

Unit Assessment Report - Four Column

Guam Community College

Human Resources

Mission Statement: To support the College's mission and goals, Human Resources delivers comprehensive human resource services that support the efficient and effective recruitment, selection, development, and retention of qualified employees, the negotiation of the terms and conditions of employment for union contracts, and the development and administration of the personnel rules and regulations.

Vision Statement: To become a full service Human Resources Office which provides service employee assistance programs.

Administrative Unit Outcomes (AUOs)	Means of Assessment & Criteria (Written in %) / Tasks	Data Collection Status/Summary of Results	Use of Summary Result & Implementation Status
Human Resources - FA09-SP11 AUO#1 DEVELOPMENT & TRAINING - AUO#1: To support education programs by providing 100% mandatory annual training in New Employee Orientation and Preventing Sexual Harassment. Start Date: 10/12/2009 End Date: 03/14/2011 AUO Status: Active	Artifact/Instrument/Rubric/Method/Tool Description: Annually track the mandatory training (new employee orientation & preventing sexual harassment) course offered for and attended by employees. Track the satisfaction of participants with these training. Type of Artifact/Instrument/Rubric/Method/Tool: Client/Customer Service Survey Criterion (Written in %): (1) Out of two (2) mandatory training per academic year, HR will have 90% of employees attend. (2) 70% of participants will rate the training at 2 or higher on a 0 to 4 point scale.	11/04/2010 - HR conducted (2) mandatory training per academic year. New Employee Orientation Training was conducted twice (12.17.09 & 03.17.10). 100% of the scheduled employees attended. 100% of the participants rated the training 2 or higher on a 0 to 4 point scale. Preventing Sexual Harassment Training was conducted once (10.12.09 - during PPD). 55% of the scheduled employees attended (the 45% who did not attend were secondary faculty). 73% of the participants rated the training 2 or higher on a 0 to 4 point scale.	11/04/2010 - HR shall continue to conduct New Employee Orientation using it's current methods. HR needs to work with Academic Affairs to develop another method to obtain 100% participation for the Preventing Sexual Harassment training (especially for secondary faculty). HR will research on-line training.
Anticipated Use of Assessment Result: To determine training effectiveness. Related Documents: <u>Training Evaluation Sheet</u>			
Summary of Result Type: Criterion Met Data Collection Status/Summary of Result: Open Budget Implications: No budget impact Budget Related Performance Indicators: No direct budget impact to HR Related Documents: New Employee Orientation 03 17 10 New Employee Orientation 03 17 10 New Employee Orientation 03 17 10 New Employee Orientation 12 17 07 New Employee Orientation 12 17 09 <u>Preventing Sexual Harassment</u> <u>Training 10 12 09</u> <u>Preventing Sexual Harassment</u>			

Administrative Unit Outcomes (AUOs)	Means of Assessment & Criteria (Written in %) / Tasks	Data Collection Status/Summary of Results	Use of Summary Result & Implementation Status
<p>Human Resources - FA09-SP11 AUO#2 EMPLOYMENT PRACTICES - AUO#2: To support educational programs by ensuring that employment practices of promotion comply with federal and local laws, personnel rules & regulations, and BOT & Faculty Agreement.</p> <p>Start Date: 10/12/2009</p> <p>End Date: 03/14/2011</p> <p>AUO Status: Active</p>	<p>Artifact/Instrument/Rubric/Method/Tool Description: Review of faculty member's personnel files, work experiences, and educational credits and degrees. Determine faculty members eligibility for promotion (advancement-in-rank) based on the faculty job specifications and classification procedures. Issue certificate of eligibility to faculty member upon completion of evaluations.</p> <p>Type of Artifact/Instrument/Rubric/Method/Tool: Document Review</p> <p>Criterion (Written in %): Of 100% of Faculty who applied for a certificate of eligibility for promotion will receive their certification results that they qualify for promotion (advancement-in-rank) or specifics of what they are lacking.</p> <p>Anticipated Use of Assessment Result: To plan and budget for faculty promotions to support educational programs.</p>	<p>11/04/2010 - 100% of the faculty members who applied for promotions received their Certificate of Eligibility for Advancement-in-Rank before 11.01.09 (21 faculty submitted a request and received their certificate on 10.20.09). 43% of the faculty were given certification that they meet all the minimum qualifications for advancement-in-rank as of 10.01.09; 57% of the faculty were given certification that they do not meet the minimum qualifications for rank as of 10.01.09, but were given a contingent certification with the specifics of what they were lacking and what needed to be provided no later than 10.01.10.</p> <p>Summary of Result Type: Criterion Met</p> <p>Data Collection Status/Summary of Result: Open</p> <p>Budget Implications: Over \$5,000</p> <p>Budget Implications: Over \$5,000</p> <p>Budget Related Performance Indicators: Promotion will result in an increase in excess of \$5,000 in personnel cost.</p> <p>Budget Related Performance Indicators: Promotion will result in an increase in excess of \$5,000 in personnel cost.</p> <p>Related Documents: <u>Promotions - List of Eligibles.pdf</u> <u>Promotions - sample Certificate of Eligibility</u> <u>Promotions - sample Certificate of Eligibility (contingent)</u> <u>Promotions Flyer FY2011.pdf</u></p>	<p>11/04/2010 - HR recommended to the BOT & Faculty Negotiation Team to change the requirements in the Advancement-in-Rank procedures to require that the faculty meet all the requirements for advancement-in-rank during the academic year in which they are applying. This will result in no contingent certification.</p> <p>Implementation Status: 11/04/2010 - Changes to the Advancement-in-Rank procedures as defined in the new Faculty & BOT Agreement 2010-2011 were made. Pursuant to Article VIII - Advancement-in-Rank, "The faculty member must meet and satisfy all requirements of the procedures outline in Section C., effective October 1 of the year in which the application is being made for any advancement-in-rank initiated in that academic year."</p>

