

July 8, 2008

To: Board of Trustees

From: Wyman M. Fong, Director of Human Resources via Chancellor Harris

Copy: Thomas L. Smith, Esq., Vice Chancellor for Finance and Administration

Subject: Human Resources Update - Summer 2008

At the request of Chancellor Harris, please accept this communiqué as an update of Human Resources. This report is a brief overview that lists various accomplishments and addresses challenges of the department.

RECRUITMENT AND SELECTION

FY 2007-2008 was a year of high recruitment activity. In that fiscal year, Human Resources received over 3,100 applications for permanent recruitments (management, faculty, and classified). Applications for the District's adjunct pool and the substitute classified positions are not included in this total.

Statistical breakdown

93 Classified positions	1,619 applications
31 Faculty positions	1,192 applications
17 Management positions	293 applications

It is an affirmation of the high-level guidance and review provided by Human Resources that there have been no new EEO or DFEH complaints filed for the handling of permanent recruitments within the past four (4) plus years. There have also been no formal Union grievances regarding technical or contractual violations. Further, my staff and I have personally managed recent presidential and senior level positions rather than using District resources to pay consultants.

EXPANSION OF COMMUNITY VISIBILITY AND OUTREACH (FY 2007-2008)

The Office of Human Resources staffed the following job fairs in its efforts to increase the viability of its applicant pools, outreach to the general public, and development of adjunct/hourly pool for the colleges:

- Veterans Job Fair (Oakland); 10th Annual Alameda Community Job Fair - Alameda One Stop Career Center, (Alameda); California Community Colleges Job Fair (Birmingham/SF); City of Oakland, Mayor's Annual Job Fair; Asian and Pacific Americans in Higher Education Job Fair (San Francisco); Black Expo (July 17); and Port of Oakland (To be determined)

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

During my initial year as manager of Human Resources, I was directed to lead the migration effort from the District's Legacy platform to PeopleSoft (PS). As would be expected, the mandate to convert within a very short time frame created significant challenges which are addressed later in this report.

To date, the Office of Human Resources has:

2004- 2005 COMPLETED Initial Conversion

2005 COMPLETED development of initial security trees and access with PS

2006 COMPLETED upgrade from 8.8 to 8.9 HRIS- (required for with Passport/SA compatibility)

2007-2008 COMPLETED programming of Classified Evaluation due dates into PS to enforce returns

2008-1/2009 Implemented Position Management with budget streams (In Progress)¹

PENDING: Automated Time and Labor and Personnel Requisition Management "PAF"

¹ As with position management, this is a six to seven month process which according to CIBER, will involve up to .5 FTE body of time to commit to this initiative.

BEST PRACTICES

Understanding the need for change management and best practices, HR has been involved in bringing together other districts to collaborate on addressing the complexities unique to California Community College systems. In 2007 and 2008, I was elected Chairperson of the Bay 10 Chief Human Resources Officers – a group of ten (10) community college districts within the Bay Area that meets regularly. I am also a member of the Association of Chief Human Resources Officers and serve as a member of its Training Committee.

Historically, there have been inconsistencies or voids in the processes and implementation of many HR procedures. In acknowledgment of the need for improvement in this area, Human Resources has developed more written procedures (e.g., Student Employment Procedures, SEIU Compliance Procedures, Hiring Procedures and Guidelines) and is working on a Personnel Manual and must develop a Master Plan.

TRAINING

When more is absolutely required, HR provides ongoing training to management, faculty, and staff. Workshops have included contract compliance and updates; hiring/intake of academic employees; hiring of hourly classified employees; Committee role in the recruitment and selection process; SEIU Settlement Agreement and Compliance, etc. New managers are offered a new managers' orientation (which requires some additional work.) More workshops are being considered (e.g., How to promote within Peralta as a Classified Member.)

ACADEMIC MATTERS

Human Resources is responsible for the review of all academic qualifications. HR works closely with the District Academic Senate (DAS) on equivalencies, implementing standards in the application of minimum qualifications (e.g., cross-listed courses), the request for and local adoption of designated vocational type courses, and matters related to retreat rights. HR has also partnered with the DAS in the Accreditation and Self-Study, specifically "Standard III: Human Resources," providing written narrative and determination of the District's compliance with standards.

