

Actual Outcomes & Implications

Office of Human Resources

The Office of Human Resources will provide "services for succes" in innovative ways to ensure a cooperative relationship with all divisions of the College. The Office of Human Resources will be responsible for fiscal responsibility, for acquiring resources in a timely manner, for recruiting qualified personnel, for providing safe and adequate facilities and for all other support services necessary to ensure a productive learning and working environment.

Intended Outcome:

01 Timely & Accurate Reporting

Performance Indicator:

01A Letters to applicants will continue to be sent within 7 days from the date the search committee documents are received.

Performance Standard:

100% compliance of complete search committee documents ensures prompt responses to applicants

Actual Outcome:

Search committee procedures are being followed consequently complete search committee documents are submitted to HR. This in turn has enabled letters to applicants regarding the closed positions to be sent within 7 days.

Implication for Next Year:

Goal for sending letters out to applicants has been reached due to the timely submittal of complete search committee documents. This will be omitted from 2001-2002 IE Plan.

Performance Indicator:

01B Employee leave forms will be required within 3 business days from the date of the employee's absence to provide accurate sick and vacation leave balances.

Performance Standard:

90 % compliance of completed employee leave forms submitted within 3 days of the employee's absence.

Actual Outcome:

Employees have been following procedures and are submitting the employee leave forms in a timely manner. The number of incomplete and late leave forms are few and therefore is was considered unnecessary to allocate time and resources for tracking.

Implication for Next Year:

Removed from IE Plan 2001-2002. Time and accurate reporting of employee leave forms accomplished.

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Performance Indicator:

01C Time Accountability Report will be distributed to all supervisors after each monthly payroll to account for each employee's right to receive compensation for working. The report is due to HR by 2:00 on the third calendar day.

Performance Standard:

100% compliance of returned time accountability reports issued to all supervisors after each monthly payroll.

Actual Outcome:

Time Accountability Report name was changed to Pay Distribution Report (PDR). The PDR has been distributed to all supervisors after each payroll for approval of processing payment for paperwork submitted to pay employee's under their supervision. All submitted PDRs are returned within the time specified. Communication with supervisors concerning technical problems or delays provides preparation for submitting PDRs in shorter time periods.

Implication for Next Year:

The PDR helped address a concern over the proper payment for employees and identifying incorrect payments to employee prior to the scheduled date of payment. Process is working. This will not be included in 2001-2002 IE Plan

Intended Outcome:

02 Improve communication with all divisions, departments and employees of the college

Performance Indicator:

02A HR professional development

Performance Standard:

All HR staff will obtain training in his or her area of specialty per year either individually or as a group.

Actual Outcome:

HR staff received training in beginning and advanced access, beginner and advanced web design, and advanced excel. Training was offered by College BMS division on Fridays and Saturdays.

Implication for Next Year:

Continue training of HR staff next year for providing excellent services and assisting students to succeed.

See 2D in 2001-02 IE Plan.

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Performance Indicator:

02B Conduct at least 6 workshops per year to college employees on various topics.

Performance Standard:

At least two training or workshop will be conducted per semester on any topic suitable to the needs of the college's employees or required for compliance with any laws.

Actual Outcome:

Conducted workshops or training on new procedure for pay distribution report (2), new sick leave pool benefit (1) sexual harassment policy (3), summer enrollment benefit (5), HR benefit overview for new faculty (2) and training on safety, sexual harassment policy for direct wage employees.

Implication for Next Year:

Continue good employee relations by communicating important information relating to health, safety, benefits, etc.

See 1A, 2A, and 2E in 2001-02 IE Plan.

Intended Outcome:

03 Promote safe and healthy working environment

Performance Indicator:

03A Provide at least 4 safety and wellness training seminars which are beneficial to employees performing various types of jobs within the college.

Performance Standard:

One safety training or wellness session offered every quarter that address basic safety and health maintenance information.

