

## Progress Update (Past Two Years) - Human Resources

1. Provide an update on your program or department's progress on your last objectives or action plans:

Progress Update Past Action Plans

### Progress Update Past Action Plans

What type of program review did you last submit?

- Old annual
- Old six-year
- PU
- CPR

What is the status of your last program review action plan/objective?

- Completed
- In Progress
- No Longer Pursuing

Discuss the progress made on the goals in your action plan(s) (if last program review was a PU or CPR) or annual objective(s) (if last program review was an annual or old six-year).

#### Academic Recruitment & Human Resources Operations

Our previous goal, in general was to efficiently serve the College community by providing and improving services to all employees, students, and the public. This includes conducting recruitments, providing general transactional and operational services (e.g. customer service, assignment updates and changes, data updates and input, etc.). We also provide onboarding, personnel records management, retirement systems updates, and salary placement services.

Progress on the aforementioned goal include automation of some of the most used human resources forms; the launch of a personnel file room organizing and automation project; training and development of human resources staff to improve competencies to better serve the College community; regular staff meetings to discuss process improvements. We have improved our Diversity, Equity, Inclusion, and Accessibility (DEIA) efforts by engaging in trainings specifically focused in this area and by changing some of our processes to make them more inclusive. An example of this includes updating our exit questionnaire, proposing new performance evaluation language related to DEIA, developing recruitment videos and attending conferences specifically to attract a diverse pools of candidates for our recruitments. We applied and were approved for two equal employment opportunity related grants. We also worked with an outside consultant to develop new on-boarding processes to better serve and acclimate new employees.

Additionally, we have the following updates:

The Human Resources objective to ensure that SMC has a direct impact on the diverse student population that we are serving and to work towards achieving the goals outlined in the Vision for Success.

For the objective to develop up to 2 new procedures in the hiring process reflective of equity practices that better reflect SMC initiatives, Human Resources has instituted additional online training for our equal employment opportunity representatives and changed to a new ad agency to increase our job advertisement to sources that are specific to underrepresented groups.

For this objective, to expand the Diversity Report to analyze all components required by the California Community College Chancellor's Office, the EEO plan is in the process of being updated to reflect the CCCO recommendations.

For the objective to review, update, and finalize SMC's Administrative Regulations, through the Personnel Policies committee multiple Administrative Regulations are being reviewed for updating.

#### Benefits

Our previous was to maintain a standard of service and maintenance on our benefits plans and processes.

Progress on this goal include regular review of our benefits plans and trends determined by our benefits providers; regular communications to employees related to changes to plans and programs; and meetings with the benefits committee to discuss the current state of benefits.

## **Leaves**

Our previous goal was to maintain knowledge of leaves processes and stay abreast of changes to federal and State laws. There was also a goal to continue to provide a high standard of services to employees needed leave of absence services.

Progress on this goal include continuing to build on the customer service of employees receiving leave of absence services. Additionally, there have been changes to leave of absences laws; changes were assessed, interpreted, and implemented independently and through collective bargaining (when applicable).

## **Employee & Labor Relations**

Our previous goal included the enhancement of maintaining employee and labor law compliance, building and maximizing campus stakeholder relations, and to provide effective manager consultation.

Progress on this goal include the development of the Strategic Learning L??? Management 101 training series to provide knowledge sharing opportunities for all District Managers. Multiple leaders in Human Resources have attended training and development opportunities to build competencies related to the latest labor law updates.

For the objective to increase mandatory training opportunities for all management employees by offering quarterly workshops- the office of Human of Human Resources has developed the Strategic Learning Leadership (SLL) program to provide trainings related to management and the collective bargaining agreement that are mandatory. The trainings are not done quarterly, but in a series as needed.

## **Professional Development**

Previous goal included Human working with the campus community to coordinate, develop, implement, and make available training and professional development opportunities that build on knowledge, skills, and abilities.

Progress on this goal includes the hiring of a new professional development coordinator with an enhanced charge to grow professional development opportunities across the District. We have also promoted the Learning Management System, the Vision Resource Center, to all District employees so that they have access to a library of self-pace professional development opportunities.