Lastly, as the result of changes in organizational structures over time, the Director also reviews all Academic, Classified, and management personnel actions.

UNION ACTIVITY AND CLIMATE

HR regularly meets with PFT and Locals 1021 and 39 on contractual matters involving wages and working conditions. The Directors of Human Resources and Employee Relations have established relationships of trust and transparency with Union Leadership which have reduced formal grievances and engendered a climate of trust. This can be affirmed by the three Union Presidents who have all acknowledged the change in climate and the significant reduction of formal grievances against the District, prior to 2004. Although ongoing improvement is needed, the four College Presidents have also expressed satisfaction with HR.

NEGOTIATIONS /REOPENERS AND SIDE AGREEMENTS

Along with the Vice Chancellor of Finance and Administration and contracted negotiator, the Director of Human Resources participates in all union negotiations. The role of the Director is to provide assessment in determining impact and implementation of any contract changes, and to assist in identifying the needs of the Administration and finally the execution of changes as the result of negotiations.

LAYOFFS AND PROBATIONARY RELEASE

The Director is responsible for layoffs and rights of seniority pursuant to California Education Code and Collective Bargaining Agreements. As with previous layoffs, the process may involve Union "meet and confers" and may be dependent on funding source and classification (i.e., classified or academic service) the requirement for Board resolutions, notice of layoff, and the triggering of any rights of placement.

LIVESCAN AND FINGERPRINTING REVIEW

Convictions are reviewed by the Director of Human Resources, and when needed with the assistance of the Director of Employee Relations. The process may involve interviews with the applicants.

MAINTENANCE OF PERSONNEL FILES

Prior to 2004, the Office of Human Resources did not have space capacity for all its employee files and many files were purged and sent to off-site storage. All personnel files are now color-coded and secured in HR in a high-density file system. Further, retention dates have been set for many HR records.

ONLINE AND UPDATED INFORMATION

Human Resources has utilized its website, updated and created online Employee and Employment forms. Application forms have been created in Adobe Acrobat format which job seekers to fill out applications on their computers and print out the completed documents. Employee evaluation forms, leave request forms, salary schedules, and highly detailed Benefits information is available on the website, as well.

CHALLENGES AND CONCERNS

CURRENT TECHNOLOGY: HUMAN RESOURCES INFORMATION SYSTEM (PENDING MODULES TO BE IMPLEMENTED)

1. MANUAL LEAVES

Since July of 2005, two automated functions in Legacy have become manual/paper systems. Leaves are now processed by receipt of paper forms and processed in PeopleSoft during restricted payroll data entry periods). Furthermore, there is no system in PeopleSoft to track specific hours in a given day an employee is out and the reasons for the leave of absence. HR has created a "shadow" system to track such attendance via input, in addition to data processing in PeopleSoft as noted above.

2. PERSONNEL REQUISITIONS "PAF"

Since July of 2005, the Office of Human Resources has lost its automated Personnel Requisition System which allows colleges to submit online personnel actions and track its status of approval routes. To date, three years later, a paper process continues via "snail mail". This has created a lack of accountability in determining where each personnel action is in its approval route process.

3. TIME AND LABOR

HR currently tracks all categories of SEIU hires due to the Settlement Agreement between SEIU Local 1021 and the District. There are myriad categories of hire and monitoring (e.g., 65 working day employees, 184 day employees, 90 calendar day employees, 500 hours employees, etc.) This continues to be a manual process that involves counting hours on each paper time sheet. Of concern is the fact that tracking only after timesheets have been submitted, sometimes weeks after the fact. Lastly, payroll manually enters hours for all hourly classified and students after receiving timesheets.

Lastly, the Board may not be aware that since conversion in 2005, Human Resources staff has a double entry system. All faculty had to be entered in People Soft (for tax purposes and paychecks) as well as Legacy for the scheduling of assignments and prorata -payment structure. Given the extended development period of the Student Administration, HR has finally been able to cease double entry this summer.

SERVICE EXPECTATIONS

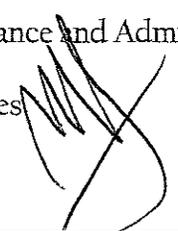
Despite the current levels of service, it is clear that the organization of Human Resources needs further improvement. Given the changes and the expansion in methods of instruction, new technology, student and community needs, and the changing workforce, it is critical that continued review and discussion occur to determine the role of Human Resources within the structure of Peralta and what will be required to meet these expectations.

