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<p>Implement a Districtwide safety and security committee to address both district and college specific needs and provide support to college safety and security personnel to address the</p>	<p>Goal 5: Strengthen Organizational Effectiveness</p>	<p><input type="checkbox"/> Completed: (Date)  <input type="checkbox"/> Revised: _____ (Date)  <input checked="" type="checkbox"/> Ongoing: August 2019 (Date)</p>	<p>Begin holding Districtwide meetings in January 2020. The Executive Director, Risk Management will reach out to the colleges for representation from all employee groups. Updates on district-wide initiatives will be addressed and</p>	<p>Porterville College and Cerro Coso Community College</p>	

emergency notification system, Clery reporting, and Board Policy revisions.			reported out in the meetings as well as specific goals.  Prior to COVID-19 these meetings were held. They will continue with remote work.		
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**Section Five: New or Revised Goals**

a) List new or revised goals, if applicable. (Add additional rows as necessary.)

<b>Replacement Goal</b>	Which institutional goals from the KCCD Strategic Plan will be advanced upon completion of this goal?	Status Update — Action Plan	Colleges requesting accomplishment of this goal or colleges' planning indicating this need. (Include supporting documentation.)	Other group (besides ones of the colleges) requesting accomplishment of this goal. (Include supporting documentation.)

## Section Six: Current Unit Resources

- a) List the unit's current resource levels by outlining existing staff, listing (major) technology/equipment the unit uses, describing the space the unit occupies, and the unit's current budget.

Resources	Current Level	
<b>Staffing</b> (list current staffing levels)	Vice Chancellor, Director Human Resources, Executive Director Risk Assessment & Management, 1 Assistant Director, 2 HR College Managers, Payroll Manager, Administrative Assistant, 3 HR Specialists, Benefits Specialist, Risk Management and Safety Coordinator, 2 HR Technicians, 1 Department Assistant III, 2 Payroll Specialists, 4 HR Assistants, 2 HR Assistants (19hrs)	
<b>Technology / Equipment</b>	Banner, Lean Six Sigma, NeoGov, Computers	
<b>Space / Facilities</b>		
<b>Budget (Unrestricted) Total</b>	\$2,059,707.76	<b>Notes (if any)</b>
1000 (Academic Salaries)	\$191,614.93	
2000 (Classified Salaries)	\$848,304.84	
3000 (Employee Benefits)	\$481,977.99	
4000 (Supplies & Materials)	\$32,410.00	
5000 (Operating Expenses and Services)	\$490,400.00	
6000 (Capital Outlay)	\$15,000.00	
7000 (Other Outgo)	\$0	
<b>Budget (Restricted) Total</b>	\$75,012.29	
<b>Budget (Contract/Community Ed) Total</b>	\$	



## Section Seven: Resource Augmentation Analysis

- a) Discuss the impact of new resources your unit is requesting for next year's cycle that are in addition to what your unit currently has in this cycle. Indicate the expected cost along with the rationale. If a college is not requesting the new resource, leave the "College(s) requesting" column blank. Rank the proposals in order of their importance to the unit ("1" is most important; "5" is least important)

Resource Category	Resource Requested (Include Cost)	Discuss how the new resource will impact your unit's effectiveness in providing service to the colleges or other groups and what college planning reflects or suggests this need.	College(s) requesting this new resource to your unit. (Leave blank if no college requests the new resource.)	Rank
<b>Positions:</b> <i>Discuss the impact new and/or replacement management and/or staff will have on your unit's service to the colleges.</i>	<input checked="" type="checkbox"/> 1: Classified Staff <input checked="" type="checkbox"/> 2: Administrator	Once the Vice Chancellor, Human Resources is selected, a confidential employee replacing the DA III position previously eliminated. The Interim HR Manager will be replaced with the permanent Assistant Director, Human Resources.		1
<b>Professional Development:</b> <i>Describe briefly, the effectiveness of the professional development your unit will be engaged in (either providing or attending) during the next cycle</i>	<input checked="" type="checkbox"/> 1: Provide Professional Development <input type="checkbox"/> 2: Attend Professional Development	FRISK training will provide support for managers when coaching, evaluating and disciplining employees		3
<b>Facilities:</b> <i>If your unit receives a building remodel or renovation, additional furniture or beyond routine maintenance, explain how this request or requests will impact your unit's service to the colleges.</i>	<input type="checkbox"/> 1: Space Allocation <input type="checkbox"/> 2: Renovation <input type="checkbox"/> 3: Furniture <input type="checkbox"/> 4: Other <input type="checkbox"/> 5: Beyond Routine Maintenance	N/A		
<b>Technology:</b> <i>If your unit receives technology (audio/visual – projectors, TV's, document cameras) and computers, explain how this request or requests will impact your unit's service to the colleges.</i>	<input type="checkbox"/> 1: Replacement Technology <input checked="" type="checkbox"/> 2: New Technology <input type="checkbox"/> 3: Software <input type="checkbox"/> 4: Other _____	Having scanners at each work station will increase productivity and decrease time to process new employees.		2
<b>Other Equipment:</b> <i>If your unit receives equipment that is not considered audio/visual or computer equipment technology, explain how this request or requests will impact your unit's service to the colleges.</i>	<input type="checkbox"/> 1: Replacement <input type="checkbox"/> 2: New <input type="checkbox"/> 3: Other _____	N/A		
<b>Total cost of resource needs over and above current budget allocation:</b>				\$0

**Section Eight: Conclusion**

a) Present any conclusions and findings about the unit and its connection to the work of the colleges. (ACCJC Std IV.D.2, IV.D.5, IV.D.7):

The department as stated in the previous sections has had significant leadership changes over the past couple of years. It has been difficult for the Department to gain traction to implement the project goals that were identified in the previous Administrative Unit Review. The department is regrouping and is taking on projects and completing them. It is expected the department will be successful in completing the goals set forth this year.

Lastly, the human resources department will continue to build a cohesive and trusting relationship between the district office and the colleges in an effort to provide support to ensure they achieve their missions and support the goal of student learning, student achievement and institutional effectiveness. The Department will continue to provide support to the colleges to ensure human resource operations run efficiently and smoothly.

**Routing and Review**

Submitter's Name: Dena Rhoades  
Title: Interim Director, Human Resources  
Submitter's Signature: *Dena Rhoades*  
Date Submitted: December 8, 2020

Submitter's Immediate Supervisor: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Chancellor's Signature: Thomas J. Burke

Date of Review: 1/14/2021

Date of Presentation to Administrative/Consultation Council: 11/17/2020