For this objective of developing a faculty internship, we applied for and was awarded an EEO grant. With the grant, we have started the process of developing the 'grow-your-own' faculty internship program.

For the objective of continuing the Pre-Supervisory Academy program on an annual or bi-annual schedule, the program has been done annually.

## **Compliance**

The compliance team leads and conducts compliance related training of District employees (academic administrators, classified managers, faculty, classified staff, and other employee groups) and students of federal and state laws, and regulations covering employment and unlawful discrimination; each training infuses the practice of DEIA in all compliance responsibilities. Compliance related work includes review, update and implementation of polices and administrative regulations, overseeing mandated training of District employees and students related to state and federal laws, targeted education and training of District employees and students regarding Title 5 (unlawful discrimination), Title IX (sexual harassment under Title IX complaints), and workplace violence/bullying. The team conducts investigations of complaints (this includes but is not limited to complaints regarding Title 5, Title IX, and workplace violence/bullying).

Related to the objective to ensure that SMC has a direct impact on the diverse student population that we are serving and to work towards achieving the goals outlined in the Vision for success, Human Resources received an EEO grant from the State Chancellor's office. The grant has made it possible for the planning of the SMC faculty Internship Program for Fall 2024.

For the objective to increase mandatory training opportunities for all management employees by offering quarterly workshops, workshop sessions have been developed and implemented during Spring 2024.

For the objective to monitor online sexual harassment training for all supervisors and non-supervisors in compliance with AB 1525 and SB 1343, the State mandated sexual harassment training requirement for 2021/2022 for supervisors and non-supervisors was completed by December 31, 2022. This is a mandated 2-year training cycle. The objective will be towards completing the 2023/2024 cycle by December 31, 2024.

For the objective to continue the Title IX Leadership Program for students during the fall 2021 semester, 2023 marked the fifth year of the Title IX Student Leadership Program at SMC. A total of 435 students attended the sessions. A total of 46 students completed the Program. The program raises awareness about resources, gets students actively involved and is in compliance with Title XI regulations.

For the objective to review, update, and finalize SMC's Administrative Regulations,

Title 5 and Title Administrative Regulations updated and implemented. In April 2024 new Title IX Regulations were announced that must be implemented by August 1, 2024. The District will continue to review and update all policies and regulations accordingly.

#### End of Progress Update Past Action Plans

2. Considering your program's past plans and the developments over the past two years, what challenges and concerns need to be addressed in the next two-year review period?

Challenges and concerns based on past plans and developments over the last two years include employee turnover with in the Office of Human Resources. Over the last two years, we have lost two Human Resources Analyst, two Human Resources Specialist, one administration assistants, a Director of Human Resources, and an Assistant Director of Human Resources. Our Human Resources Specialist continue to be underpaid compared to their colleagues who do similar work within the California Community College system at Districts similar to SMC..

A major challenge is a lack of staff. As a result, existing staff have had to take on additional responsibilities, taking time away from focusing on the planning and implementation of new initiatives. We are aware of the current financial situation at SMC; however, funding will be crucial to continue this program once the grant is over.

Another challenge has been working with managers to attend trainings that will help them be more efficient in their roles.

Training attendance is also a concern for non-management district employees, especially full-time, and part-time faculty.

There has been an increase of State mandated programs and trainings that require funding and staffing- we lack both funding and staffing to meet the requirements.

3. Broadly discuss the most critical resources you anticipate needing to effectively implement the goals in your program's action plan in the next review period. If applicable, your answers here should inform the specific line item requests in your future Annual Resource Requests (ARR).

Critical resources needed to achieve goals include the need for an increased budget that could support a salary increase for the Human Resources Specialist. Additionally, a budget that will allow the Office of Human Resources to use outside consultants to assist with critical procedural challenges and concerns that require expert and/or legal assistance and consultation. Human Resources need staff and time, as well as a training implementation plan for employees that includes follow-up by the immediate supervisor.

This form is completed and ready for acceptance.