Onboarding



b) Customer/student/client outcome data:

These survey results highlight several areas of improvement for the department, indicating potential concerns that need to be addressed.

1. The need for prompt feedback suggests that there may be delays or inefficiencies in communication channels within the department, which could impact employee morale and productivity.
2. The suggestion to enhance the accessibility of information for employees through an employee portal or website indicates that there may be challenges in accessing relevant resources or policies, potentially leading to confusion or misunderstandings among staff.
3. The recommendation to evaluate the possibility of making weekends available as an option suggests that there may be concerns regarding work-life balance or flexibility within the department, which could impact employee satisfaction and retention.
4. The need to guarantee that every employee is provided with copies of the Employee Handbook and the relevant Collective Bargaining Agreement highlights potential gaps in the distribution of important documents and information, which could lead to compliance issues or misunderstandings.
5. The recommendation of an online form system for all new hires with a tracking mechanism suggests a need for streamlining and monitoring of HR processes to ensure efficiency and compliance.
6. The mandate for professional development training for management, particularly focusing on effectively managing toxic work environments and addressing reported issues from staff, indicates potential concerns regarding leadership and organizational culture that need to be addressed.
7. The need to enhance the provision of information and assistance to aid employees in understanding their benefits better suggests potential gaps in employee support and communication regarding benefits packages.
8. The recommendation of a quarterly forum for employees to pose questions highlights the importance of fostering regular communication and engagement within the workplace to address concerns and promote transparency.
9. The recommendation to roll out comprehensive training plans for all incoming hires and develop a mentorship program specifically designed for new hires underscores the importance of a structured onboarding process to facilitate integration into the organization and support employee development.

To address these concerns and areas of improvement Human Resources has developed the following service area outcomes to better measure the purpose and goals of HR.

Service Area Outcomes

1. Evaluate and improve the Human Resources recruitment process.
2. Evaluate and improve the experience of Compton College employees during their first year of employment through mentorship.
3. Review processes and when appropriate ensure the processes are consistent at Compton College.
4. Improve the classified professional's evaluation process to ensure it includes Diversity, Equity, Inclusion, and Accessibility (DEIA) components.

c) Campus/community collaboration:

Collaborative efforts between the Human Resources (HR) Department and the campus, as well as external community organizations, can significantly contribute to the success and well-being of employees. Several examples of such collaborations, along with a brief assessment of their effectiveness and suggestions for improvement are listed below:

Student Worker Programs:

Effectiveness: This collaboration provides students with real-world experience and helps the organization identify potential future employees. It can be effective in talent development and recruitment.

Strengthening: Regular feedback sessions between HR and faculty, classified professionals, and administrators could enhance the program, ensuring that students are gaining relevant skills. Additionally, establishing mentorship programs for student workers could strengthen their connection with the organization.

Training and Development Workshops focused on technical and soft skill development:

Effectiveness: These workshops can enhance the skills of employees and align them with industry trends. Collaboration with community college programs ensures relevance and access to the latest educational resources.

Strengthening: Conducting needs assessments to tailor workshops to specific employee needs and regularly updating content based on industry changes can improve effectiveness.

Establishing a feedback loop with participants can provide insights for improvement.

Partnership with Local Businesses for Networking Events:

Effectiveness: Networking events facilitate professional connections and potential collaborations. They can contribute to employee career growth and skill enhancement.

Strengthening: Diversifying the types of businesses involved and incorporating structured networking activities during events can enhance their impact. Gathering feedback from employees who attended such events can provide insights into areas for improvement.

Employee Assistance Programs (EASE and St. John's Clinic):

Effectiveness: Offering counseling and support services through community partnerships can contribute to employee well-being and work-life balance.

Strengthening: Regularly assessing the utilization and effectiveness of the assistance programs, along with expanding the range of services based on employee feedback, can enhance the program. Establishing clear communication channels to promote awareness of available services is also crucial.

To improve these collaborative efforts, it's essential to maintain open communication channels, regularly assess the impact of programs, and adapt based on feedback. Exploring new collaborations, such as partnerships with local nonprofits or industry associations, could also broaden the range of support and resources available to employees.

d) Program data recommendations:

Enhancing the employee experience in the workplace often involves utilizing data-driven insights to inform decision-making processes. Here are several program data recommendations that are focused on leveraging data to improve the employee experience:

1. Employee Surveys:
 - o Implement periodic employee surveys to gather comprehensive feedback on various workplace aspects, including job satisfaction, work-life balance, and communication effectiveness.
 - o Analyze survey data systematically to identify recurring trends, areas for enhancement, and factors contributing to positive experiences.
2. Pulse Surveys:
 - o Conduct frequent pulse surveys to capture real-time feedback on specific workplace events or changes.
 - o Utilize pulse survey data to promptly address immediate concerns and make agile adjustments aimed at enhancing the employee experience.
3. Performance Metrics:
 - o Define key performance indicators (KPIs) related to the employee experience, such as turnover rates, engagement levels, and productivity metrics.
 - o Analyze performance data meticulously to discern patterns and correlations, facilitating targeted interventions to improve specific facets of the employee experience.
4. Exit Interviews:
 - o Thoroughly analyze data from exit interviews to gain insights into the factors driving employee departures and pinpoint areas that necessitate improvement.
 - o Utilize exit interview findings to implement strategic changes aimed at enhancing employee retention and overall satisfaction.
5. Employee Feedback Platforms:
 - o Deploy digital feedback platforms that enable employees to provide real-time feedback and suggestions.
 - o Analyze feedback platform data to proactively identify emerging issues and trends, facilitating timely interventions.
6. Diversity and Inclusion Metrics:
 - o Track diversity and inclusion metrics to ensure an equitable and inclusive workplace environment.
 - o Regularly assess diversity data to identify disparities and devise targeted actions to promote diversity and inclusion initiatives.
7. Employee Recognition Data:
 - o Collect data on employee recognition programs and initiatives.
 - o Analyze recognition data to discern the effectiveness of various recognition efforts and adjust strategies accordingly.
8. Learning and Development Analytics:
 - o Monitor employee participation and success rates in training and development programs.
 - o Use learning analytics to identify areas for improvement in learning experiences, aligning them with employee needs and organizational objectives.
9. Technology Usage Data:
 - o Monitor workplace technology usage patterns.
 - o Analyze technology adoption data to identify challenges and areas requiring additional training and support.
10. Health and Well-being Metrics:
 - o Utilize data related to employee health and well-being programs, such as participation rates in wellness activities and healthcare utilization.
 - o Evaluate the impact of these programs on employee well-being and make adjustments based on the data.
11. Internal Communication Analytics:
 - o Track the effectiveness of internal communication channels, including intranet usage, email engagement, and feedback on communication strategies.
 - o Use communication analytics to refine communication methods and ensure timely dissemination of important information to employees.

By implementing these data-driven recommendations, Human Resources can gain valuable insights into the employee experience and make informed decisions to foster a more positive and engaging workplace. Consistently reviewing and acting upon this data will contribute to continuous improvements in the overall employee experience.

The success of the Human Resources department relies heavily on collaboration with various departments. The campus departments that are essential to the success of the HR department include but are not limited to:

- The **Administrative Services** department is pivotal for various functions including budgeting, payroll processing, vendor and contract administration, benefits management, and overall financial planning associated with Human Resources initiatives.
- The **Campus Police** Department plays a crucial role in bolstering the Human Resources Department's efforts by contributing to the overall safety and security of the campus community. Collaborating with HR, the department works towards establishing a secure and supportive work environment. This partnership is indispensable for fostering the well-being of employees, students, and the entire campus community, thus contributing to the success of HR initiatives aimed at maintaining a positive and safe workplace and educational atmosphere.
- The **Facilities and Operations** Department aids HR by ensuring a safe and comfortable work environment. Aligned with HR's objectives of promoting employee well-being, safety, and overall satisfaction, this department creates a physical environment conducive to these goals. Such collaboration is indispensable for the success of HR initiatives and the organization as a whole.
- The **Information Technology Services (ITS)** department supports HR by overseeing data security and facilitating the use of technology for recruitment, employee onboarding, and training processes.
- **Academic Affairs** collaborates closely with HR to support faculty training and professional development initiatives. Together, they develop and implement tailored programs covering teaching methodologies, curriculum development, and academic leadership skills. HR also aids Academic Affairs in implementing faculty evaluation and performance management processes, providing guidance on appraisal methods, documentation requirements, and improvement plans. Moreover, HR serves as a resource for managing faculty relations and resolving conflicts. HR professionals offer mediation services, facilitate communication, and ensure adherence to institutional policies, fostering positive relationships and a supportive academic environment.
- **Student Services** and HR collaborate closely to support students, faculty, staff, and administrators in various ways. Together, they manage student employment programs, ensuring students have access to valuable work opportunities on campus and addressing any employment-related issues they may encounter. Additionally, they provide comprehensive support services for students, including counseling and career development assistance, to ensure academic and personal success. Their collaboration extends to promoting diversity and inclusion on campus through training programs and cultural events. Furthermore, they work together to provide training and development opportunities for faculty, staff, and administrators, fostering career advancement. In addressing conflicts within the campus community, HR and Student Services facilitate resolution discussions to ensure fair treatment for all parties involved. Overall, their partnership is essential for creating a supportive and inclusive campus environment where everyone can thrive, with access to the resources and support needed for success.

Strengthening partnerships among key departments is imperative for fostering collaboration, improving communication, and enhancing overall efficiency. Below are the strategies and initiatives implemented to reinforce collaboration across departments:

Regular Interdepartmental Meetings: Scheduled periodic meetings will facilitate discussions on ongoing projects, update sharing, and challenge resolution. This practice fosters open communication and ensures alignment of all departments toward common objectives.

Clear Communication Channels: The establishment of transparent communication channels and protocols between departments is vital. This includes regular email updates, shared documents, and centralized communication platforms, ensuring everyone remains informed and actively engaged.

