

San Bernardino Community College District
Outline of Suggested Contents of a Long-Range Human Resources Plan
Draft for Discussion, November 25, 2009

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Background

In late October 2009, I developed a pool of potential components of the SBCCD Long-Range Human Resources Plan based on sound planning practices, a review of a small sample of California Community College staffing plans, and the applicable Accrediting Commission recommendation to both Crafton Hills College and San Bernardino Valley College:

- “In order to meet the standards, the team recommends...the development of a long range Human Resources Plan to assist the colleges in planning and prioritizing the need for full-time faculty and staff.”

In a November 24, 2009 meeting, participants Renee Brunelle, Dio Shipp, and Amalya Perez recommended focusing the projected Plan on the contents shown below. Sections or inputs may be added or modified based on further discussion.

Outline

- I. Introduction and Purpose
- II. Planning Assumptions
- III. Other Planning Inputs
 - A. HR-related data
 1. Inventory of current employees by category (full-time faculty, classified, management)
 2. Trend analysis considering:
 - a. Historical staffing ratios by category and Area (Instruction, Student Services, Administrative Services, etc.) based on FTES and headcount; other suitable denominators may be added as needed and available
 - b. Projected FTES, headcount
 - c. Instructional faculty load standards by discipline
 - d. WSCH per FTEF by discipline
 - e. Projected scheduling efficiencies, if any
 - f. Projected prevalence of alternative delivery modes, if different
 - g. Projected availability of PT instructors by discipline
 - h. Regulatory requirements
 - i. FT/PT ratios and faculty obligations
 - ii. 50% rule
 - i. Age and employment duration of workforce by category
 3. College and District prioritized human resources requests from program review and planning processes
 4. Staffing ratio benchmarks, if available
 5. Estimated average costs of hires by category
 - B. Categorize data by CHC, SBVC, District operations, and District-wide
 - C. Begin with global, then move to specific as more information becomes available.
- IV. Relationship with District Strategic Plan, College Strategic/Educational Plans
- V. Conclusions
 - A. Projections of hiring needs and internal supply by category
 - B. Other conclusions