

Human Resources Subgroup to SPC

**Chairs/Co-Chairs:
Mark A. Bryant**

Annual Report *2014/15*

List Committee Goals for 2014/15

I.	Refine and utilize a staffing prioritization process for non-CMS classified and CMS/Administration.
II.	Develop a rubric to be utilized during the prioritization process
III.	Establish an optimal timeline for establishing staffing priorities
IV.	Solicit feedback and modify prioritization process for 2015-16 use.

Describe accomplishments made to meet your committee goals:

I.	The developed prioritization process was utilized for both non-CMS classified and CMS/Administrative positions for the 2015-16 SY.
II.	A debriefing of the process was conducted during a regularly scheduled meeting. The process will be refined early in the 2015-16 SY for prioritization of positions for 2016-17
III.	Feedback from each of the Divisions/Areas was gathered and reviewed during the previously mentioned debrief.

What did your committee accomplish to further the College Mission?

Mission: Antelope Valley College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.

Accomplishments: The committee established a prioritization process for the early identification of staffing needs for the District. This early identification helps support the District mission by allowing for the identification, and eventual hire, of highly qualified individuals necessary to meet the needs of the college community.

What did your committee accomplish to further the 2014/15 College Goals?

Goal 1: The college will increase student success in Basic Skills and ESL courses.

Accomplishments: *The HR Subgroup has created and utilized a process for prioritizing positions identified by divisions as important to their on-going mission to address the needs of all students, including those who qualify for Basic Skills and ESL services.*

Goal 2: The college will provide students with an environment which supports learning and facilitates student success.

Accomplishments: *The HR staffing prioritization process requires that each division/area review and update their staffing needs on a yearly basis. Their identified staffing needs, as articulated in the various division/area program reviews, play an important scoring role in determining their place on a prioritization list.*

Goal 3: The college will expand and diversify Career Technical Education options for students.

Accomplishments: *The HR staffing prioritization process requires that each division/area review and update their staffing needs on a yearly basis. Their identified staffing needs, as articulated in the various division/area program reviews, play an important scoring role in determining their place on a prioritization list.*

What issues do you foresee your committee working through in the upcoming year?

- Continue to refine the prioritization process. Specifically, looking at the rubric as it relates to the use of supporting documents from the various areas.
- Provide training in advance of the process to help the areas in their staffing planning.
- Continue to refine and implement a timeline for the process and eventual hiring of new staff
- Begin reviewing BP/AP associated with the hiring process.
- Review the mission of the committee along with membership and terms of service

Recommendations for change in membership or function:

--