Human Resources collaborates with all District departments to facilitate the attainment of their objectives. We are committed to offering guidance and support in overseeing Human Resources policies, procedures, practices, systems, and processes that impact employees, to best support student success. Our goal continues to be enabling everyone to actively contribute to the success of their respective division or department, fostering productivity and continually contributing to District-wide goals.

b) Facilities and equipment:

The Human Resources department's facilities, technology, and equipment are integral to ensuring the effective and efficient functioning of HR operations. Our current infrastructure includes offices for HR staff, meeting rooms for interviews and discussions, and a reception area for welcoming employees and visitors, which collectively support a professional and confidential work environment. While these facilities and equipment currently meet operational needs adequately, there is an immediate requirement for technology upgrades to enhance overall efficiency.

As part of our long-term strategy, we are focusing on technological advancements and improved storage solutions to support the evolving needs of the HR department. This includes a significant initiative to digitize paper files in collaboration with Turn Source Imaging, guided by an MOU and in consultation with legal counsel to ensure compliance and proper terms for digitalization. To date, approximately one-third of the scanning project has been completed, primarily encompassing historical recruitment files now temporarily stored on a cloud platform before their transfer to the shared drive. The integration of personnel files into the Banner system is a key component of this ongoing digital transformation process.

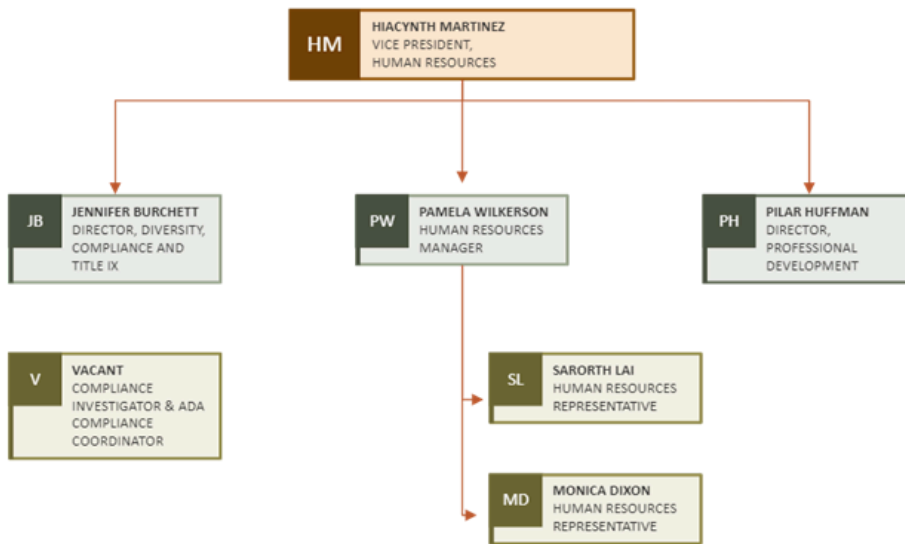
Anticipating further technological advancements and shifts in HR practices, the department must remain abreast of emerging tools that could enhance service delivery and operational efficiency. Regular assessments and strategic updates to our facilities, technology, and equipment are essential to stay current and effective.

Recommendation: To streamline the transition of scanned files into the shared drive and ensure efficient access, it is recommended to establish a structured timeline and allocate the necessary resources for the transfer process. Additionally, prioritizing compatibility with Banner's integration protocols is essential to facilitate seamless data migration and consolidation, thereby bolstering the department's capabilities to meet the district's evolving needs and maintain smooth and secure HR processes.

c) Staffing:

The current staffing levels in the HR department are deemed adequate to manage routine operations and fulfill essential HR functions. The team demonstrates proficiency in handling recruitment, onboarding, employee relations, and other HR processes. The team also exhibits a good understanding of their roles and responsibilities, contributing to the smooth functioning of the department.

The Office of Human Resources currently has the following personnel:



Adequacy:

- Adequate staffing levels have allowed for timely and effective responses to employee inquiries, policy enforcement, and organizational development initiatives.
- The HR team has been successful in meeting current workload demands, including recruitment, benefits administration, and employee engagement efforts.

Potential Inadequacy:

- While adequate, there might be areas where workload fluctuations or increased demands require a careful assessment to prevent potential inadequacies in the future.
- Projected growth or changes in organizational needs may necessitate a reassessment of staffing levels to ensure continued effectiveness.

Recommendations/Personnel Training Needs:

- Upgrade HR Systems: Given the integral role of technology in HR operations, modernizing the HRIS system, improving the applicant recruitment process, and establishing a comprehensive benefits portal are essential measures to enhance operational efficiency.
- Diversity and Inclusion Training: Training programs focused on diversity, equity, and inclusion are essential to foster an inclusive workplace culture. This includes addressing unconscious bias and promoting cultural competence.
- Employee Wellness and Mental Health Awareness: Providing training on employee wellness, mental health awareness, and support mechanisms is essential to foster a healthy work environment.
- Customer Service Skills: Enhancing customer service skills ensures that HR staff can effectively respond to employees' needs and maintain a high level of service.

