

Newly Proposed HR Outcomes (N=7)	Ties to Accreditation Standards	Ties to Draft Strategic Plan 2013	Outputs from 2010-2011 Planning Cycle	Outputs (Priorities) for 2011-2012 Planning Cycle
<b>1. Design and Update HR Outcomes and Systematic Evaluation Model to Reflect Institutional Planning Updates and Increased Program Complexity.</b>	<u>Standard III.A.</u> Human resource planning is integrated with institutional planning; <u>Standard III.A.6.</u> The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.	<u>Values:</u> "Through ongoing planning and self-evaluation, we strive to improve performances and outcomes." <u>Goal 1;</u> <u>Goal 2-Objective 2.4</u> SAOACs.	Created HRS mission, vision and values. Designed evaluation model. Revised SAOs, metrics and PRP.	Update SAOs, metrics and PRP. Establish more precise ties to budget/resource tracking for SAOs.
<b>2. Optimize Resources towards Recruitment, Hiring, and Retention of a Highly Qualified Faculty and Staff.</b>	<u>Standard III.A.</u> The institution employs qualified personnel to support student learning; <u>Standard III.A.1.a.</u> (job descriptions, selection criteria, hiring qualified personnel), and <u>III.A.2</u> (sufficient numbers of employees).	<u>Values:</u> Excellence in teaching, service; <u>Access:</u> To programs and services. <u>Goal 4-Objective 4.2</u> Staffing Plan.	Design and implement Staffing Plan. Purchase of PeopleSoft packages (PeopleAdmin). Recruit and hire new positions.	Ongoing data analysis for Staffing Plan. Implementation of PeopleSoft packages. Implementation of PeopleAdmin online application and applicant tracking system. Establish methods/measures for job description analyses and advertising effectiveness/ROI. Perform first annual evaluation of process, solicit input from Division Planning Councils, and update process for 2012-13 Staffing Plan.
<b>3. Promote Equity and Diversity through Improved EEO, Non-Discrimination and Harassment Practices.</b>	<u>Standard III.A</u> (encourage diversity); <u>Standard III.A.3.a.</u> ; <u>Standard III.A.4 a-c:</u> (issues of equity and diversity).	<u>Mission:</u> Serve students of diverse origins; <u>Values:</u> Equity and diversity. <u>Goal 4-Objective 4.1:</u> Complete EEO Plan.	Drafted and passed (BOG) Title 5 EEO Revisions with DOF study. AB 1825 training implemented and tracked. Harassment and discrimination process streamlined/forms and files standardized; complaints tracked. Diversity Event and metric established.	Complete EEO Plan once Title 5 revisions approved by DOF. Create Equity and Diversity webpage. Revised and administer standardized harassment-discrimination training (laws and regulations to Palomar practice). Implementation of PeopleAdmin online application and applicant tracking system.
<b>4. Improve Satisfaction, Productivity, Service and Performance of HR Staff.</b>	<u>Standard III.A</u> (employs qualified personnel to support); <u>Standard III.A.2.</u> (sufficient staff) and <u>Standard III.A.5.</u> (opportunities for development).	<u>Values:</u> Excellence in service; <u>Goal 4:</u> Support diverse staff to meet needs of students.	Survey complete for SWOT, 360-leadership, bench depth and cross-training (HRS). Staffing levels assessment. Staff trainings completed: policies and procedures, PRP-SAOs and hiring process.	External service measure-customer satisfaction. Conduct 2-week surveys of customer satisfaction at the midpoint of each academic semester.
<b>5. Design, Implement and Disseminate Updated and Cohesive Policies and Procedures and Employee Handbooks.</b>	<u>Standard III.A.</u> (equitable treatment); <u>Standard III.A.1.a.</u> (hiring, equivalency criteria and processes); <u>Standard III.A.1.b.</u> (evaluation processes); <u>Standard III.A.1.d.</u> (written code of ethics).	<u>Values:</u> <u>Integrity;</u> <u>Trust;</u> and <u>Equity.</u>	Tracked percentages of drafted and implemented policies and procedures. CCE comprehensive proposal.	Draft and pass remaining chapter 3 and 7 policies and procedures. Revise AA Handbook.
<b>6. Identify, Develop and Provide Opportunities for Employee Performance Feedback and Continued Professional Growth.</b>	<u>Standard III.A.1</u> (evaluated regularly; provided opportunities for professional development); <u>Standard III.A.1.</u> (employing qualified personnel); <u>Standard III.A.1.c.</u> (SLOs on evaluations); <u>Standard III.A.5.</u> (professional development).	<u>Values:</u> Improve performances, self-evaluation; excellence in teaching and service.	Revised evaluation procedure to standardize timeframes. Drafted and approved revisions to BP 7150 Employee Evaluations. Added online offerings in diversity-human resources to both Professional Growth and Professional Development. Tracked percentages of evaluations completed. Initial redesign of HRS webpage revisions.	Continued tracking of evaluations. Design instrument to allow for identification of employee training needs. Expand online training to all employees. Establish benefits and worker's comp measures. Set up standard online orientation training plan. Implement revised HRS webpage.
<b>7. Ensure Legally Compliant and Standardized Records Retention and Destruction Processes.</b>	<u>Standard III.A.3.b.</u> (personnel records).	<u>Values:</u> Trust; Integrity.	Hershey percentages scanned; standardized forms drafted for information/data requests and document destruction. Policies and procedures approved: BP/AP 3310 Records Retention and Destruction; AP 7145 Personnel Files.	Draft and approve new policy on ESI (electronically stored information). Implement forms and track information/data requests. Standardize classifications and destruction of hard copies.