Respectfully submitted.

PERALTA COMMUNITY COLLEGE DISTRICT
Office of Human Resources

July 8, 2008

To: Elihu M. Harris, Esq., Chancellor
Copy: Thomas L. Smith, Esq., Vice Chancellor of Finance and Administration
From: Wyman M. Fong, Director of Human Resources
Subject: Peralta Demographics



As discussed last Thursday, attached are the following documents for your review:

1. 2008 Faculty, Management and Staff Data compared to fall of 2003 – five years ago
2. FY 2007-2008 Classified Hires by ethnicity and gender (District-wide)
3. Fall 2008 Tenure Track Faculty Hires by ethnicity and gender (District-wide)
4. FY 2007-2008 Management hires by ethnicity and gender (excludes managers transferring to new position—District-wide)
5. Spring 2008 Student Demographics (unduplicated headcount District-wide)

An updated report will be generated when all faculty hires for fall 2008 are complete.

Peralta Community College District

Office of Human Resources

8-Jul-08

FACULTY	Fall 2003		Spring 2008		Difference
	#	%	#	%	
African-American	79	25%	80	25%	SAME
Asian/PI	29	9%	37	12%	+ 3%
Hispanic/Lat.	32	10%	34	11%	+1%
Native American	1	0%	1	0%	SAME
White	166	54%	166	52%	-2%
Unknown	3	1%	3	1%	SAME
	310	100%	321	100%	

Source: MIS Data and PS data as of Spring 2008

CLASSIFIED	Fall 2003		Summer 2008		Difference
	#	%	#	%	
African-American	160	40%	168	39%	-1%
Asian/PI	84	21%	113	26%	+5%
Hispanic/Lat.	55	14%	47	11%	-3%
Native American	3	1%	1	0%	-1%
White	78	20%	88	20%	SAME
Unknown	18	5%	14	3%	-2%
	398	100%	431	100%	

Source: MIS Data and PS data as of 7/8/08

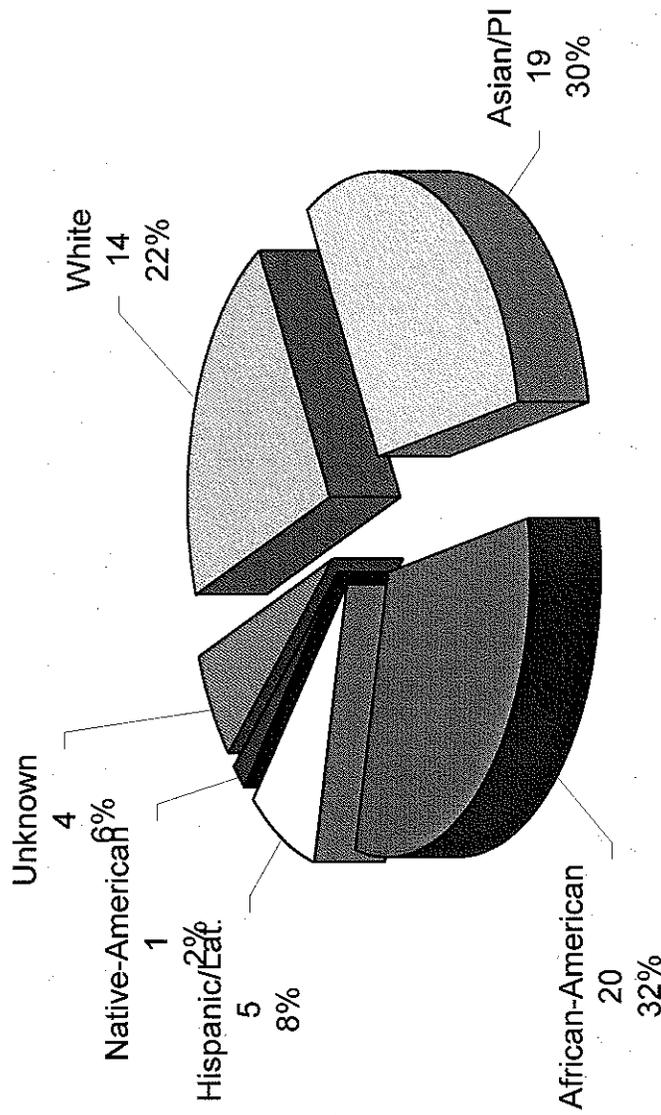
MANAGERS	Fall 2003		Summer 2008		Difference
	#	%	#	%	
African-American	20	39%	21	38%	-1%
Asian/PI	6	12%	8	15%	+3%
Hispanic/Lat.	3	6%	6	11%	+5%
Native American	1	2%	1	2%	SAME
White	20	39%	19	35%	-4%
Unknown	1	2%	0	0%	-2%
	51	100%	55	100%	

