

Linkages from Outcome to Activities

Office of Human Resources

The Office of Human Resources will provide "services for success" 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 Outcomes	Performance Indicators	Year	Performance Standard	Data Sources	Supporting Units	Term	Activities	Resources Needed
1 Student Success	1A Well-Oriented Faculty and Staff	1	Begin full day new hire in-service and training session. Orientation will include Pecan Campus tour, escort new hires to obtain I.D. badges and parking permits.	Departmental Records	Office of Institutional Research & Effectiveness	20041 (Fall 2003)	Review survey results and make necessary adjustments in process used to oriente employees	
2 Access & Equity	2A Student access to full-time faculty		The ratio of full-time faculty to students will be 1:40.	Short and long range faculty staffing plan	President, Vice-Presidents, Deans, Directors and Program Chairs	20041 (Fall 2003)	review staffing plan and work with departments needs to acquire sufficient number of staff to serve the student population	1 million budgetd for proposed positions

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3 Community Service	3A Improve Client Satisfaction with FAS Services	1	College staff will be satisfied with services by providing at least an overall rating of 3 good, still needs improvement or higher on FAS services	Campus Climate Survey; New Hire Survey	OIRE	20041 (Fall 2003)	Upgrade HR technology to improve client satisfaction from HR services	purchase and maintain imaging equipment approximately \$8000. New computers, printers, phones, scanners, office furniture, file cabinets, extra storage approximately \$8000. Additional staff members for reports/projects and technical staff approximately \$50,000 for salaries.
	3B Improved relations with faculty and staff		Satisfactory responses from faculty and staff on recognition of their successes	informal feedback	FAS units; IT; Instructional Services	20042 (Spring 2004)	Continue planning for Employee Recognition Ceremony; explore new possibilities for improving employee morale and personal job satisfaction	Encourage employees to share suggestions with HR. Possible online submittal of ideas.
	3C Improve Professional Development Programs for Faculty and FAS administrators and staff.		Annual training for faculty and staff on HR issues.	HR videos, guest speakers, HR Director training, Employee Relations training	ERS; TRS; SSA; IRS; other local and state agencies	20042 (Spring 2004)	Participate annually in Professional Development offering interesting and informational topics applicable to all employees; Possibly introduce one annual planning yoru retirement session to assist those interested in retiring in the new future.	Power Point Presentation training

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3 Community Service	3D Effective Internal Publications	1	Provide FAS information to internal publications (Staying Connected) to be distributed to all faculty and staff.	Staying Connected monthly publications	Public Relations & Marketing	20042 (Spring 2004)	Send one publication to Staying Connected monthly	Possible subscription to Safety; Health Tips
	3E Fringe Benefits Interactive Website		Make improvements to Fringe Benefits Interactive Website by Fall 2003	STCC Website; SET HRS Training	ITS, VP of FAS	20041 (Fall 2003)	Add additional links for information; Change format of information to allow direct access to information of interest. Activate the contact us link.	Training on use of web design software
	3F Clarification of Fringe Benefits for all employees.		Distribute fringe benefit handbooks to all employees through publication of printed form and updated HR benefits website.	Fringe Benefit Handbook; Website; Employee Handbook	ITS; VP of FAS	20041 (Fall 2003)	Revise Benefit Handbook with policy revisions and benefit procedures. Distribute to all benefit eligible employees. Make changes online as well	None
	3G Revised Faculty Salary Plan		Revised Faculty Salary Plan will be completed and ready for Fall 2003 implementation	Task Force Minutes; Board Minutes	Faculty Task Force; President; VP's;	20041 (Fall 2003)	Present revised faculty salary plan for approval and possible implementation in fall 2003. If not approved continue with process and postpone implementation to spring 2004	Budget for propped salary plan revisions
4 Fiscal Responsibility	4A Compensation plan for Faculty and Staff		Compensation packages for faculty and staff will be within state and selected institutional averages.	State Salary Survey	VP's, President	20042 (Spring 2004)	review compensation plans of state community colleges	Additional staff for research, special projects and reports. Funding included in access/equity section of plan
5 Compliance	5A Review of Board adopted policies regarding faculty employment		Board adopted polices regarding faculty employment will be revised and necessary and recommended for Board approval.	Board Policies; Board Minutes	Divisions Deans; Faculty; VP for Instructional Services; Board of Trustees; Employee Relations Officer	20041 (Fall 2003)	Continue review of policies and make required revisions. Distribute to all employees	Additional staff member for research, special projects and reports, funding included in access and equity section of ie plan.

