



Human Resources Area Plan 2019-20

Presented to Planning and Budget Committee

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Resources

EMP Goal A: Strengthening the Culture of Completion

- Strategic Plan A1. Emphasize and strengthen an equity mindset in support of success outcomes for all students: **Cerritos College will continue to advance equity initiatives in order to close the achievement gaps for disproportionately impacted students. The college will increase semester to semester retention by minority male students by 2% each year.**
- Strategic Plan A2. Provide students with clear pathways for achieving their educational goals: **Cerritos College will develop and implement a Guided Pathways program.**
- Strategic Plan A8. Foster a culture of respect that reflects the campus commitment to diversity and inclusion and effectively addresses students' needs for holistic support, personal responsibility, situational awareness, and leadership development. **Cerritos College will evaluate, improve, and expand existing diversity and sexual assault programs to foster a culture of respect.**

HR Prioritized Resource Requests Goal A

- Resources are needed to reduce the current HR conference room by one third to create a new small office to house Title IX Coordinators and to conduct confidential interviews.

Resource Type: Facilities

Request: \$15,000 (One-time augmentation)

EMP Goal C: Promoting Leadership & Staff Development

- Strategic Plan C3. Expand awareness among faculty and staff of available professional development opportunities. **Cerritos College will establish the Presidential Leadership Speakers Series, which will be offered alternating years with Falcon Leadership Academy**
- Strategic Plan C5. Codify business practices in writing to retain institutional knowledge, maintain continuity during staffing transitions, emphasize using best practices among community colleges. **Cerritos College offices will ensure that business practices and processes are codified as much as possible to ensure each office is operational during times of transition and change.**

HR Prioritized Resource Requests Goal C

- Increase the amount of District wide professional development training, courses, and events. Seek alignment of District wide professional opportunities
- Request is for District wide professional development activities, mandatory training, and development of on-boarding resources and strategies.

Resource Type: Budget Augmentation

Request: \$65,000 (Recurring)

EMP Goal D: Improving Internal & External Communication

- Strategic Plan D4: Create protocols where none currently exist, and update current protocols to ensure that there are established pipelines for information to reach their intended audiences. **Protocols needed to help communicate information more effectively.**

HR Prioritized Resource Requests Goal D

- There is a need for a HR Analyst to handle leaves of absence, part-time faculty medical reimbursements, and employee accommodations, and other specialized functions in HR
- It is recommended to replace the HR Technician I with a new Confidential job classification HR Analyst

Resource Type: Personnel

Requested Amount: \$24,000 (Recurring)

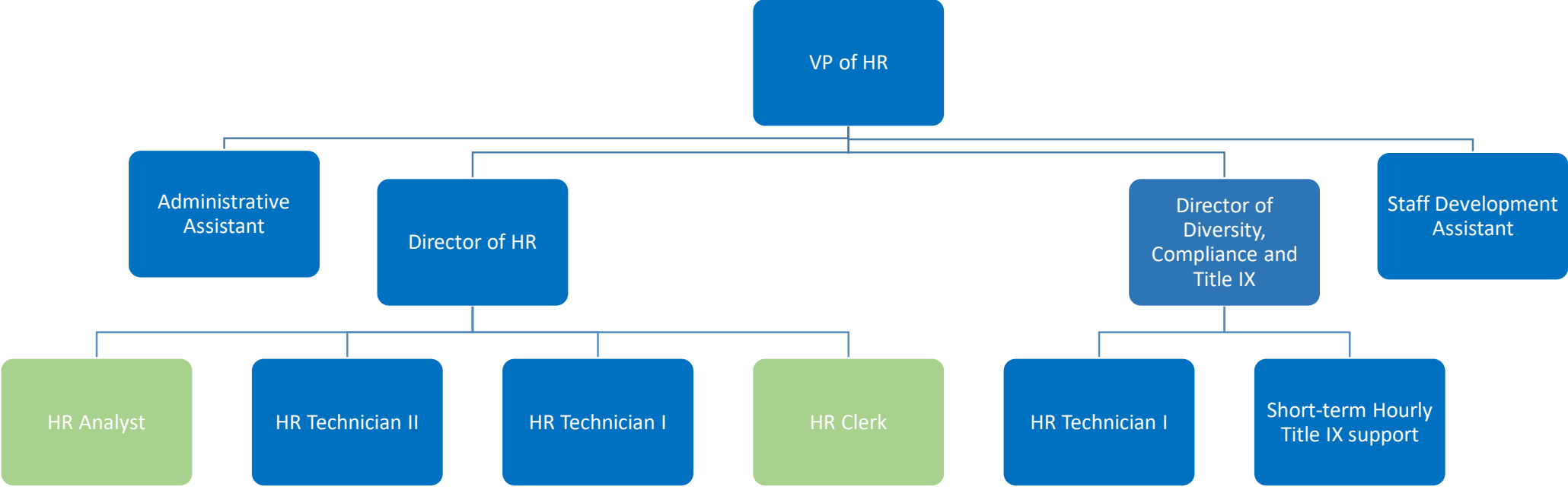
HR Prioritized Resource Requests Goal D

- There is a need for a new HR Clerk confidential position to handle HR front office functions, including telephones, reception, mailing, processing of short-term hourly employees, and other HR related functions
- It is recommended to add a new HR Clerk confidential position

Resource Type: Personnel

Requested Amount: \$87,440 (Recurring)

Proposed HR Department Structure



HR Area Prioritization of Resources

Type Tier	Resource Name	Amount	Type	Fund
1-Critical	Redesign HR Conference room	\$15,000	One-Time	General
1-Critical	Professional Development	\$65,000	Recurring	General
1-Critical	Replace HR Tech II with HR Analyst	\$24,000	Recurring	General
1-Critical	Add a new HR Clerk to the HR Dept.	\$87,440	Recurring	General

Questions/Answers