Source: MIS Data and PS data as of 7/8/08

WMF/DAB

District-wide Classified Hires FY 2007-2008

As of July 8, 2008



Male: 32
Female: 31

Total Classified Staff Hired FY 2007 - 2008: 63
Prepared by the Office of Human Resources

District-wide Faculty Hires for Fall 2008

As of July 8, 2008

African-American

5

22%

Asian/PI

5

22%

White

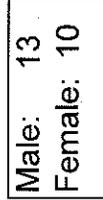
9

39%

Hispanic/Lat.

4

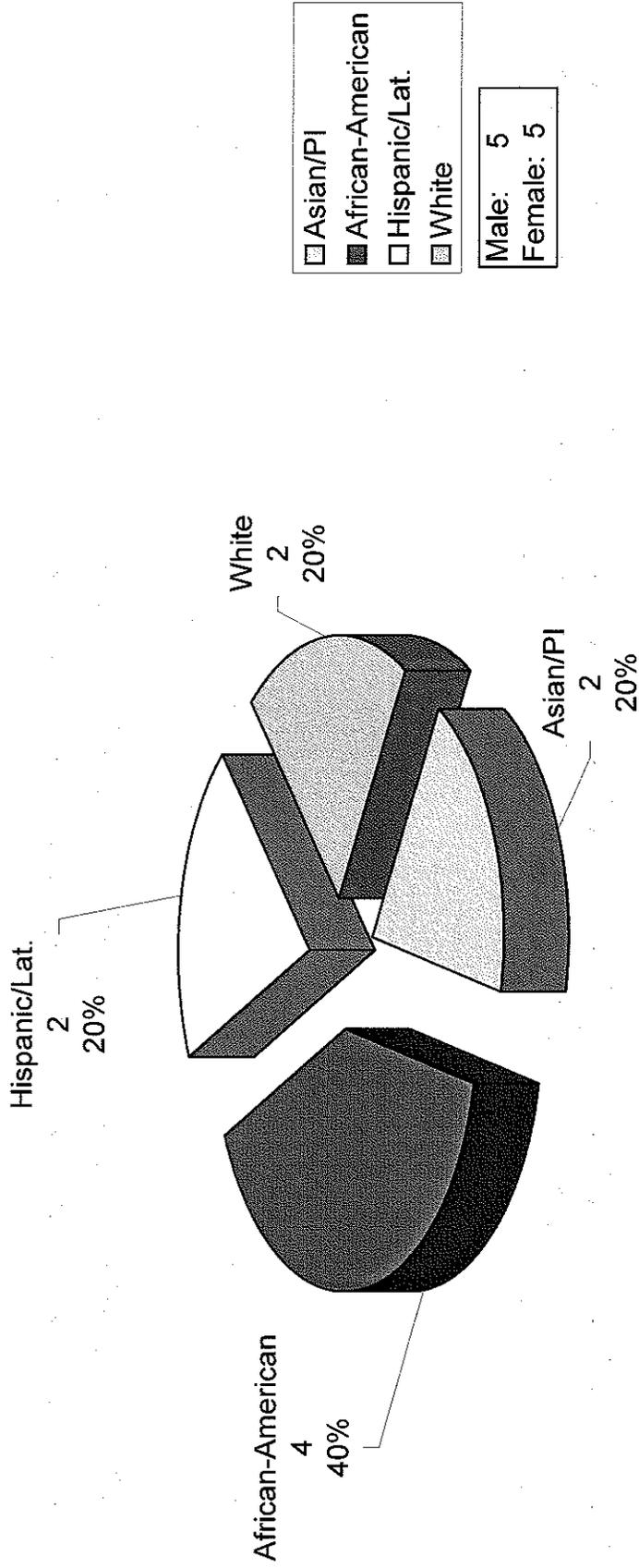
17%



Recommendations for Faculty Hires To Date: 23
Faculty Hires Still Pending at the Campuses: 4
Prepared by the Office of Human Resources