Actual Outcome:

Assisted with coordinating the mammogram wellness screening on campus for benefit eligible employees. Scheduled on training concerning worker's compensation procedures, prevention of slips, trips, and falls and proper lifting technique to avoid back injuries.

Implication for Next Year:

Training will be included when needed in promoting communication and good employee relations. Emphasize will be on having HR information available to all when they need it.

See 2A - C, 2E in 2001-02 IE Plan.

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Performance Indicator:

03B Decrease in the number of work-related injuries and illness for fiscal year.

Performance Standard:

Decrease of 25% from previous year reported injuries and accidents.

Actual Outcome:

The number of work-related injury/illness for FY00-01 were 11, a 31% decrease from prior year.

Implication for Next Year:

Continued communication with employees and training will be provided to insure the number of injuries continue to decrease year after year.

See 2E in 2001-02 IE Plan.

Performance Indicator:

03C Implement Sick Leave Pool benefit to employees.

Performance Standard:

Introduce Sick Leave Pool participation guidelines and procedures to every qualified full time employee. Obtain written confirmation of participation and declination.

Actual Outcome:

Information on the Sick Leave Pool policy, benefit and procedures were mailed to every qualified employee (450). Written confirmation was received from all except 183. Records were kept on the individuals who did not submit their form acknowledging receipt of the information and denying to participate. These individuals were set up as declining participation.

Implication for Next Year:

Next enrollment period will be in October 01. Same process will be followed only this enrollment will be only for the 30 days and no extensions or reminder letters will be issued. This will be included under good employee relations and access and equity in next year's IE Plan.

See 2A and C in 2001-02 IE Plan.

Intended Outcome:

04 Compliance of all HR reporting to outside agencies.

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Performance Indicator:

04A Complete all requests for HR data information by the expected date or due date for IPEDS, IRS/SSA, TX Workforce Commission, Legislative Budget Board, Higher Education Coordinating Board and Worker's Compensation Ins. Fund and all other agencies.

Performance Standard:

100% compliance of reporting obligations to outside agencies.

Actual Outcome:

All information requests received in HR were processed before the due date.

Implication for Next Year:

Continue 100 % compliance of reporting obligations in next year's IE Plan under Compliance. Added more reports by requested agencies.

See 3A in 2001-02 IE Plan.

Performance Indicator:

04B Continue with SACS accreditation procedures for evaluation credentials of all faculty.

Performance Standard:

100 % of faculty members will be evaluated as mandated by SACS and cleared for teaching in their discipline.

Actual Outcome:

100% of newly employed faculty members in fall, spring and summer have been evaluated and deemed qualified to teach in the discipline selected to teach. New faculty continue to be evaluated and existing faculty teaching in new areas are also evaluated.

Implication for Next Year:

Continue with SACS accreditation procedures for evaluation of credentials for all faculty under promotion of student success. Emphasis placed on populating HR screens with required data. Data entered will be for qualifying individuals hired to teach.

See 3E and 1C in 2001-02 IE Plan.

Intended Outcome:

05 Recruit qualified personnel

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Performance Indicator:

05A Expand recruitment throughout Texas at educator functions and conferences

Performance Standard:

Participate in at least one educator function or conference per year.

Actual Outcome:

Job fairs were offered at all campus locations. HR staff were present and two functions for recruiting qualified personnel. National convention for Teachers in Dallas, and event held at McAllen Civic Center for the public to meet with local businesses and agencies recruiting personnel.

Implication for Next Year:

Job fairs at all campus locations will continue to be scheduled as part of access and equity to all, public, community and employees.

See 2A, Activities, in 2001-02 IE Plan.

Performance Indicator:

05B Offer job fairs throughout the multi campus locations.

Performance Standard:

Conduct at least 3 job fairs per year.

Actual Outcome:

Conducted 5 job fairs this year. One in Rio Grande, Weslaco, and McAllen (3)

Implication for Next Year:

Continue to list job fairs at various locations as a performance standard of access and equity.

See 2A, Activities, in 2001-02 IE Plan.