Administrative Unit Outcomes (AUOs)	Means of Assessment & Criteria (Written in %) / Tasks	Data Collection Status/Summary of Results	Use of Summary Result & Implementation Status
<p>Human Resources - FA09-SP11 AUO#3</p> <p>New Faculty Compensation Structure - AUO#3:</p> <p>To implement the new faculty compensation structure effective 10.01.09 and to evaluate new faculty performance structure (i.e. review new faculty performance evaluation</p> <p>Start Date: 10/12/2009</p> <p>End Date: 03/14/2011</p> <p>AUO Status: Active</p>	<p>Artifact/Instrument/Rubric/Method/Tool Description:</p> <p>New Compensation Structured approved by the BOT. New Faculty Performance Evaluation forms.</p> <p>Type of Artifact/Instrument/Rubric/Method/Tool: Other (indicate the specific tool in the Method field/box)</p> <p>Criterion (Written in %):</p> <p>100% of conversion for faculty compensation will be completed no later than 12/31/09. 90% of faculty performance evaluation will be collected and new salary adjustment will be completed no later than June 30 of each calendar year.</p> <p>Anticipated Use of Assessment Result: To review and provide feedback on the effectiveness of the new salary structure as it pertains to improved faculty performance.</p>	<p>11/03/2010 - 100% of conversion for the new faculty compensation was completed on 11/30/09 (with retro pay to 10/01/09).</p> <p>100% of faculty performance evaluations were collected by 06/30/09 (received by HR from 04/10/09 to 06/25/09).</p> <p>None of the faculty salary adjustment for performance evaluations were completed by 06/30/09. 100% of faculty salary adjustment for performance evaluations were completed by 07/27/09, and updates to the HRIS (Banner) was completed in time for the 1st pay period of the Academic Year (effective 08.01.10).</p>	<p>11/04/2010 - HR collected and review result of performance evaluation report and submitted information to the Faculty Job Specification and Performance Evaluation Committee during the Fall 2010 Semester. The Performance Evaluation Committee used the results to update the Performance Evaluation tools towards a pay for performance. As a result, updates Performance Evaluation tools is in place for the AY2010-2011.</p>
	<p>Summary of Result Type: Criterion Met</p> <p>Data Collection Status/Summary of Result: Open</p> <p>Budget Implications: Over \$5,000</p> <p>Notes:</p> <p>BOT & Faculty Agreement - Job Specification & Performance Evaluation Committee have been assigned to review the new performance evaluation tool and to make recommendations as needed (to ensure that the performance evaluation tools results in the goal of the new compensation structure which is pay for performance).</p> <p>Budget Related Performance Indicators: Overall College's personnel budget increased From FY2009 to FY2010 as a result of the New Faculty Compensation Structure.</p>		<p>Related Documents:</p> <p>New Faculty Compensation - Pay Adjustment</p>

