



State Center Community College District
Chancellor's Office

1525 E. Weldon Avenue
Fresno, CA 93704

TEL: 559-244-5977
FAX: 559-244-5901

Memorandum

To: Human Resources Staffing Plan Taskforce Date: 10/30/12
From: Dr. Deborah G. Blue *Deborah G. Blue*
Re: Charge to Committee

Thank you for accepting the appointment to this new taskforce that is charged with the responsibility of developing and recommending to chancellor's cabinet and the chancellor a human resources staffing plan for resource planning and allocation decisions.

The 2011 Accreditation Report recommends we provide evidence of "ongoing systematic planning and evaluation of resources". Specifically, district Recommendation #1 states:

In order for the colleges and district to fully meet the intent of the previous recommendation, the State Center Community College District (SCCCD) must engage in continuous, timely, and deliberative dialogue with all district stakeholders to coordinate long term planning and examine the impact of the planned increase in the number of colleges and the future roles of the centers on the existing institutions. This includes creating, developing, and aligning district and college plans and planning processes in the follow areas:

- *district strategic plan,*
- *facilities,*
- *technology,*
- *organizational reporting relationship of centers,*
- *location of signature programs,*
- *funding allocation,*
- ***human resources,***
- *research capacity.*

The taskforce's initial work should focus on meeting this recommendation and complying with the Human Resources accreditation standards (see attached). In addition, the 2012-2016 District Strategic Plan goals and objectives which address human resources (see attached) must also be met.

Charge

It is the charge of the Human Resources Staffing Plan Taskforce to engage in districtwide collaboration to make recommendations to Chancellor's Cabinet that ensure:

sufficient staffing resources are allocated for the effective operations of the colleges, centers, sites, and district office/centralized services;

integration of the colleges', centers' and district's HR staffing plans with the other planning processes in the district, i.e. strategic plan, facilities, technology, resource allocation; and

human resources planning and decision-making processes at each college, center, site and district office/centralized services align with districtwide human resources planning and resource allocation decisions.

There should also be a recommendation regarding the formation of a standing districtwide human resources planning committee including its purpose and composition.

Please understand that I value your expertise and commitment; however, some of the strategies to reduce costs may need to be implemented while you are discussing them. Should this happen, it will be due to the fiscal realities that we face and a limited amount of time within which to make some necessary changes. These are not easy tasks and they will be controversial, but we must begin the dialogue.

DGB:cm

Attachments

SCCCD Human Resources Accreditation Standards

Accreditation recommendations for colleges/district:

1. FCC, RC, WI, SCCC Accreditation Recommendation:
 1. **"...to fully meet the intent of the previous recommendation, ...SCCCD... must engage in continuous, timely, and deliberative dialogue with all District stakeholders to coordinate long term planning and examine the impact on the planned increase in the number of colleges and the future roles of the centers on the existing institutions. This includes creating, developing, and aligning district and college plans and planning processes in the following areas:...human resources..."**
2. RC Accreditation Recommendation:
 1. page 45, **"The institution strives to determine staffing needs and priorities through a shared governance model. The retirement incentive in 2010-2011 reduced classified positions without addressing the impact of where the vacancies occurred. While the number of classified employees has decreased, it remains sufficient and comparable to colleges of comparable size."**
 2. **"The Planning Agenda states that the college will complete the written faculty hiring prioritization process in 2011-12. Along with a process for prioritization for classified and administrative positions, the process needs to be integrated into institutional planning. While the program review process may be used to develop staffing requests, the requests are not prioritized consistently and uniformly and the requests are not put into the context of the colleges overall strategic and master plans.**
 3. **Conclusions: ... In the future, with diminishing resources, the college will need to place greater emphasis on planning its human resources needs. Thus, the team concludes that Reedley College and the State Center Community College District must include planning for human resources within their overall planning process."**
 4. **College Recommendations: ...As recommended by the 2005 Accreditation Team and to build on its achievements to date in developing program review and improving institutional planning, the college should develop a practical, integrated planning model with the following characteristics:**
 6. **A planning model that clarifies the relationship of the planning processes at Reedley College and the other planning processes of the SCCC.**"

3. Willow Accreditation report, page 49, "In order to transition into an independently accredited college, the Center will need to address various staffing needs. The Center has collaborated with the District to develop a transitional staffing plan, the highest priorities in which should provide minimally adequate staffing for independence as an accredited

institution. This transitional staffing plan addresses needs for administrative and classified support staff.."

Willow Conclusions, "In order to meet the Standards and Eligibility Requirements, the team strongly encourages the Center to collaborate with the District to ensure that sufficient staffing resources are allocated for effective operation as an independent, accredited college. The Center has a staffing plan that identifies high priority needs in non-instructional areas, and has mapped out its needs for faculty. The team encourages merging prioritized full-time faculty needs with the non-instructional priorities into an overall set of staffing priorities, and implementing the highest priorities in this plan prior to application for initial accreditation."

2012-2016 District Strategic Objectives Matrix

6. Organizational Effectiveness					
SCCCD is committed to continually improve its organizational process to ensure its institutional effectiveness and accountability.					
Objective	Action Steps (Others TBD by each campus)	Baseline Measure for each campus (established by <i>Institutional Research in conjunction with campuses</i>)	Success Measures	Timeline	Responsibility
6.4 Develop and implement a Human Resources Staffing Plan that recognizes the staff diversity needs, expected retirements in the near future and the organizational and curricular changes of the District, and the need for staff training	6.4a Draft a District Human Resources Plan	Inventory of current demographics, age, gender, years of service, classification and classified	6.4a Plan drafted that recognizes: the staffing needs of each college/center/site/district office/operations, including but not limited to: replacement plans for vacated positions; restructuring (transfer/reassignment/reductions) to support student/program needs; and compliance with 50% law and 75/25 ratio	6.4a. December 2012	1. Associate Vice Chancellor, of HR/college and campus presidents
	6.4b Develop a Staff Development Plan		6.4b Staff Development Plan successfully drafted.	6.4b Draft completed December 2012	
	6.4c Implement District Human Resources Plan, Staff Development Plan, and EEO Plan.		6.4c EEO Plan successfully drafted	6.4c Submit to State Chancellor's Office by June 28, 2013	6.4c Associate Vice Chancellor, HR and College(s)/Center Staff Development Committees.

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	6.4d Draft an EEO Plan to comply with Title 5 and the State Chancellor's Office directives				6.4d Associate Vice chancellor HR and 64. 6.4d VC of HR

10/24/12