

North Florida Community College Assessment Report

Departmental Unit: Human Resources

Assessment Period Covered: 2005-2006

Section 1 <i>Intended Unit Outcomes:</i>		Section 2 (must be completed for <u>each</u> outcome listed) <i>Assessment of Outcomes</i>	Section 3 (completed one for <u>each</u> outcome listed) <i>Use of Results: Explain use of the assessment results to improve administrative unit</i>
1.)	Increase employee job satisfaction	<p>Means of assessment and criteria for success: (list all assessment criteria used for this objective)</p>	<p>1. Utilizing the employee evaluation process, supervisors and employees will continue to use a team approach to update job descriptions. 2. Although salary levels were increased for all employees with an across the board amount as part of the budget process for 2006-07, greater increases are needed. HR Director will continue to utilize the annual budgeting process to enhance current salary levels. 3. Leave and insurance benefits were improved in 2005-06. During FY 2006-07, the Human Resources Office will work with the Florida Community College Risk Management Consortium to implement a major health insurance benefit update.</p>
	Results of assessment activities:	<p>1. Rewrite employee job descriptions utilizing a team approach. 2. Secure funding for increased salary levels. 3. Improve benefit packages.</p> <p>1. Utilizing the employee evaluation process, supervisors and employees used a team approach to rewrite employee job descriptions during the annual performance evaluation process. All descriptions were updated by March, 2006. 2. Salary levels were increased for all employees with an across the board amount as part of the budget process for 2006-07. Step increases were given to faculty and salary schedules were adjusted. 3. Policy was modified to allow vacation leave above the maximum amount to transfer to sick leave on an annual basis. New COBRA procedures were implemented to include data warehousing and direct contact between employee and provider.</p>	

2.)	Utilize technology to improve the accuracy of HR records as well as to make them more easily accessible.	Means of assessment and criteria for success: (list all assessment activities used for this objective)	<ol style="list-style-type: none"> 1. Improve utilization of the SCT Banner HR system, to include report generation. 2. Implement document imaging process for all records. 	<ol style="list-style-type: none"> 1. The HR Office will continue to work with the Office of Institutional Research to ensure accuracy and accessibility of data. 2. Funding was secured in the 2006-07 budget for the purchase of a document imaging system. This system will be purchased early in FY 0607 and the process of transfer of records will begin.
		Results of assessment activities:	<ol style="list-style-type: none"> 1. Data input for SCT Banner processes has been improved, and new data reports are generated by the HR Specialist as well as Institutional Research. 2. Funding was secured in the 2006-07 budget for the purchase of a document imaging system. 	
3.)	Provide for safety and security of employees and students.	Means of assessment and criteria for success: (list all assessment activities used for this objective)	<ol style="list-style-type: none"> 1. Purchase on-campus fingerprinting systems with quick turn-around of results. 2. Implement procedures to ensure thorough background check prior to employment, and to complete checks on all current employees. 	<ol style="list-style-type: none"> 1. An on-campus fingerprinting system has been purchased and is being utilized with all new hires. During FY 0607, policies and procedures will implement to begin the process of background checks on all current employees.
		Results of assessment activities:	<ol style="list-style-type: none"> 1. An on-campus fingerprinting system has been purchased and is being utilized with all new hires. 	

4.)	Improve access to HR staff and services for all employees.	Means of assessment and criteria for success: (list all assessment activities used for this objective)	1. Renovate office space for greater privacy and accessibility.	1. Office space has become available in an area more suitable for the HR function. Therefore, the planned renovations will not be made. Instead the HR function will be moved to an area which is accessible to all employees and allows for maximum confidentiality.
		Results of assessment activities:	1. Office space has become available in an area more suitable for the HR function. A move is planned for July, 2006.	