By addressing these personnel training needs, the HR department can ensure its staff's continuous professional development and stay aligned with best practices and evolving industry standards. This proactive approach will contribute to the overall success and effectiveness of the HR team.

d) Planning:

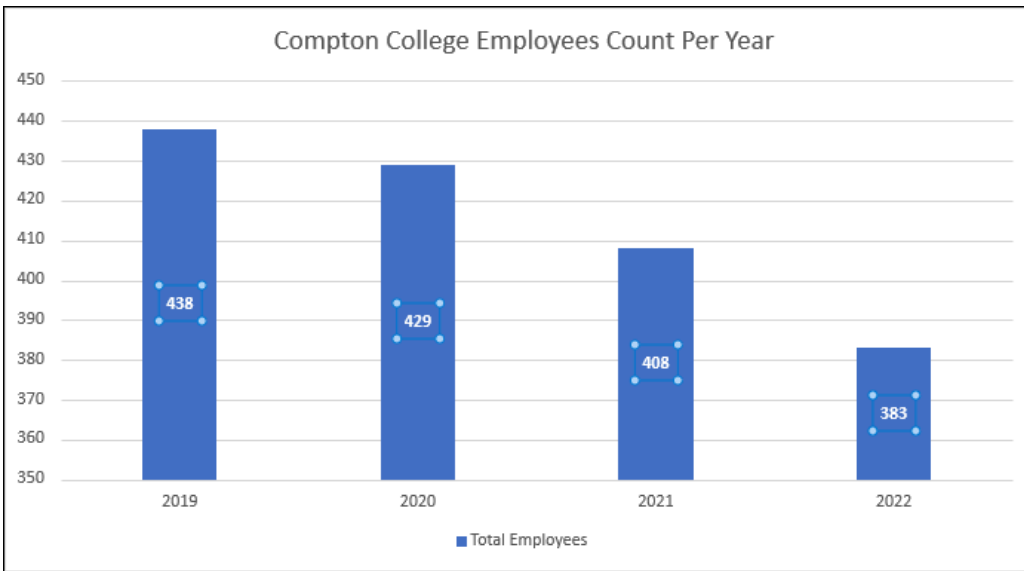
Human Resources formulates an annual area plan that serves as a comprehensive document detailing the progress made in the preceding fiscal year while outlining the goals, opportunities, and challenges for the upcoming fiscal year. These goals incorporate performance indicators for measurable desirable outcomes.

Committed to the principles of equal employment opportunity,

Compton College actively implements a comprehensive program to demonstrate these principles in practice. Human Resources ensures that all qualified applicants and employees enjoy complete and equal access to employment opportunities, free from discrimination in any program or activity. By utilizing Compton College's Equal Employment Opportunity (EEO) Plan, we underscore our commitment to hiring and fostering staff development that aligns with the goals of equal opportunity and diversity, affording equal consideration to all qualified candidates.

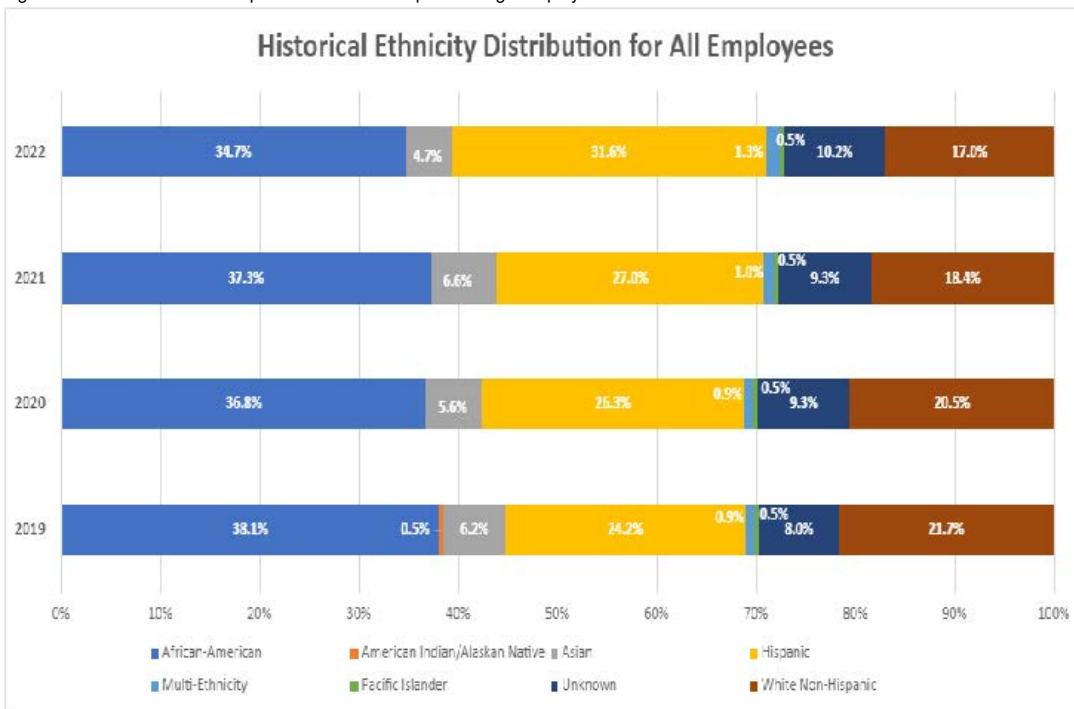
As of Fall 2022, the total number of employees stood at 383, marking a notable decline from the 438 employees recorded in Fall 2019 (refer to Figure 1). The COVID-19 pandemic of 2020 significantly impacted the California Community College system and its traditional delivery of educational services, predominantly reliant on brick-and-mortar models. This necessitated a shift towards leveraging technology, developing innovative accessibility approaches, and providing digitized wellness resources for employees to sustain operations and services amidst the pandemic-induced uncertainty. The phenomenon widely recognized as the "great resignation" emerged across various sectors, revealing discontent among employees with their jobs during the pandemic era. Data indicates a preference for fully remote work among the available workforce during this time, coupled with dissatisfaction with their work environments, industries, and work-life balance, prompting many to depart from their roles both during and after the pandemic. Compton College, like many institutions, felt the repercussions of the pandemic on its workforce, as evidenced by the ongoing challenge of restoring pre-pandemic employment levels. (see Figure 1)