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5 Compliance	5B Letters of Intent and Letters of Appointment for Faculty and Staff	1	Letters of Intent Issue to Faculty for next academic year will be sent by February 15 for returning faculty and April 15 for new faculty and by August for other staff.	Deans; VP's; Directors, President	Deans, VP's Directors; President	20041 (Fall 2003)	Monitor search committee activity; publicize deadlines for submittal of recommendations to meet the suggested deadlines. Report search committee non-compliance to appropriate administrator.	None
1 Student Success	1A Well-Oriented Faculty and Staff	2	Take orientation information to another level online using pre-recorded presentations on several topics. This would allow employees to review information presented whenever they had a question that is accessible from any computer with internet service.	Employee Benefit Handbook, ERS benefits	Media Services; IT	20051 (Fall 2004)	Meet with Media Services for production of taped sessions on various HR topics. Meet with IT to make them available on the web and for maintenance of website.	Submittal of work request to Media Services and IT for allotting employees and time to project development and implementation.
2 Access & Equity	2A Student access to full-time faculty		Continue to monitor faculty student ratio. Make and document appropriate changes if budget does not permit a ratio of 1:40	Short and long range faculty staffing plan	State Legislature: President, Vice-Presidents, Deans, Directors, and Program Chairs	20051 (Fall 2004)	Continue to work with departments in identifying their staffing needs while at the same meets the budget allocations for funding new positions.	Review past fiscal budget and proposed state allocations to determine amount of budget required to meet staffing needs. Lower or increase staffing will depend on funding availability.
3 Community Service	3A Improve Client Satisfaction with FAS Services		College staff will be satisfied with services by providing at least an overall rating of 3 good, still needs improvement or higher on FAS services	Campus Survey; Employee Survey	VP-Finance/Adm Services, Purchasing; ORIE	20051 (Fall 2004)	Upgrade HR technology to improve client satisfaction from HR services; online services	Purchase new computers, printers, phones, scanners, office furniture, file cabinets, extra storage approximately \$5000

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3 Community Service	3B Improved relations with faculty and staff	2	Satisfactory responses from faculty and staff on recognition of their successes	informal feedback	FAS units; IT; Instructional Services	20051 (Fall 2004)	Continue planning for Employee Recognition Ceremony; explore new possibilities for improving employee morale and personal job satisfaction	Encourage employees to share suggestions with HR. Possible online submittal of ideas.
	3C Improve Professional Development Programs for Faculty and FAS administrators and staff.		Annual training for faculty and staff on HR issues.	HR videos, guest speakers, HR Director training, Employee Relations training	ERS; TRS; SSA; IRS; other local and state agencies	20051 (Fall 2004)	Participate annually in Professional Development offering interesting and informational topics applicable to all employees; Possibly introduce one annual	Power Point Presentation training
	3D Effective Internal Publications		Provide FAS information to internal publications (Staying Connected) to be distributed to all faculty and staff.	Staying Connected Monthly Publications	Public Relations & Marketing	20051 (Fall 2004)	Send one publication to Staying Connected monthly	Possible subscriptions to newsletters on Safety; Health Tips
	3E Fringe Benefits Interactive Website		Make improvements to Fringe Benefits Interactive Website by Fall 2004	STCC Website, SET Human Resources Training	ITS; VP of FAS	20051 (Fall 2004)	Add additional links for information. Add online viewing sessions on various benefit topics.	Traning on new software for web enhancements
	3F Clarification of Fringe Benefits for all employees.		Distribute fringe benefit handbooks to all employees through publication of printed form and updated HR benefits website.	Fringe Benefit Handbook; Website; Employee Handbook		20051 (Fall 2004)	Revise Benefit Handbook with policy revisions and benefit procedures. Distribute to all benefit eligible employees	None
	3G Revised Faculty Salary Plan		Continue monitoring salary plans to identify position of STC compensation as compared to the national level and propose changes if necessary	Task Force Minutes, Board Minutes	Faculty Task Force; President; VP's;	20051 (Fall 2004)	Make changes for improving salary plans if salaries fall well below state and national levels	Budget for proposed salary plan revisions

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5 Compliance	5A Review of Board adopted policies regarding faculty employment		Board adopted polices regarding faculty employment will be revised and necessary and recommended for Board approval.	Board Policies; Board Minutes	Divisions Deans; Faculty; VP for Instructional Services; Board of Trustees; Employee	20051 (Fall 2004)	Continue review of policies and make required revisions. Distribute to all employees	Additional staff member for research, special projects and reports, funding included in access and equity section of ie plan.
	5B Letters of Intent and Letters of Appointment for Faculty and Staff		Letters of Intent Issue to Faculty for next academic year will be sent by February 15 for returning faculty and April 15 for new faculty and by August for other staff.	Deans, VP's Directors; President	Deans, VP's Directors; President	20051 (Fall 2004)	Monitor search committee activity; publicize deadlines for submittal of recommendations to meet the suggested deadlines. Report search committee non-compliance to appropriate administrator.	None