Retention Strategies for an Inclusive and Engaged Workforce

Thursday, February 1, 2024 | 1 p.m. ET

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cornerstone
CUPA-HR Webinar

Presenters

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Presentation Outline

• About HCCC
• Timeline Overview
• Strategic Planning
• Culture of Care
• Recruitment Focus
• Recognition and Appreciation
• Retention Equity
• Programming
• Professional Development
• Highlights of National Recognition
Located in the most ethnically diverse, densely populated area of the United States, Hudson County Community College (HCCC) reflects the vibrancy, resilience and determination of its residents and its history.

- 90 degree and certificate programs
- Middle States Commission on Higher Education

3 campuses in Hudson County
- Journal Square, Jersey City, NJ
- North Hudson, Union City, NJ
- Secaucus Center, Secaucus, NJ

Student Enrollment
- 20,000 Credit and Non-credit

Employees
- ~1000 Employees
Securing Stakeholders

2017-2018
  Board of Trustees Presidential Search; DEI Priority for Next President

July 2018
  Appointment of President Christopher Reber

March 2019
  Appointment of Vice President for Human Resources

Fall 2019
  Establishment of President's Advisory Council on Diversity, Equity and Inclusion

July 2021
  Establishment of Office of Diversity, Equity and Inclusion; Appointment of Vice President for Diversity, Equity and Inclusion
Strategic Direction 1: A Culture of Student Success and Completion Grounded in Data and Best Practices

Strategic Direction 2: A College Community that Celebrates and Advances Diversity, Equity and Inclusion in All Forms

Strategic Direction 3: Innovative Programming for Students Aligned with Workforce and Community Needs

Strategic Direction 4: Faculty and Staff Professional Development in Teaching, Learning, and Student Support Best Practices

Strategic Direction 5: Facilities and Technology that Serve the College and Community
Poll Question

How recently has your institution administered a climate survey?

- On our agenda for this year
- Last year
- 1-2 years ago
- 3-4 years ago
- 5+ years ago
GOAL #1 – Supporting an inclusive culture of care at HCCC; creating DEI infrastructure, training programs, and initiatives across the College.

GOAL #2 – Weaving diversity, equity, and inclusion guidelines and practices into recruitment and hiring practices, screening committee procedures, promotion considerations, and succession planning.

GOAL #3 – Creating clear and transparent processes for safety, security, and incident reporting that are free of intimidation and respectful of confidentiality.

GOAL #4 – Building community and a sense of belonging for students by advancing their academic development, professional growth, and personal transformation.
Culture of Care

Wellness Programs
- Wellness Fair
- Steps for Wellness
- Employee Assistance Program
- Flexible Work Arrangements
- FMLA/Leaves

Participants in HCCC’s Steps for Wellness challenge get ready for the walk to Exchange Place.
Poll Question

Are you using your EAP provider for workshops and wellness programs in addition to direct employee assistance?

- Yes
- No
Culture of Care

Children on Campus Policy
Take Our Sons and Daughter's to Work Day "TODAS"
Recruitment

Focus of Recruitment, Screening and Hiring Policy and Procedure

“The purpose ... a highly qualified, professional, talented, and diverse workforce through fair, equitable and inclusive processes.”

- Recruitment Campaign
- Screening Committee Process
- Implicit Bias
- DEI Checkpoints
- Hiring Recommendations
Attracting Applicants

HR Website
- Employee Testimonials
- Recognition and Appreciation
- Applicant Tracking Software NEW

Focus of DEI Experience
- Reduced Minimum Qualifications
- Expanded Advertising Efforts
- Internal Advancement/Promotions
APPLICANT SCREENING – SCREENING COMMITTEE STEPS

**Step 1:** Hiring Manager creates a list of proposed screening committee members (using guidelines) Position Posted

**Step 2:** Vice President for Human Resources or designee reviews the list and seeks approval from the President. Resume Collection Ends

**Step 3:** Chair of Screening Committee is appointed by the Hiring Manager or determined by the committee. Schedule First Committee Meeting

**Step 4:** Chair convenes first meeting of the committee and orientation by the Vice President for Human Resources. First Committee Meeting

**Step 5:** Committee reviews applications to ensure that minimum qualifications for the position are met by the applicants. Review of Qualifications

**Step 6:** Committee submits a list of qualified applicants to be invited for interviews. Preliminary List

**Step 7:** Committee conducts preliminary interviews. Preliminary Interviews

**Step 8:** Committee recommends a list of finalists. Finalists List

**Step 9:** Committee organizes finalist interviews, including a teaching demonstration for full-time faculty positions. Finalist Interviews

**Step 10:** Committee gathers feedback and compiles a list of strengths and weaknesses of each finalist, without regard to order of preference, for consideration by the Hiring Manager, Supervising Cabinet Member and President. Community Feedback

President recommends a finalist to the Board of Trustees for approval.

