



Unit Action Plan

Department Information				
Department Name:	Human Resources			
Leader:	Jeff Bell	Submitted by:	Jeff Bell	
Date Submitted:	9/2/2006	Review Period:	09/01 2006	To 08/31/ 2007
Unit Purpose Statement:	The Human and Organization Development Department supports the mission of the TSTC Marshall by working strategically with members of the College Community to address their human resource and organization development needs. We provide leadership and guidance in the development, implementation, and equitable administration of policies and procedures, thus fostering a positive work environment.			
1st Goal/Objective				
Classification:	Non-Instructional	College Master Goal:	Service	
Unit Goal:	TSTC Marshall is committed to providing life-long learning opportunities for its regular full-time faculty and staff.			
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here:	HR COP 2.50-Professional Development
Amount Budgeted:	\$5,000.00			
Budget Explanation:	1) CLARA Program - Annual consortium dues and 2 participant slots. 2) Supervisory training supplies.			
Strategies:	1) All full-time employees will complete a professional development plan each fiscal year. 2) All regular full-time and part-time employees will complete mandatory training on EEO Compliance, Sexual Harassment Prevention and Fair Labor Standards Act Compliance by August 31, 2007. 3) HOD will enter FY 2007 professional development			
Expected Outcomes:	1) Each faculty employee will complete 10 hours of professional development and each staff employee will complete 8 hours of professional development by August 31, 2007. 2) Mandatory compliance training will enhance employee knowledge about these issues and reduce the number of employee complaints by 5% per year. 3) HOD will provide			
Evaluation Instruments Used To Measure Goal:	<input checked="" type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here:	employee professional development plan
Mid-Cycle Outcomes				
Mid-Cycle Date:	5/9/2007	Expected Outcomes Met?	No	
Extent Outcomes Were Met:	1) Both faculty and staff employees have until 8/31/07 to complete their FY 2007 professional development activities.			
Other Factors:				
Final Outcomes				
End-Cycle Date:	8/31/2007	Expected Outcomes Met?	No	
Extent Outcomes Were Met:	1) All full-time employees completed a professional development plan. 2) No action 3) HOD is entering employee train			
Other Factors:	2) Scheduling conflicts prevented HOD Systems from conducting compliance training at remote college locations.			
Additional Needs Identified Through Evaluation:				
Recommended Action For Next Year:	1) Continue tracking of employee professional develop activities. 2) Conduct training for regular and part-time employ			



Unit Action Plan

2nd Goal/Objective			
Classification:	Non-Instructional	College Master Goal:	Service
Unit Goal:	Design and implement an Employee Assistance Program (EAP).		
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here: Other TSTC Colleges have formal EAP programs
Amount Budgeted:	\$0.00		
Budget Explanation:			
Strategies:	1) Implement EAP for TSTC Marshall employees by August 31, 2007.		
Expected Outcomes:	1) Provide employees with an EAP that will enable them to effectively address mental health issues.		
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here: EAP Document
Mid-Cycle Outcomes			
Mid-Cycle Date:	5/9/2007	Expected Outcomes Met?	No
Extent Outcomes Were Met:	1) TSTC Marshall HOD collaborated with TSTC System HOD to request the establishment of a system-wide EAP benefit. HOD System has received a quote from MHN Net Behavioral Health.		
Other Factors:	1) Implementation of a system-wide EAP is contingent upon the level of funding received by TSTC from the State Legislature.		
Final Outcomes			
End-Cycle Date:	8/31/2007	Expected Outcomes Met?	No
Extent Outcomes Were Met:	1) HOD Systems has obtained funds to implement a system-wide EAP during FY 2008.		
Other Factors:	1) Due to the cost of the project, the EAP proposal must be opened for public bid by EAP vendors.		
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:	1) Select vendor and implement EAP by 12/31/2007.		



Unit Action Plan

3rd Goal/Objective			
Classification:	Non-Instructional	College Master Goal:	Service
Unit Goal:	Implement a new staff performance review form (Performance Summary) that establishes an overall performance rating for each employee.		
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here: TWC Audit Compliance Requirement
Amount Budgeted:	\$0.00		
Budget Explanation:			
Strategies:	1) Survey the performance review systems of colleges recognized for their innovative HR practices. 2) Survey HR liter		
Expected Outcomes:	1) The new staff review form will provide employees with specific job-related feedback regarding their performance, identify areas requiring improvement and assign an overall performance rating.		
Evaluation Instruments Used To Measure Goal:	<input checked="" type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Mid-Cycle Outcomes			
Mid-Cycle Date:	5/9/2007	Expected Outcomes Met?	No
Extent Outcomes Were Met:	1) The supervisory and non-supervisory performance summary forms have been developed and approved for implemer		
Other Factors:			
Final Outcomes			
End-Cycle Date:	8/31/2007	Expected Outcomes Met?	Yes
Extent Outcomes Were Met:	1) All non-faculty employees received FY 2007 evaluations utilizing the new forms and process.		
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:	1) Continue program		



Unit Action Plan

4th Goal/Objective			
Classification:	Non-Instructional	College Master Goal:	Service
Unit Goal:	Implement programs and procedures required to ensure compliance with the Texas Commission on Human Rights Act (Chapter 21, Texas Labor Code).		
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here: TWC HR Audit
Amount Budgeted:	\$0.00		
Budget Explanation:			
Strategies:	1) Conduct a workforce analysis each semester to compare the number of Minorities and Females in each job category to the available statewide civilian workforce. 2) Implement the TSTC Marshall Recruiting Plan to recruit qualified Minorities and Females based on the workforce analysis.		
Expected Outcomes:	1) Increase employment of underutilized categories 1% per year until the College workforce is reflective of the state ethnic and gender diversity statistics by job category. 2) Improve the quality of hiring decisions made by supervisors by ensuring that all selection decisions are based on legal, job-related and non-discriminatory criteria.		
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here: AAP Document
Mid-Cycle Outcomes			
Mid-Cycle Date:	5/9/2007	Expected Outcomes Met?	No
Extent Outcomes Were Met:	1) Utilization analysis will be completed following the review of July 2007 demographic data. 2) EEO compliance review		
Other Factors:			
Final Outcomes			
End-Cycle Date:	8/31/2007	Expected Outcomes Met?	No
Extent Outcomes Were Met:	1) Increased Hispanic representation within the Faculty component Professional category from 6.82% to 10% and inc		
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:	1) Continue the workforce analysis process and encourage supervisors to hire qualified minority/underutilized applicants		