Figure 1. Trends in the Total Number of Compton College Employees



We take pride in the diversity at Compton College, evident in the ethnicity statistics of our students and employees, which compare favorably with those of our surrounding city and fellow California Community Colleges. This achievement stems from the concerted focus on diversity championed by our Board of Trustees and President/CEO, permeating throughout the institution. The success attained in our recruitment and hiring efforts enables us to target underrepresentation in specific areas outlined in this plan: increasing the presence of Asian employees across all positions, promoting greater female participation in tech and skilled trades, and enhancing male representation in classified administrative support roles. We remain committed to building upon these achievements and regularly assessing our progress through our EEO Plan. Our dedication to fostering an environment of unconditional belonging at Compton Community College District is underscored by our adherence to data-driven principles and the implementation of measurable action steps. (Figure 2)

Figure 2: Trends in Ethnic Group Distribution of Compton College Employees



As we persist in prioritizing the hiring of administrative, faculty, and classified positions, we have identified the following positions as priority hires from 2019-2022:

Priority Hires for Academic Years 2019-2020

Position	Department	New/Existing	Position Type	Year
Police Sergeant	Student Services	New	Supervisor	2019-2020 Hired 07/01/2019
Police Clerk/Dispatcher	Student Services	New	Classified Staff	2019-2020 Hired 07/01/2019
Police Sergeant	Student Services	New	Supervisor	2019-2020 Hired 07/01/2019
Financial Aid Coordinator	Academic Affairs	Existing	Classified Staff	2019-2020 Hired 07/15/2019
Police Officer	Student Services	New	Classified Staff	2019-2020 Hired 07/15/2019
Athletic Specialist	Student Services	Existing	Classified Staff	2019-2020 Hired 08/21/2019
Full Time Guided Pathways Counselor	Student Services	Existing	Faculty	2019-2020 Hired 08/22/2019
Full-Time Sociology Instructor	Academic Affairs	Existing	Faculty	2019-2020 Hired 08/22/2019
Heating, Ventilation, And Air Conditioning (HVAC)	Academic Affairs	Existing	Faculty	2019-2020 Hired 08/22/2019
EOPS/CARE Guided Pathways Counselor	Student Services	Existing	Faculty	2019-2020 Hired 08/22/2019
Counselor/Articulation Officer	Student Services	New	Faculty	2019-2020 Hired 08/22/2019
Full Time Guided Pathways Counselor	Student Services	Existing	Faculty	2019-2020 Hired 08/22/2019

Full-Time Nursing Instructor	Human Services	Existing	Faculty	2019-2020 Hired
Full Time English As A Second Language/ESL Instructor	Human Services	Existing	Faculty	2019-2020 Hired 08/22/2019
Full-Time Nursing Instructor	Human Services	Existing	Faculty	2019-2020 Hired 08/22/2019
Full-Time Sociology Instructor	Academic Affairs	Existing	Faculty	2019-2020 Hired 08/22/2019
Full Time Guided Pathways Counselor	Student Services	Existing	Faculty	2019-2020 Hired 02/10/2020
Director Of Diversity, Compliance, And Title IX	Human Resources	New	Classified Administrator	2019-2020 Hired 09/09/2019
Helpdesk Technician	Business Services	New	Classified Staff	2019-2020 Hired 09/10/2019
Student Services Advisor	Student Services	Existing	Classified Staff	2019-2020 Hired 10/15/2019
Learning Management System Specialist	Academic Affairs	New	Classified Staff	2019-2020 Hired 10/15/2019
Director Of Special Resource Center (DSPS)	Student Services	Existing	Academic Administrator	2019-2020 Hired 10/16/2019
Director Of Calworks/TANF/GAIN	Student Services	Existing	Academic Administrator	2019-2020 Hired 11/01/2019
Professional Development Manager	Human Resources	New	Classified Administrator	2019-2020 Hired 11/20/2019
Payroll Specialist	Business Services	Existing	Classified Staff	2019-2020 Hired 11/19/2019
Categorically Funded Program Technician	Student Services	Existing	Classified Staff	2019-2020 Hired 01/21/2020

