

Peters, Dena M.


Subject: FW: 3A: HR questions

From: Perez, Amalia T
Sent: Tuesday, February 25, 2014 7:47 AM
To: Kinde, Haragewen A.
Cc: Miyamoto, Jack
Subject: RE: 3A: HR questions

Good Morning Dr. Kinde,

The Diversity Awareness training is online through the Keenan SafeColleges site.
<http://www.sbccd.keenan.safecolleges.com/>

Diversity Awareness: Staff-to-Staff




Diversity Awareness: Staff-to-Staff

To continue, please select a course version

Title	Time Required
Full Course	20 min

Description

The goals of the course are to provide staff with an awareness of how a diverse workforce strengthens an organization.

 **TRAINING**

Should you have further questions, please contact me. Thanks.



Amalia Perez

Human Resources Analyst

Human Resources Office



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If you need immediate assistance and I am not available, please contact the Human Resources Department at (909) 382-4040 and your call will be redirected.

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From: Miyamoto, Jack
Sent: Tuesday, February 25, 2014 7:32 AM
To: Perez, Amalia T
Subject: Fwd: 3A: HR questions

Amalia,
Would you please send Haragewen the information she is requesting.

Thanks

Jack

Sent from my iPhone

Begin forwarded message:

From: "Kinde, Haragewen A." <hkinde@sbccd.cc.ca.us>
Date: February 24, 2014 at 6:14:00 PM PST
To: "Miyamoto, Jack" <jmiyamoto@sbccd.cc.ca.us>
Cc: "Kinde, Haragewen A." <hkinde@sbccd.cc.ca.us>, "Huston, Celia J." <chuston@sbccd.cc.ca.us>
Subject: FW: 3A: HR questions

Hello Jack,

Follow up Accreditation related questions below. Please advise. Thank you.

Could I get the link to this training site?

How does HR provide diversity training to all employees?

HR provides an online Diversity Awareness training to all new employees during orientation. Current and active employees are provided the online training as the need arises.

Haragewen A. Kinde, Ed.D.
Vice President of Instruction
San Bernardino Valley College
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San Bernardino, CA 92410
(909) 384-8265

Our Mission: San Bernardino Valley College provides quality education and services that support a diverse community of learners.

From: Huston, Celia J.
Sent: Monday, February 24, 2014 10:08 AM
To: Kinde, Haragewen A.
Subject: RE: 3A: HR questions

Hi,

Could I get the link to this training site?

How does HR provide diversity training to all employees?

HR provides an online Diversity Awareness training to all new employees during orientation. Current and active employees are provided the online training as the need arises.

Thanks, Celia

From: Kinde, Haragewen A.
Sent: Tuesday, February 11, 2014 9:22 AM
To: Perez, Amalia T
Cc: Miyamoto, Jack; Huston, Celia J.; Kinde, Haragewen A.
Subject: RE: 3A: HR questions

Thank you.

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From: Perez, Amalia T
Sent: Tuesday, February 11, 2014 9:14 AM
To: Kinde, Haragewen A.
Cc: Miyamoto, Jack
Subject: RE: 3A: HR questions
Importance: High

Dr. Kinde,

HR's responses are to Standard IIIA is provide in red below. Should you have any further questions, please contact me. Thanks.



Amalia Perez

Human Resources Analyst

Human Resources Office



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From: Kinde, Haragewen A.
Sent: Monday, February 10, 2014 4:56 PM
To: Miyamoto, Jack
Cc: Huston, Celia J.; Kinde, Haragewen A.
Subject: FW: 3A: HR questions

Hello Jack,

We are currently working on Standard 3A the Human resources section and we have questions. Per our conversations please review the items below and respond as soon as you can. Thank you.

Diversity Training

1. How does HR ensure that all hiring procedures are consistently followed?
The HR Generalist assigned to the sites explains the recruitment and hiring process to the Hiring Manager. During orientation for managers, the policies and procedures are discussed.
2. How does HR provide diversity training to all employees?
HR provides an online Diversity Awareness training to all new employees during orientation. Current and active employees are provided the online training as the need arises.
3. How does HR ensure that all members of a hiring committee have received diversity training?
Like all other trainings, HR tracks trainings even for hiring committee members.
4. How has HR changed its policies to ensure that any alleged instances where hiring committee members have not received diversity training will no reoccur

First time hiring committee members are provided EEO training, Diversity Awareness and discussions of the recruitment and hiring policy and procedures.

Voluntary Transfer/Closed Promotion

1. What steps are in place to ensure that voluntary transfer and closed promotion policies adopted by the board are consistently followed?

For all classified positions, the HR Generalist ensures that CSEA is provided the notice of the employment opportunity. It is a process that occurs prior to posting the CSEA position to the general public.

2. What step are in place to ensure that denial of transfer requests include a written explanation for the denial?

For any denials of transfer/promotional request, a justification by the hiring manager will be provided for each denial.

3. What circumstanced lead to the MOU between CSEA and District regarding inconsistencies in voluntary transfer and closed promotions?

The past differences in the interpretation of Article 15 of the CSEA bargaining agreement led to the development of an MOU.

Evaluation of Managers

1. The 2010-2013 Long Range Staffing Plan indicated that 14 of 27 management evaluations were overdue. What is that figure now? How many overdue management evaluations (past & present) are due to an interim assignment?

A total of 4 management evaluations are past due this fiscal year. This is due to the interim assignments and or vacancies.

2. What is HR's current position of evaluating managers on interim assignment?

HR position is that an interim assignment is temporary in nature.

3. What is the status of the Chancellor's evaluation?

The Chancellor's evaluation is currently with the Board of Trustees.

Other

1. What positions are currently performed by substitutes or vendors?

The following positions are currently performed by substitutes:

- Custodian
- Account Clerk I, II
- Administrative Secretary
- Secretary I, II
- College Police Officer
- College Security Officer
- Child Development Assistant
- Admission & Records Technician
- Senior Programmer Analyst
- Instructional Support Specialist
- Switchboard Operator
- Mail Clerk

2. When will the new Long Range Staffing Plan be completed?

The Long Range Staffing Plan is being completed by the *Collaborative Brain Trust*.

3. According to HR's program review process an HR Standard Operating Procedure Manual was supposed to be created by Fall 2011. The most recent program review document for HR states that review of HR policies and procedures and the SOP Manual are "planned, but not yet firmly scheduled"

a. When will these items be addressed?

b. What rationale should be included in the Accreditation Self-Study for the 3+ years delay in producing the manual?

The HR Standard Operating Procedures Manual has been completed in DRAFT form since 2010. Absent a permanent HR Director and Vice Chancellor and the current and existing priorities, the manual has been on HOLD. The HR manual serves as the operating procedures and processing guidelines for the Human Resources staff.

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