

WELCOME!

HR FORUM

MARCH 10, 2009

Presented by the
Office of Human Resource Services



Today's Agenda

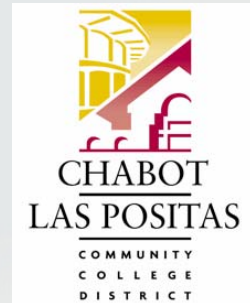
- Welcome
- Hiring Guidelines and Mandatory Training for Selection Committees (handouts)
- Faculty Evaluations – Adjuncts, Online Courses
- Training Sessions – May 8, 2009 (handout)
- Temporary employees and going outside the Classified Service
- Discussion: Managing Performance through Evaluation
- TB, I-9, and Fingerprints Report Update (handout)
- Emergency Preparedness Committee
- SEMS/NIMS, CERT, and Violence in the Workplace Training
- Adjourn to Session with Deans, VPs, Directors



Hiring Guidelines

(handouts)

- Use “2005” hiring guidelines for:
 - Classified positions
 - Confidential/Supervisory positions
 - Management positions
- Use “2009 Revised” version of 1991 Board approved “Recruitment and Selection Procedure for Contract Faculty” **legal update completed and consultation in progress*
- Mandatory Training for all members of Screening/Selection Committee



Evaluations - Faculty

- Adjuncts
- Online courses

Upcoming Administrator Training Workshops

(handout)

- Announcement -- Save the Date
 - Training Session, May 8, 2009, 9 a.m. – Noon
“Legally Compliant Strategies for Diversity Enhancement”
- Mandatory Training Session – May 8, 2009
 - 1 – 4 p.m. “Managing the Marginal Employee”

Co-Sponsored by the Office of Human Resource Services and the CLPCCD Administrative Association (Chancellor’s monthly Administrative Staff meeting will be this training session)



Temporary Employees of a Community College District

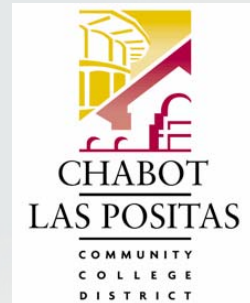
- What we learned at the 2/27/09 workshop:
 - Substitute Employees
 - Short-Term Employees
 - Professional Experts
 - Student Workers



Managing Performance Through Evaluation

Discussion:

How what we learned at the February 27
training session is operationalized at
CLPCCD



TB, I-9, and Fingerprints Report (handout)

- Board Process
- New Adjunct List for Fall 2009
Hires

Emergency Preparedness and Workplace Safety

- Emergency Preparedness Committee
- CERT Training
- SEMS/NIMS Training
- “Violence in the Workplace” Training Sessions Set (handout)

THANK YOU!

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**PRESENTED BY THE
OFFICE OF HUMAN RESOURCE SERVICES**

