

Staffing Plan Update.

Prepared for Dr. Tre'Shawn Hall-Baker

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Agenda

1. Introduction
2. Overview: Districtwide Staffing Plan
3. Assessment Areas and Review
4. Inclusive Stakeholder Engagement Strategy
5. Proposed Deliverables
6. Expected Final Outcomes & Reporting
7. Where are we now?
8. Questions and Feedback





Santa Monica College Staffing Plan

The Santa Monica College **Staffing Plan** will serve as a dynamic, data-driven blueprint designed to align our staffing with institutional excellence. The plan will function as a strategic resources that identifies current and future staffing needs and provides a framework for hiring, retaining, developing and allocating employees to support the College's mission, goals, and student success initiatives.

Districtwide Staffing Proposed Overview

Plan

Purpose

Develop a comprehensive, independent, and objective staffing districtwide staffing plan that supports:

- Strategic planning
- Student success and equity goals
- Institutional effectiveness
- Fiscal sustainability
- Long-term institutional planning

Scope

Review staffing structures and processes, workforce needs, and future priorities across:

- Faculty (Full-Time & Part-Time)
- Classified Professionals
- Confidential Employees
- Classified Managers
- Educational Administrators and Senior Leadership



Assessment Areas

Assessment Focus

- Organizational structures and reporting relationships
- Staffing levels and allocations (all employee groups)
- Workload distribution and efficiencies
- Vacancy trends and staffing ratios
- Alignment with institutional goals
- Benchmarking with comparable California community colleges

Review Components

- Organizational charts
- Staffing data and allocations
- Workload metrics
- Operational processes
- Institutional planning documents



Proposed Inclusive Stakeholder Engagement Strategy

- Individual interviews
- Focus groups
- Listening sessions
- Employee surveys
- Open feedback forums
- In-person and virtual meetings

Stakeholder Participation

- Faculty
- Classified Professionals
- Managers/Administrators
- Confidential Employees
- Labor Partners
- Students
- Senior Leadership





Proposed Deliverables & Planning Components

- Detailed project timeline
- Communication plan
- Stakeholder engagement strategy
- Milestones and deliverables
- Progress reporting schedule
- Preliminary report for review and feedback

Key Deliverables

- Updated organizational charts
- Staffing analysis and findings
- Benchmarking results
- Staffing recommendations
- Resource allocation priorities
- Implementation roadmap
- Other recommendations as needed

Final Expected Outcomes & Reporting

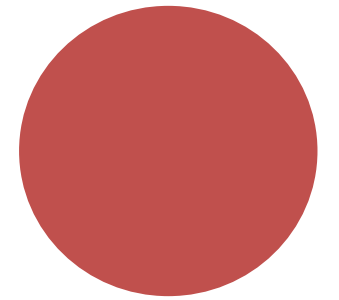
Final Report Includes:

- Executive Summary
- Assessment Methodology
- Key Findings
- Comparative Analysis
- Staffing Recommendations
- Organizational Observations
- Fiscal & Operational Considerations
- Implementation Recommendations
- Presentation of Findings



Where are we now?

- Office of Procurement Contracts and Logistics (PCAL)
- McKnight Associates, Inc.
- Kennedy & Company
- Cost \$150k Plus requires formal bid process
- Formal Bid process to start mid-September 2026



Questions and Feedback



Thank You.