

May 18, 2023

23-151

CONTRACT APPROVAL FOR COMPREHENSIVE  
HUMAN RESOURCES STUDY

PREPARED BY: Michael Mathews, Director Procurement & Contracting,  
Financial Services

FINANCIAL  
RESPONSIBILITY: Dr. Adrien L. Bennings, President

APPROVED BY: Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student;  
Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem;  
Workforce: Respond to community and workforce needs by developing a culture of agility;Enterprise: Cultivate a long-term sustainable college enterprise

The College has identified the need to contract with a firm to perform a comprehensive human resources study. A formal Request for Proposal (RFP) process was performed including evaluators from Academic Services, Student Services, the People Strategy, Equity and Culture (PSEC) division, and the Financial Services division.

The study will include the following:

- Classification and Compensation Study
  - Prepare an updated classification plan, including recommended class specifications and job titling that recognizes the scope and level of the various classes and positions, and is perceived to be equitable by administration and employees alike.
  - Conduct a pay equity analysis to identify earnings gaps based on gender, race or ethnicity and develop a formal plan and structure for adjustment.
- Market Study
  - Prepare an updated classification plan, including recommended class specifications and job titling that recognizes the scope and level of the various classes

and positions and is perceived to be fair, equitable, and competitive by administration and employees alike.

- Organizational Structure Review
  - Conduct a review of the organizational structure to determine whether the reporting levels and span of control are appropriate.

The selected firm is certified by the Certification Office for Business Inclusion and Diversity (COBID) as a woman-owned business.

**RECOMMENDATION:** The Board of Directors authorizes the College to enter into a contract with Trupp HR, Inc in the amount of \$281,200.00 for the provision of a comprehensive HR Study.