

Program Review Comprehensive Report



Program Review - Administrative: Business Services - Admin

Area Overview

2014 - 2017

Mission: The mission of Human Resources and Employee Relations is to support Riverside Community College District's students, applicants, employees, and communities by recruiting, developing, and retaining a qualified and diverse work force to build a professional, fair, and inclusive educational environment.

Identify or outline how your unit serves the mission of Norco College: By supporting it's workforce.

List the major functions of your unit: Delivery of core Human Resources services at the College, including: recruitment, retention, training & development, management advisement, resolution of personnel issues, policy interpretation and processing of Title IX complaints.

SAO Assessment: Reflect on the last 3 years of SAO assessment and describe what you've learned.: Faculty and staff have requested that the District Human Resources Liaison increase time spent on campus to 5 days per week.

Attachments:

[2014-17_ADMINServices_BUSINESS_SVCS_ADMIN_ResourceRequests.xlsx](#)

[2014-17_BUSINESS_SERVICES_ADMINISTRATIVE_SAO_AdminSvcUnit.pdf](#)

Goal: Revise/ Amend the BAM 2.0 to address issues that were unforeseen at inception and negatively impact the College.

Increase the professional development opportunities offered to college employees in the areas specifically requested by the employees.

Goal Status: In Progress

Goal Year(s): 2014 - 2017, 2018 - 2021

Approval Date: 05/01/2018

How do your goals support the Educational Master Plan?: Not directly related to the EMP. Necessary to provide an equitable distribution of resources to the respective colleges based on programs, enrollments and changes in service needs and locations.

This Program Goal Supports the selected EMP Goal(s) and Objective(s): Goal 1 Objective 1: Improve transfer preparedness (completes 60 transferable units with a 2.0 GPA or higher).

Update on Goal

Updates

Reporting Period: 2014 - 2017

04/28/2018

Conclusion: Goal Partially Completed

The New Chancellor has requested revisions to the BAM with current conversations underway that center on developing the principles that will underpin a revised BAM

Mapping

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018

Goal 4 - Objective 4.8 - Increase external funding sources which support college programs and initiatives.

Goal 6 - Objective 6.3 - Ensure that resource allocation is tied to planning.

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Goal 7 - Objective 7.5 - Implement programs that support the safety, health, and wellness of our college community.

Goal: Improve facility use processes and revenue.

Increase Facility Use Revenue and Streamline the process for applying for and granting authorizations for facility use.

Goal Status: In Progress

Goal Year(s): 2014 - 2017, 2018 - 2021

Approval Date: 05/01/2018

How do your goals support the Educational Master Plan?: Not directly referenced in the EMP. A goal to improve revenue to the College.

Update on Goal

Updates

Reporting Period: 2014 - 2017

04/28/2018

Conclusion: Goal Partially Completed

DRAFT Polices & Procedures developed. Need additional vetting before finalizing

Mapping

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018

Goal 4 - Objective 4.8 - Increase external funding sources which support college programs and initiatives.

Goal: Support Grant Activity

Add staff to Business Services to support increased grant activity.

Goal Status: On Hold

Goal Year(s): 2014 - 2017

Approval Date: 05/01/2018

How do your goals support the Educational Master Plan?: 2,3,4,6,7

This Program Goal Supports the selected EMP Goal(s) and Objective(s): Goal 2 Objective 1:

Update on Goal

Updates

Reporting Period: 2014 - 2017

04/28/2018

Conclusion: Goal Not Started

This goal is being reevaluated based upon the College's recent reorganization initiative.

Mapping

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018

Goal 4 - Objective 4.8 - Increase external funding sources which support college programs and initiatives.

Goal: Improve Safety & Emergency Preparedness

Conduct assessment of current emergency preparedness status of safety efforts on campus and develop strategies to improve in needed areas.

Goal Status: In Progress

Goal Year(s): 2014 - 2017, 2018 - 2021

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Approval Date: 05/01/2018

How do your goals support the Educational Master Plan?: 2,4,6,7

Update on Goal

Updates

Reporting Period: 2014 - 2017

04/28/2018

Conclusion: Goal Partially Completed

A Safety & Emergency Preparedness Coordinator was added to address these matters specifically. Please see Program Review for this area.

Mapping

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018

Goal 7 - Objective 7.5 - Implement programs that support the safety, health, and wellness of our college community.

Goal: Improve Training in Business Related Areas

Develop an annual Training Calendar that delivers training in various Business Services related areas including purchasing, Galaxy, R-25 Live.

Goal Status: In Progress

Goal Year(s): 2014 - 2017, 2018 - 2021

Approval Date: 05/01/2018

How do your goals support the Educational Master Plan?: 2,4,6,7

Update on Goal

Updates

Reporting Period: 2014 - 2017

04/28/2018

Conclusion: Goal Partially Completed

DRAFT Training Calendar under development. On Business Services Managers agenda for review and approval.

Mapping

Educational Master Plan and Strategic Plan Goals and Objectives 2013-2018

Goal 6 - Objective 6.3 - Ensure that resource allocation is tied to planning.

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Program Review - Administrative: Human Resources

Area Overview

2014 - 2017

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SAO Assessment: Reflect on the last 3 years of SAO assessment and describe what you've learned.: Faculty and staff have requested that the District Human Resources Liaison increase time spent on campus to 5 days per week.

Goal: Professional Development

Increase the professional development opportunities offered to college employees in the areas specifically requested by employees.

Goal Status: In Progress

Goal Year(s): 2018 - 2021

How do your goals support the Educational Master Plan?: By supporting the workforce of the college.

This Program Goal Supports the selected EMP Goal(s) and Objective(s): Goal 7 Objective 1: , Goal 7 Objective 5: