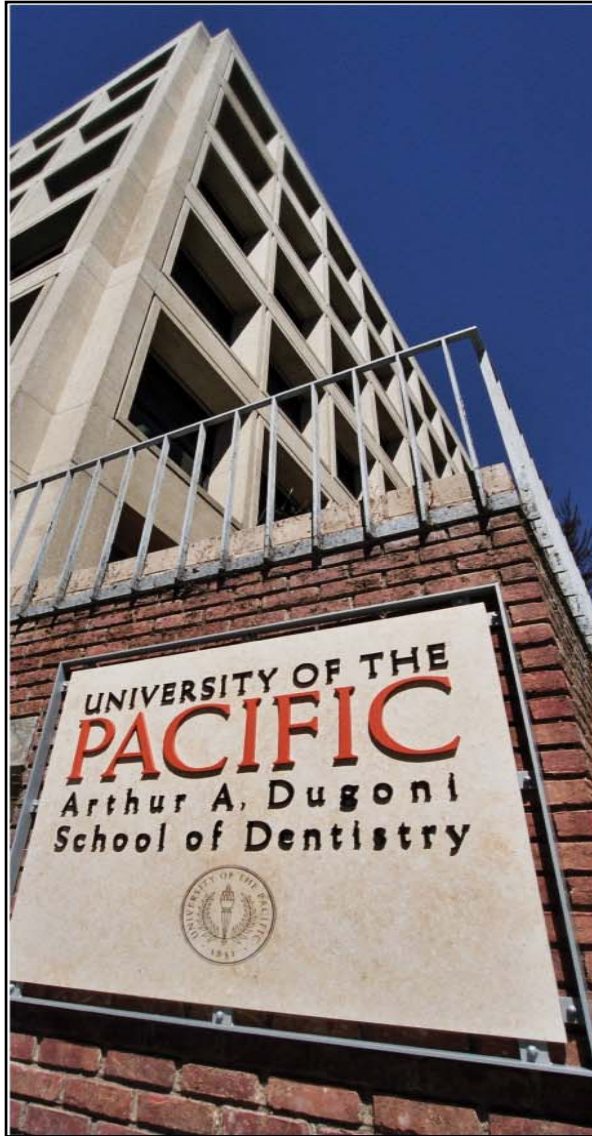


Human Resources

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Human Resources Vision:

“Building Success Through People”

Our **Mission** is to provide a customer centric environment that leverages all of the human resources staff skills in support of the University’s mission. We accept the responsibility to access and improve, to be dedicated, responsive, courteous and supportive, of our diverse university population. We will work collaboratively and with respect to build success through our people.

Key Accomplishments (2008-09)

- Developed and marketed the Career Path website which provides information about staff career path opportunities within the University. Additionally, dedicated November as Career Month and held a “Pacific Career Development Panel Discussion” event.
- Human Resources, Staff Development and Business Technology Training hosted a “Training Open House” event at all three campuses. Additionally, the two areas created an online training needs assessment survey which was conducted across all campuses. The assessment survey resulted in the establishment of a University-wide Training Plan, Training Calendar and an Online Registration System (for “one-stop access”) to all training and development endeavors.
- Performed an Annual Staff Salary Survey on Stockton Campus and determined areas of concern to be addressed in salary and benefit areas.
- Hired (in an existing position) a Compensation Administrator to ensure ongoing competitiveness of salary levels and to work toward greater salary equity across the University’s three campuses.
- Refined and issued across the three campuses a uniform salary and pay policy statement regarding the allocation of merit pool monies and other pay adjustments for faculty and staff.

Key Accomplishments (2008-09)

- Developed and introduced a new University-wide performance appraisal form and new guidelines.
- Human Resources Staff Development provided 45 training classes in areas of Business Skills, Conflict Management, Customer Service, Diversity, Emotional Intelligence, Innovation and Creativity, Talent Management and Team Building.
- Researched, interviewed and selected a vendor to handle applicant tracking, job descriptions and performance appraisal administration University-wide.
- Continual updating of University-wide policies and procedures, including a new application form and applicant tracking form.
- Initiated E-Verify (verifying social security numbers for I-9 legal status to work through online service) process.
- Researched, interviewed and selected a new vendor for background screening.

Key Accomplishments (2008-09)

- Conducted Plan renewal vendor meetings and negotiations resulting in Pacific's Health and Welfare plans benefit options remaining unchanged, no increase in employee contribution for the HMO and a decrease in employee contributions for the POS.
- Restated the official Defined Contribution Plan Document and Summary Plan Descriptions to ensure compliance with new IRS regulations. Expanded definition of Plan Compensation and improved accessibility of program to employees by refining eligibility rules to align with operational needs.
- Researched, interviewed and selected a vendor for COBRA Administrative Services to assist Pacific with compliance of COBRA regulations. Services include outsourcing ministerial duties with regard to record keeping, notification, certification and accounting of qualified beneficiaries whose benefits have terminated and who are entitled to continuation coverage under COBRA.
- Hosted preliminary informational sessions to obtain feedback from existing Retirees and various campus committee members regarding a potential Defined Contribution Retirement Health Program being offered in the coming years. (Emeriti Retirement Health Solutions)
- Re-established and expanded the Annual Benefits Fair on the Stockton campus to include 38 vendors/campus service groups which resulted in the attendance of over 400 employees. San Francisco and Sacramento campuses will be following suit due to the success of the Stockton event.

Short Term Goals (2010)

- Implementation of Banner 8
- Assist Administration and employees with change of leadership at the University.
- Initiate software and related training for a new Applicant Tracking software system.
- Expand training to reach more employees.
- Analyze, design, develop a University Classification System and Staff Salary Plan that will expand to all three campuses..
- Increase Recognition and Rewards for Innovative and Creative Ideas/Solution.
- Move New Hire Orientation Materials to flash drives to eliminate paper.
- Redesign the Wellness Program establishing campus specific wellness committees and a University-wide overarching wellness committee to implement wellness initiatives specific to each campus fostering better health.
- Launch a ride-share program and website for University faculty and staff.

Mid Term Goals (2011-2012)

- Implement/Launch Benefits Online Enrollment System – New Hire
- Develop an online tracking system for email notification/retrieval of required legal documentation to employees which will replace paper notifications and reduce postal charges.
- Develop uniform job descriptions University-wide and implement in new software system.
- Develop and implement performance appraisal tracking into new software system.
- Advance the Emeriti Program to begin University contributions to employees post-retirement health benefits. Transition existing Retiree medical participation to the Emeriti Health Solutions plans.
- Improve availability of computer kiosks for employees.

Long Term Goals (2013-2015)

- Develop a New Hire Orientation Web Page to replace paper and flash drive and online benefits enrollment for new hires.
- Implement a learning management system/database system with a “self-service” component for end user tracking of staff training and development endeavors.
- Implement Document Imaging.
- Centralize recruitment process.

Challenges We Face

- **Recent and Proposed Legislative Changes:**
 - Treasury, IRS Finalize Section 403(b) Plan Rules
 - The Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART)
 - Children's Health Insurance Program Reauthorization Act of 2009 (CHIPR)
 - The American Recovery and Reinvestment Act of 2009 (ARRA)
 - California Small Group COBRA AB 23
 - The Medicare, Medicaid & SCHIP Extension Act of 2007 (MMSEA)
 - Proposed Healthcare Reform and its Impact on Spending Accounts
 - Obama's Pro-Union Executive Orders
- **Overall compensation , maintaining a competitive (yet economical) compensation package for our employees.**
- **Succession Planning and Training.**
- **Work/Life Balance**
- **Diversity/Inclusion**

Questions & Answers