*Diversity, Equity and Inclusion Checkpoints allow the Hiring Manager and the Supervising Cabinet Member/President to ensure that consideration of qualified candidates includes those from traditionally underrepresented groups.*
Applicant Hiring Recommendations

Diversity, Equity and Inclusion Checkpoints ensure consideration of qualified candidates from traditionally underrepresented groups.

• Screening Committee Representation
• Pre-interview Candidate Review and Recommendations
• Recommendation of Finalists
Recognition and Appreciation

- Coffee Hour with HR
- Special Thanks and Recognition "STAR" Program
- Hudson Is Home "HIH" Employee Recognition
- Administrative Professionals Day
- Retirement Celebrations
- Holiday Party
- Adjunct Appreciation
Collaborative Labor Union Negotiations – 4 CBAs

- 2019 – 3-year contracts with 4% annual increases
- 2022 – 3-year contracts with average salary adjustments of 9% in first year

Employee Classification and Compensation System

- Study completed; new system implemented in 2022
- Internal and external equity considerations
- Open and transparent process

An employee tweeted that “[M]y institution hired a firm to do a compensation and classification study and has made the entire report with all the recommendations public to the college community. This is how you model transparency.”
Programming

The Barber Shop
A virtual recreation of “barbershop culture” that is meant to encourage brotherhood, camaraderie, and foster connections.

Thursday, March
2023
at 2:30 PM
Topic: The Voices of HCCC
Facilitated by Josiah
If you are interested, please email Amaalah Ogburn at aogburn@hccnj.edu.

Chris Smalls
Black History Month
February 1st
2023
Guest Speaker
Chris Smalls
1:00 p.m. - 2:00 p.m.
Good & Networking
2:00 p.m. - 3:00 p.m.
Location:
1st Floor Atrium, Sabat Library Building
Bonus: Take a sneak peek at the Contemporary Native American exhibit in the Benjamin J. Dinneen III and Dennis C. Hult Gallery.
Made history by taking on Amazon

La Hermanidad
Empowering women within higher education through storytelling.

Join us via Zoom on:

Thursday, March 10th
Thursday, April 14th
Thursday, May 5th
12 PM to 2 PM

A safe space where women, and those who identify as women, are encouraged to share, reflect, educate, and start to heal through their experiences.

Anti-Asian Hate and Violence
Spread awareness of anti-Asian violence and learn how to support our Asian American Pacific Islander communities.

Friday, March 19, 12:00PM
https://hudsonccc.zoom.us/meet/jpu
Hosted by Jenne Pau, Dean of Libraries

In Your Honor
A virtual vigil to remember and honor the lives lost in the earthquake in Syria and Turkey.

All are welcome to join.

Wednesday, February 22, 2023 @ 11:30 a.m.

Bridging the Gap
A Community-Wide Speaker Series

Friday, February 4, 2022
2:30 p.m. - 3:30 p.m.

Speaker: Nicole Lynn Lewis
Our Stories Untold

18 Storytellers since Summer 2020
50+ Participants for each Program
Student, Staff, Faculty Attendance
98.75% Satisfied or Very Satisfied

“The entire Untold Stories program is powerful in connecting employees.”

“... The program empowered me! ... I believe this program should be a continuous effort by HCCC!”

“It let me feel like I have a voice at HCCC... I love that we are allowing our coworkers and students to get to know the stories that make us who we are and inspire them in their own journey.”

The President’s Advisory Council on Diversity, Equity and Inclusion (PACDEI) and the Office of Human Resources invite you to Our Stories Untold, a new speaker series, highlighting members of the HCCC community. Join us to learn more about each other through personal, educational, and professional experiences, storytelling, advice, and insight. Each program aims to introduce some of our outstanding and influential colleagues, followed by an interactive Q&A.

THURSDAY, JULY 16th, 2020 @11:00am via WebEx

Storyteller:
Dr. David Clark
Associate Dean
Student Affairs

Do you know someone with a compelling story? Are you interested in talking about your story? Let us know at PACDEI@hccc.edu.
Professional Development Focus

Full Time employees are eligible for up to $9,000 per fiscal year towards professional development.
National Recognition
Hudson County Community College is honored to be named to 2023 GREAT COLLEGES TO WORK FOR HONOR ROLL!

Committed to the diversity, equity and inclusion, ensuring all members of the College community feel heard, seen, and valued.
Poll Question

Have you ever participated in the Great Colleges to Work For or other similar program?

- Yes
- No
- No, but hopefully this year
Takeaways

✓ Recognize the steps to creating an inclusive campus climate.
✓ Analyze programming and retention practices.
✓ Describe the process for creating an enhanced feeling of community.
Calls to Action

✓ Administer a climate survey!
✓ Provide a space for collaboration with internal and external partners, college-wide celebrations, and recognitions; and
✓ Create initiatives, programs, and services that provide holistic opportunities for inclusion and engagement.
Submit questions to our presenters using the Chat.
Thank You

Please complete your event evaluation

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