

Human Resources Initiatives

Workforce Analysis, Employee Self-Disclosure, & Professional Development Programs

Objective of Our Discussion

Overview

- To communicate our status with diversity for staff and faculty, including all bargaining units, to the MassArt community,
 - To more accurately reflect MassArt's diversity.
 - To improve employee response for requests for self-disclosure; and
 - Provide feedback on proposed topic areas for the professional development programs for FY 2018
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Workforce Analysis Data



Goals

- 1) Create a process for sharing hiring data with the MassArt Community.
 - 2) Using IPED Data, present information in categories more commonly used at MassArt (APA, MSCA, AFSCME).
 - 3) Improve Employee Self-Disclosure
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IPED DATA

	2016 % Min	2015 % Min	2014 % Min	2013 % Min	2012 % Min	2011 % Min	2010 % Min	2009 % Min	2008 % Min	2007 % min
Non-Unit Professional	25.81%	24.00%	15.38%	15.38%	15.38%	13.79%	17.24%	16.67%	14.81%	12.50%
Non-Unit Classified	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Non-Unit Management	17.65%	21.43%	13.33%							
Non-Unit Other	43.75%	33.33%	30.77%							
APA	15.00%	12.90%	10.00%	11.82%	13.64%	14.53%	12.61%	13.89%	16.51%	15.60%
AFSCME	44.04%	43.81%	38.46%	33.64%	36.70%	36.79%	35.00%	35.24%	31.73%	29.47%
Staff Totals	29.01%	27.06%	23.02%	22.45%	24.70%	24.41%	22.31%	23.36%	22.73%	20.87%
MSCA	10.14%	10.61%	9.52%	9.52%	10.40%	12.61%	13.68%	14.29%	10.17%	10.43%
Grand Total	22.50%	21.45%	18.52%	18.06%	19.89%	20.82%	19.50%	20.39%	18.61%	17.39%

Self-Disclosure



Status of Employee Self-Disclosure

Human Resources continues to try to obtain accurate information about our employees. Some employees still have not self-disclosed.

10/2014 - 22.75%

10/2015 - 22.22%

10/2016 - 21.75%

Employee Self-Disclosure - Part 1

MISSION

Massachusetts College of Art and Design is a public, independent college of art and design. The college's academic and co-curricular programs prepare students from diverse backgrounds to participate in the creative economy as artists, designers, and educators, and to engage in the well-being of their society. As a national leader in visual art and design education, the college influences contemporary culture through the creative accomplishments of its students, alumni, faculty and staff.

The Office of Human Resources, in conjunction with the Chief Diversity Officer, is charged with strengthening the College's diversity by developing and implementing a strategic and integrated approach to monitoring our progress.

Employee Self-Disclosure - Part 2

We are subject to certain government recordkeeping and reporting requirements for the administration of civil rights laws and regulations, as well as for accreditation purposes. In order to comply with these laws and regulations, it is important that our recordkeeping and reporting information is accurate.

Submission of this information is voluntary and refusal to provide it **will not** subject you to any adverse treatment. We will enter the information into HRCMS, secured in a separate screen from other data, and will be used in accordance with laws and regulations concerning equal employment opportunity.

Employee Self-Disclosure - Part 3

Please take this opportunity to assist us in meeting our objectives by ensuring that we have complete and accurate information. Your information can be accessed through Self-Service Time and Attendance.

Please click the link below:

<https://hrcms-prod.state.ma.us/psp/H92PRD/EMPLOYEE/HRMS/?cmd=logout>

If you are unsure of how to get into HRCMS, please contact Patricia Wilson at ext. 7907 for assistance. Or feel free to stop by Human Resources at Tower 806 to complete a form and enjoy some chocolate or other candies.

MassArt Professional Development Programs



MassArt Professional Institute

Proposed Topic Areas

- **Budgeting**
 - **Conflict Resolution**
 - **Contract Hiring**
 - **Diverse Recruiting for Strategic Hires**
 - **Effective Communication Strategies**
 - **Understanding Family Medical Leave Act (FMLA) & Other Medical Leaves**
 - **Having Difficult Conversations**
 - **Implicit Bias in Hiring**
 - **Increasing Awareness of Implicit Bias**
 - **Increasing Employee Motivation and Productivity**
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MassArt Professional Institute

Proposed Topic Areas (cont'd)

- **Manager's Toolkit: Engaging, Motivating, and Providing Feedback**
 - **Managing Diversity & Creating an Environment of Inclusion**
 - **Navigating Evaluations**
 - **Performance Management**
 - **How to Run and Participate in a Productive Hiring Search**
 - **Respecting Our Cultural Strengths**
 - **Running Effective Meetings**
 - **Tips for Time Management and Organization**
 - **Understanding the APA Contract**
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Questions
