

January 16, 2025

25-041

RATIFY CONTRACT AMENDMENT FOR THE
COMPREHENSIVE HUMAN RESOURCES STUDY
PERFORMED BY TRUPP HR INC

PREPARED BY: Michael Mathews, Interim Associate Vice President of Financial Operations and Compliance

FINANCIAL
RESPONSIBILITY: Howard Croom, Ed.D., Associate Vice President, People Strategy, Equity, & Culture

APPROVED BY: Dr. Katy Ho, Executive Vice President
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

REPORT: The College has identified the need to amend the contract with Trupp HR, Inc. to extend the time and add detail contract.

A formal Request for Proposal (RFP) process was performed and a subsequent contract was approved by the board (P0107538).

The expanded work of the study will focus on finalizing organizational structures, market studies, compensation structures, and philosophies, as well as conducting pay equity analysis. Specific tasks include refining job instruments and classifications, consolidating jobs, reviewing market benchmarks, recommending salary structure adjustments, and finalizing compensation philosophy. The study will also verify inputs for analysis, identify pay disparities, and prepare a comprehensive final report along with implementation support and knowledge transfer.

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 amend the contract with Trupp HR, Inc in the amount of \$143,745.00 for the provision of a comprehensive HR Study. This work is within budget and using funds from the General Fund.