Shipping And Receiving Clerk	Business Services	Existing	Classified Staff	2019-2020 Hired 12/17/2019
Accountant	Business Services	Existing	Classified Staff	2019-2020 Hired 12/10/2019
Coordinator Of Student Services	Student Services	New	Classified Staff	2019-2020 Hired 12/10/2019
Instructional Division Coordinator	Academic Affairs	Existing	Classified Staff	2019-2020 Hired 01/21/2020
Job Placement Specialist	Vocational Technology	New	Classified Staff	2019-2020 Hired 01/21/2020
Student Services Advisor	Student Services	Existing	Classified Staff	2019-2020 Hired 01/22/2021
Instructional Division Coordinator	Academic Affairs	Existing	Classified Staff	2019-2020 Hired 01/22/2021
Network Support Specialist	Information Technology	New	Classified Staff	2019-2020 Hired 02/03/2021
Special Resource Center Counselor/Guided Pathways Counselor	Student Services	Existing	Faculty	2019-2020 Hired 02/10/2021
Associate Registrar	Student Services	Existing	Classified Staff	2019-2020 Hired 02/18/2021
EOPS/CARE Guided Pathways Counselor	Student Services	Existing	Faculty	2019-2020 Hired 02/18/2021
Human Resources Representative	Human Resources	Existing	Confidential	2019-2020 Hired 02/18/2021
Student Services Advisor	Student Services	New	Classified Staff	2019-2020 Hired 02/19/2021
Business Applications Support Analyst	Information Technology	Existing	Classified Staff	2019-2020 Hired 03/03/2021

Vice President Of Administrative Services	Business Services	Existing	Classified Administrator	2019-2020 Hired 04/06/2021
Dual Enrollment Specialist	Student Services	New	Classified Staff	2019-2020 Hired 06/01/2021
Senior Administrative Assistant	Student Services	New	Classified Staff	2019-2020 Hired 06/01/2021
Dual Enrollment Specialist	Student Services	New	Classified Staff	2019-2020 Hired 06/15/2021
Vice President Of Academic Affairs	Academic Affairs	New	Academic Administrator	2019-2020 Hired 06/01/2021

Priority Hires for Academic Years 2020-2021

Position	Department	New/Existing	Position Type	Year
Full-Time Heating, Ventilation, and Air Conditioning Instructor	Academic Affairs	Existing	Faculty	2020-2021 <i>Hired 8/20/2020</i>
Distance Education Manager	Academic Affairs	New	Academic Administrator	2020-2021 <i>Hired 10/1/2020</i>
EOPS/CARE Guided Pathways Counselor	Student Services	Existing	Faculty	2020-2021 <i>Hired 10/14/2020</i>
Part-Time Instructors – Nursing	Academic Affairs	Existing	Part time Instructor	2020-2021 <i>Hired 11/2/2020</i>
Accounting Technician	Business Services	Existing	Classified Staff	2020-2021 <i>Hired 12/9/2020</i>
Vice President of Administrative Services	Business Services	Existing	Classified Administrator	2020-2021 <i>Hired 1/18/2021</i>
Associate Dean of Nursing	Health and Public Services	New	Academic Administrator	2020-2021 <i>Hired 2/1/2021</i>
Full-Time Film/Video – Social Media Instructor	Academic Affairs	New	Faculty	2020-2021 <i>Hired 2/10/2021</i>
Full-Time History Instructor	Academic Affairs	Existing	Faculty	2020-2021 <i>Hired 2/10/2021</i>
Full-Time Chemistry Instructor	Academic Affairs	Existing	Faculty	2020-2021 <i>Hired 2/10/2021</i>
EOP&S/CARE Coordinator	Student Services	Existing	Classified Staff	2020-2021 <i>Hired 2/19/2021</i>
Director of Accounting	Business Services	Existing	Classified Administrator	2020-2021 <i>Hired 3/17/2021</i>

Senior Administrative Assistant	Student Services	Existing	Classified Staff	2020-2021 <i>Hired 3/17/2021</i>
Part-Time CalWORKs Guided Pathways Counselor	Student Services	Existing	Faculty	2020-2021 <i>Hired 4/1/2021</i>
Police Officer	Student Services	Existing	Classified Staff	2020-2021 <i>Hired 4/21/2021</i>
Part time Women's Volleyball Head Coach	Athletics	Existing	Part time Instructor	2020-2021 <i>Hired 4/21/2021</i>
Police Officer	Student Services	Existing	Classified Staff	2020-2021 <i>Hired 4/21/2021</i>
Director, Student Basic Needs and Success	Student Services	New	Academic Administrator	2020-2021 <i>Hired 6/1/2021</i>

