

1. Assessment Plan - Four Column



PIE - Human Resources: Labor Relations / Equal Employment Opportunity Unit

Where We Are Now: Analysis and Summary

2018-19

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External Conditions, Trends, or Impacts: 1) Increased reporting of employee relations, unlawful discrimination, and Title IX complaints (electronic options).
2) Increased applications for hiring due to increased advertisement (electronic options).
3) Increased leave reporting, including FMLA and CFRA (now in-house).
4) Increased workload in the area of unlawful discrimination and Title IX complaints (now in-house).

Internal Conditions, Trends, or Impacts : 1) Increased training of employee relations, unlawful discrimination, and Title IX compliance.
2) Continued implementation of the EEO Plan.
3) Continued review of recruitment processes and implementing changes for efficiency.

Critical Decisions Made by Unit: 1) No longer outsourcing unlawful discrimination and Title IX investigations.
2) No longer outsourcing leave, including FMLA and CFRA or fit-for-duty process.
3) Restructure of Human Resources recruitment process to increase efficiency.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: 1) Increased reporting of employee relations, unlawful discrimination, and Title IX complaints.
2) Implementation of electronic reporting of unlawful discrimination and Title IX complaints.
3) Restructure of Human Resources recruitment process to increase efficiency, has been fully implemented and is successful.

Notable Achievements for Theme B: To Support Student Access and Success: 1) Increased reporting of employee relations, unlawful discrimination, and Title IX complaints.
2) Implementation of electronic reporting of unlawful discrimination and Title IX complaints.
3) Restructure of Human Resources recruitment process to increase efficiency, has been fully implemented and is successful.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: 1) Implementation of electronic reporting of unlawful discrimination and Title IX complaints.
2) Implementation of electronic on-boarding for new hires.
3) Hired Title IX Investigator to eliminate outsourcing of unlawful discrimination and Title IX complaints resulting in savings of District funds.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: 1) Increased training of employee relations, unlawful discrimination, and Title IX compliance.
2) Fostered positive working relationships with CSEA, Chapters 262 and 651, and the Faculty Association.

Contributors to the Report: Sokha Song, Director, EEO Programs
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| <i>Unit Goals</i> | <i>Resources Needed</i> | <i>Where We Make an Impact: Closing the Loop on Goals and Plans</i> |
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Excellence - Develop and maintain a team of highly qualified human resources professionals with the knowledge, skills, and competencies to effectively assist the College in attracting and retaining a highly qualified and engaged workforce (faculty, managers, and staff); align HR staffing and service delivery to effectively support College objectives. Develop, maintain and deliver employee services (ex. Benefits) that attract and retrain a high performance workforce.
Status: Active
Goal Year(s): 2016-17, 2018-19, 2019-20, 2020-21
Goal Entered: 10/06/2017

Request - Full Funding Requested -
 Full travel reimbursement for candidates who are selected for interviews traveling more than 150 miles. Modify Board Policies and Administrative Policies.
Describe Plans & Activities
Supported (Justification of Need):
 Do not want money to hinder the ability to interview with Mt. SAC.
Lead: Sokha
What would success look like and how would you measure it?:
 Competitive pool of diverse and equity minded candidates.
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High
Documentation Attached?: No