

PERALTA COMMUNITY COLLEGE DISTRICT

Office of Human Resources & Employee Relations

Prepared by Trudy Largent, J. D., Vice Chancellor for Human Resources & Employee Relations

Draft Action Plan to Resolve ACCJC’s Recommendations to the District

Recommendation 5: In order to meet the Standards, ACCJC recommends that the District ensure the *retention of key leadership positions and that the adequate staffing capacity* is available to address the needs of the colleges in three critical areas reflected in the accreditation standards; institutional effectiveness and leadership, institutional research, and financial accountability and management.

Action Plan	Timeline
1) Develop new Managers Orientation Program	February 2016
2) Develop Mentoring Program for current and new managers to support their efforts and professional development.	May 2016
3) Develop Succession Plan for management positions with the objective of: a. Recruiting; b. Retaining; and c. Developing current staff in order to preserve institutional knowledge and implement the District’s mission and goals	May 2016
4) Develop a three-year (2016-2019) Long-Range Staffing Plan. The purpose of the Staffing Plan (Plan) is to identify current and future staffing levels and recommend future staffing priorities to best meet the needs of our students.	July 2016

Information considered in the Plan includes, but is not limited to, the following:

- Budgeted and actual staffing by classification
- Statutory and regulatory obligations
- Demographic data
- Attrition, retirement, and retention data
- Full-time faculty hiring assumptions
- Governing Board policies and administrative procedures
- Other District plans and priorities
- Program review and planning

Optimum staffing levels and priorities are based on multiple and often complex factors, many of which are difficult to control or predict. This uncertainty requires planning flexibility. The Plan’s flexible approach is a function of ongoing, systematic evaluation to review and revise processes and assumptions and utilizes a “Decision Model” component when assessing whether or not to fill a vacancy.

The Plan will identify the following four (4) Plan development evaluation questions aimed at identifying staffing levels at present and across the planning cycle, and facilitating associated recommendations for addressing gaps.

1. What are current (baseline-actual), funded and optimum staffing levels across the Plan population, by division/department?
2. What are future actual and optimum staffing needs across the planning horizon?

<p>3. What is the difference between our actual and optimum staffing levels at current and across the planning horizon?</p> <p>4. What recommendations does the Plan make to address gaps between actual and optimum staffing levels at the various timeframes in the planning horizon?</p>	
<p>5) Implement the “Managers College” Program</p>	<p>August 2016</p>

Recommendation 5 Team members:

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