

1998-99 Institutional Effectiveness Plan

Department: Office of Human Resources

Submitted by: Zelda M. Lopez

Unit Mission Statement

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 personnel, for providing safe and adequate facilities and for all other support services necessary to ensure a productive learning and working environment.

List of Clients:

College Employees which include Administrative, Executive, Faculty, Adjunct Faculty, Professional Support, Classified, Direct Wage and Work Study at all district sites

Students

Surrounding Communities

Instructional Divisions

Administrative Departments

Applicants in search for College opportunities

SACS

Texas Higher Education Coordinating Board

US Department of Education

External Agencies

Intended Outcomes

Department: Office of Human Resources

Intended Outcome: 1

HR staff will be trained in software applications which include Focus, Monarch, R&R Reporter, IA system, Fox Pro, and Internet.

Intended Outcome: 2

The College will recruit qualified faculty and staff for the College through the development of structured Job Descriptions, effective advertisement sources, and implementation of application tracking.

Intended Outcome: 3

The College will practice sound Human Resource Management.

Intended Outcome: 4

The College will maintain a safe working environment.

Performance Indicators

Department: Office of Human Resources

Intended Outcome 1 : HR staff will be trained in software applications which include Focus, Monarch, R&R Reporter, IA system, Fox Pro, and Internet.

Performance Indicator :	
Performance Standard:	
Data Sources: (most recent available unless otherwise noted)	
Supporting Units:	

Performance Indicators

Department: Office of Human Resources

Intended Outcome 2 : The College will recruit qualified faculty and staff for the College through the development of structured Job Descriptions, effective advertisement sources, and implementation of application tracking.

Performance Indicator A :	Measure the percentage of qualified applicants received in May 1999 to those received in May 1998
Performance Standard:	Increase of 10% of applicants meeting qualifications.
Data Sources: (most recent available unless otherwise noted)	HR automated applicant tracking system and maintained HR databases.
Supporting Units:	Information Technology Department and Student Placement

Performance Indicator B :	The number of applicants received per vacancy
Performance Standard:	Increase of 10% in the number of applicants received per vacancy
Data Sources: (most recent available unless otherwise noted)	HR applicant tracking system
Supporting Units:	Information Technology Department

Performance Indicators

Department: Office of Human Resources

Intended Outcome 3 : The College will practice sound Human Resource Management.

Performance Indicator A :	HR workshops and training seminars.
Performance Standard:	Training in at least six topics per year for the College
Data Sources: (most recent available unless otherwise noted)	Attendance rosters
Supporting Units:	Instructional Divisions and Administrative Departments

Performance Indicator B :	
Performance Standard:	
Data Sources: (most recent available unless otherwise noted)	
Supporting Units:	

Performance Indicators

Department: Office of Human Resources

Intended Outcome 4 : The College will maintain a safe working environment.

Performance Indicator A :	The number of reported incidents and job-related injuries
Performance Standard:	Decrease of 25%
Data Sources: (most recent available unless otherwise noted)	Workmen's Compensation Carrier, OSHA Illness and Injury Log, upon request from the Office of Institutional Research and Effectiveness
Supporting Units:	All Divisions and Administrative Departments

Performance Indicator B :	Consultant findings
Performance Standard:	Consultant will find no more than 10 recommendations for improvement
Data Sources: (most recent available unless otherwise noted)	Consultant report
Supporting Units:	Office of the Vice-President for Finance/Administrative Services.

Performance Indicators

Department: Office of Human Resources

Intended Outcome 4 : The College will maintain a safe working environment.

Performance Indicator C :	Completed Safety Plan
Performance Standard:	Plan will be completed, reviewed and approved by the Safety Committee by December 4
Data Sources: (most recent available unless otherwise noted)	Safety Plan
Supporting Units:	Safety Committee