Management Hires FY 2007 - 2008 *

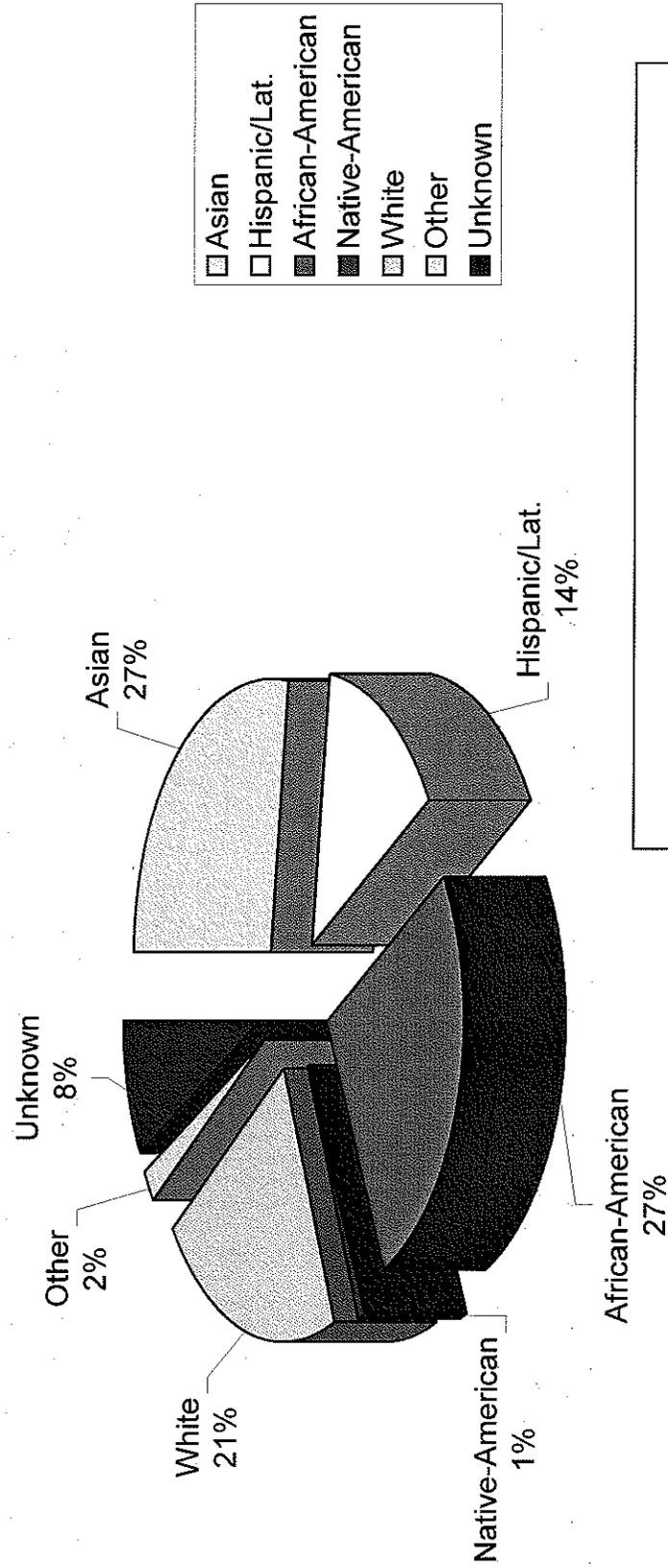
*Excludes Management Transfers
As of July 8, 2008



Male:	5
Female:	5

Total Management Staff Hired FY 2007 - 2008:	10
Prepared by the Office of Human Resources	

Student Demographics - Spring 2008



Total Unduplicated Students Spring 2008: 28,534
Source: SDS
Prepared by the Office of Human Resources