

Progress Update (Past Two Years)

1. Provide an update on your program or department's progress on your last objectives or 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?

1. Objective: Continue to assess and evaluate all training programs offered by Human Resources.

Update: We have developed a training program through the efforts of our professional development coordinator and HR management. This includes an expanded management 101, Title IX and Title 5 trainings, we well as training topics based on relevant and emerging events (i.e. reduction in force, classified evaluations).

2. Objective: Improve the knowledge and understanding of policies and procedures amongst all employee groups.

Update: The HR team works continuously on this objective. We have revised documents, such as the equivalency form for academic employment, and our careers website by adding helpful videos.

3. Objective: Address and move forward one of the college's institutional objectives to develop a staffing plan.

Update: The office of human resources has begun reaching out to vendors and the office of Procurement to start the assessment for the staffing plan.

4. Objective: To work with the PDC, the CPDC, and the MA in conjunction with the Dean, Equity, Pathways and Inclusion to develop and implement a comprehensive professional development plan with an equity focus for all employee groups.

Update: The Professional Development Coordinator is working closely with the Dean EPI to identify programing. We have also provided funding through a grant for all employees to attend affinity conferences.

5. Objective: Continue to develop and refine diversity, equity, and inclusion practices.

Update: The Office of Human Resources has updated forms and processes to reflect the importance of DEI and have applied for and received multiple grants to support efforts.

6. Objective: Work towards creating environmentally safe and paperless processes.

Update: We have added language to all job announcements developed by HR with sustainability language.

7. Objective: Develop a climate survey.

Update: We have partnered with the group on the Big annual survey and participated in the development, launch, and dissemination of data.

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).

Due to the reduction in force and the implementation of the Los Angeles County of Education HCM Personnel System, the department has been overwhelmed and time and resources have been depleted. The Office of Human Resources is in dire need for additional staff to continue to support the College.

Instructions for Area Vice President

This section is to be completed by the Area VP Please provide feedback, comments, and observations regarding the department or program's progress update. Your input will help guide next steps and support continuous improvement

As the Office of Human Resources continues to navigate the disparaging landscape of the reduction of force, it is hard to consider a path to completing future objectives. We have worked hard towards completing prior objectives; however, it will be impossible to allocate the staffing towards completing objectives in the future. We understand that some of the challenges will not last forever, but due to the many unknowns with our current circumstances it is hard to predict what is to come.

Submission Instructions

CONGRATULATIONS! You have completed the Progress Update! Please save your document in PDF and email it to your Area Vice President for review.

This form is completed and ready for acceptance.

Completed Date: 5/15/2026

Completed By: HALLBAKER_TRESHAWN-HALLBAKER_TRESHAWN