Priority Hires for Academic Years 2021-2022

Position	Department	New/Existing	Position Type	Year
Part-time EOPS/CARE Guided Pathways Counselor	Student Services	Existing	Faculty	2021-2022 <i>Hired 7/6/2021</i>
Laboratory Technician	Academic Affairs	Existing	Classified Staff	2021-2022 <i>Hired 8/9/2021</i>
Permanent Part-Time Cosmetology Assistant	Vocational Technology - Academic Affairs	Existing	Classified Staff	2021-2022 <i>Hired 8/16/2021</i>
Police Officer	Student Services	Existing	Classified Staff	2021-2022 <i>Hired 8/18/2021</i>
Full-Time Nursing Instructor	Human Services	Existing	Faculty	2021-2022 <i>Hired 8/19/2021</i>
Full-Time Political Science Instructor	Academic Affairs	Existing	Faculty	2021-2022 <i>Hired 8/19/2021</i>
Full-Time Nursing Instructor	Human Services	Existing	Faculty	2021-2022 <i>Hired 8/19/2021</i>
Special Resource Center Guided Pathways Counselor	Student Services	Existing	Faculty	2021-2022 <i>Hired 8/19/2021</i>
Full-Time History/Ethnic Studies Instructor	Academic Affairs	Existing	Faculty	2021-2022 <i>Hired 8/19/2021</i>
Part-Time Instructors - American Sign Language	Academic Affairs	Existing	Part time Instructor	2021-2022 <i>Hired 8/23/2021</i>
Part-Time Instructors - Spanish	Academic Affairs	Existing	Part time Instructor	2021-2022 <i>Hired 8/23/2021</i>
Research Analyst	Institutional Effectiveness	New	Classified Staff	2021-2022 <i>Hired 9/15/2021</i>
Research Analyst	Institutional Effectiveness	New	Classified Staff	2021-2022 <i>Hired 9/15/2021</i>
Athletics Coordinator	Student Services	Existing	Classified Staff	2021-2022 <i>Hired 9/20/2021</i>

Student Services Advisor	Student Services	Existing	Classified Staff	2021-2022 <i>Hired 11/8/2021</i>
Financial Aid Coordinator	Student Services	Existing	Classified Staff	2021-2022 <i>Hired 11/17/2021</i>
Director, Black and Males of Color Success	Student Services	New	Academic Administrator	2021-2022 <i>Hired 11/29/2021</i>
Student Services Advisor	Student Services	Existing	Classified Staff	2021-2022 <i>Hired 11/29/2021</i>
Outreach and College Promise Coordinator	Student Services	New	Classified Staff	2021-2022 <i>Hired 12/6/2021</i>
Vice President of Student Services	Student Services	Existing	Academic Administrator	2021-2022 <i>Hired 1/3/2022</i>
Part-Time Instructors - Spanish	Academic Affairs	Existing	Part time Instructor	2021-2022 <i>Hired 2/10/2022</i>
Police Officer	Student Services	Existing	Classified Staff	2021-2022 <i>Hired 3/1/2022</i>
Permanent Part-Time Pre-School Teacher	Child Development Center	Existing	Classified Staff	2021-2022 <i>Hired 3/16/2022</i>
Categorically Funded Program Specialist - CalWORKs Department	CalWORKs - Student Services	Existing	Classified Staff	2021-2022 <i>Hired 4/11/2022</i>
Financial Aid Supervisor	Student Services	Existing	Supervisor	2021-2022 <i>Hired 4/19/2022</i>
Part Time Instructor - Intercollegiate Esports	Academic Affairs	New	Part time Instructor	2021-2022 <i>Hired 5/17/2022</i>
Senior Administrative Assistant	Student Services	Existing	Classified Staff	2021-2022 <i>Hired 6/1/2022</i>
Dual Enrollment Specialist	Student Services	New	Classified Staff	2021-2022 <i>Hired 6/1/2022</i>
Dual Enrollment Specialist	Student Services	New	Classified Staff	2021-2022 <i>Hired 6/1/2022</i>
Part-Time Guided Pathways Counselor	Student Services	Existing	Part time Instructor	2021-2022 <i>Hired 6/3/2022</i>

Part-Time Guided Pathways Counselor	Student Services	Existing	Part time Instructor	2021-2022 <i>Hired 6/4/2022</i>
Full-Time Guided Pathways Counselor-CalWORKs	Student Services	Existing	Faculty	2021-2022 <i>Hired 6/6/2022</i>
Accountant	Business Services	Existing	Classified Staff	2021-2022 <i>Hired 6/20/2022</i>
Accounting Supervisor	Business Services	Existing	Classified Staff	2021-2022 <i>Hired 6/20/2022</i>
Part-Time Instructors - Philosophy	Academic Affairs	Existing	Part time Instructor	2021-2022 <i>Hired 6/20/2022</i>
Part-Time Instructors - Art	Academic Affairs	Existing	Part time Instructor	2021-2022 <i>Hired 6/20/2022</i>
Part-Time Instructors - Communications Studies	Academic Affairs	Existing	Part time Instructor	2021-2022 <i>Hired 6/21/2022</i>
Part-Time Instructors - Communications Studies	Academic Affairs	Existing	Part time Instructor	2021-2022 <i>Hired 6/21/2022</i>
Part-Time Instructors - Human Development	Academic Affairs	Existing	Part time Instructor	2021-2022 <i>Hired 6/21/2022</i>

e) Program requirement recommendations:

Program Requirement Recommendations:

1. Appoint a full-time Senior Administrative Assistant to bolster the productivity of the Human Resources Department. This role is instrumental in streamlining administrative processes, managing complex schedules, and ensuring that HR operations run smoothly and efficiently. With the support of a skilled administrative assistant, the HR team can focus more on strategic initiatives such as talent management and employee development, rather than on routine tasks, thereby enhancing overall departmental effectiveness and contributing to the organization's success.
2. Hire a full-time Human Resources (HR) Representative to ensure consistent and effective management of human resources tasks, from recruitment and onboarding to employee development and compliance. This role is crucial for maintaining legal and ethical standards, fostering a positive work environment, and supporting strategic alignment between employee performance and organizational goals. Additionally, a full-time HR representative can provide personalized attention to employee needs, which enhances engagement,

boosts morale, and ultimately improves retention rates. This dedicated focus allows the organization to optimize workforce productivity and maintain a competitive edge in the market.

3. Enhance major and recurring projects such as job fairs, scanning projects, rideshare programs, and EASE (presumably a program related to employee or community assistance). Each of these recommendations involves broadening the scope of existing projects and forming strategic partnerships to enhance their effectiveness. By doing so, you can maximize the impact of these initiatives and provide significant value to participants and stakeholders.
4. Enhancing employee recognition programs can significantly improve employee engagement and satisfaction. Initiatives such as an Employee Welcome Reception, New Hire Onboarding, and an Annual Celebration for Academic Achievements are vital actions that contribute to this enhancement. These efforts help to foster a supportive workplace atmosphere and acknowledge the contributions and milestones of employees.
5. Mandate professional development training for management, focusing on effectively managing toxic work environments and addressing real-time reported issues from employees and all campus stakeholders.
6. Develop and launch a mentorship program specifically designed for new hires to facilitate their integration into the organization.
7. Analyze current recruitment practices, set a baseline based on EEO Plan metrics, create a desired growth metric, and determine an effective assessment tool, including timeline intervals to determine progress.
8. Continue to monitor outcomes related to new hires' feedback on the level of preparedness and setting them up for success. Develop measurement methods to gauge the impact of efforts on retention and employee performance.
9. Enhance the accessibility of information for employees by utilizing an employee portal or website.
10. Guarantee that every employee is provided with copies of the Employee Handbook and the relevant Collective Bargaining Agreement.
11. Introduce an online form system for all new hires, incorporating a tracking mechanism to monitor processes and approvals.
12. Enhance the provision of information and assistance to aid employees in understanding their health and welfare benefits better.
13. Establish a quarterly forum for employees to pose questions, fostering regular communication and engagement within the workplace.
14. Roll out comprehensive training plans for all incoming hires to ensure a smooth onboarding process.

Name	Reassigned time (show in %)	Currently on leave*	Retired in the last 2 years	F/T hired in the last 3 years	Anticipated to retire in the next years

Name	Reassigned Time	Currently on leave	Retired in the last 2 years	F/T in the last three years	Anticipated to retire in the next years
Dr. Hiacynth Martinez	N/A	No	No	Yes	No
Jennifer Burchett	N/A	No	No	Yes	No
Dr. Pilar Huffman	N/A	No	No	No	No
Pamela Wilkerson	N/A	No	No	No	No
Monica Dixon	N/A	No	No	Yes	No
Saraoth Lai	N/A	No	No	Yes	No

Administrative Services Program Review (4) - Recommendations : Version by Wilkerson, Pamela on 04/24/2024 14:27

a) Recommendations:

Rank	Description	Cost	Success Metrics
1	HR1-Hire senior administrative assistant to support the Vice President, Human Resources	\$70,000	SAO 1-4
2	HR2- Hire HR Representative	\$85,000	SAO 1-4
3	HR3- Major and reoccurring projects and partnerships (job fair, scanning, rideshare, EASE)	\$30,000	SAO 2
4	HR4-Enhance employee recognition programming which includes: Employee Welcome Reception, New Hire Onboarding, and Annual Celebration for Academic Achievements. Faculty, staff, and administrators at the District are invited to attend events that celebrate new hires through orientation, teambuilding through the New Employee Welcome-Virtual event, and an annual celebration of employees who achieve academic success. Held on an ongoing basis, these activities acquaint employees with Compton College's mission, Principles of Community, culture, and noteworthy accomplishments.	\$15,000	SAO 2
5	PD1-Speaker funding and workshop materials	\$35,000	SAO 2
6	EEO1-Budget for DEAI Week Activities	\$25,000	SAO 2
7	EEO2 - Budget to support ongoing DEIA efforts outlined in both the 23-24 Professional Development Calendar and in year 1 of the 23-26 EEO Plan.	\$15,000	SAO 2
8	PD2-Mental health and self-care workshops	\$15,000	SAO 2
9	HR5- Replace recruitment system (iGreenTree)	\$50,000	SAO 1
10	HR6- Benefit Bridge Portal	\$50,000	SAO 2

