

DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT
Academic Year 2006-07

I. Unit Title: Human Resources

Division or School/College: Finance and Administration

Unit Administrator: Myrtis Tabb

II. Educational Program Learning Outcome Assessment Plan

<p>Learning Outcome <i>What should a graduate in this major know, value, or be able to do at graduation and beyond?</i></p>	<p>Data Collection and Analysis <i>What assessment tools and/or methods will you use to determine achievement of the learning outcome? Describe how the data from these tools and/or methods will be collected. Explain the procedure to analyze the data.</i></p>	<p>Results of Evaluation <i>What were the findings of the analysis? List any specific recommendations.</i></p>	<p>Use of Evaluation Results <i>What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?</i></p>
<p>NOT APPLICABLE</p>			

III. Division/Department Goals for the Current Year

Goal # 1 Translate and direct compliance of federal and state regulations governing employment, wage and hour and other personnel practices.

1. Institutional Goal which was supported by this goal: SP#3: The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.

2. Evaluation Procedure(s):

- Conducted random review of Human Resource policies and procedures.
- Reviewed current federal and state labor law regulations.
- Informal discussions with employees for clarity on policies and procedures.
- Number of federal EEOC, Wage & Hour, and/or FMLA charges against the University

3. Actual Results of Evaluation:

	<u>EEOC</u>	<u>Wage & Hour</u>	<u>FMLA</u>
2003-2004	1	0	0
2004-2005	0	0	0
2005-2006	0	0	0
2006-2007	0	0	0

4. Use of Evaluation Results:

- Periodic review of policies and procedures.
- Will continue to emphasize Delta State University as an equal opportunity employer.
- Informal discussions with employees on policies and procedures and how to improve for future success.

Goal #2 Implement, maintain and support the employee compensation system, job classification and performance evaluation programs.

1. Institutional Goal which was supported by this goal: SP#3: The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.

2. Evaluation Procedure(s):

- Review present compensation plan for compliance with local, regional, and national markets.
- Determine if inequities exist within the current compensation plan.
- Conduct wage and salary analysis.
- Reviewed present performance evaluation plan for compliance.
- Conducted review of Human Resource compensation and appraisal policies and procedures.

3. Actual Results of Evaluation:

- Provided recommendation of a new grade level system to the wage and salary structure plan.
- Provided recommendation for new staff merit performance evaluation program adopted by Staff Council.
- Provided recommendation for new faculty merit performance evaluation program adopted by Faculty Senate.

4. Use of Evaluation Results:

- Determine the degree of competitiveness of our compensation scale against area markets.
- Enhancing the university's position as a place of employment where wage and salary policies are current and equitable for services rendered by employees.
- Informal discussions with Staff Council and Faculty Senate on compensation and appraisal policies and procedures and how to improve for future success.

IV. Data and information for department:

- 1. Interim HR Director
- 2. Human Resources Coordinator
- 3. Administrative Assistant
- 4. Senior Secretary

This department has the responsibility over all human resource functions for faculty and staff. These functions include but are not limited to the following: employee records, benefits, recruitment and employment, training and development, wage and salary administration, employee relations, policy administration, government regulation, payroll and demographic data and equal employment.

V. Personnel:

- None

Noteworthy activities and accomplishments:

- Ben Bufkin received designation as being re-certified as Professional in Human Resources (PHR) until 2010.

New position(s) requested, with justification:

- None

Recommended change of status

- None

VI. Division/Department Goals for Coming Year

Goal # 1 Translate and direct compliance of federal and state regulations governing employment, wage and hour and other personnel practices.

1. Institutional Goal which was supported by this goal: SP#3: The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.

2. Evaluation Procedure(s):

- Conduct random review of Human Resource policies and procedures.
- Review current federal and state labor law regulations.
- Informal discussions with employees for clarity on policies and procedures.
- Number of federal EEOC, Wage & Hour, and/or FMLA charges against the University

3. Actual Results of Evaluation: To be determined.

4. Use of Evaluation Results:

- Periodic review of policies and procedures.
- Will continue to emphasize Delta State University as an equal opportunity employer.
- Informal discussions with employees on policies and procedures and how to improve for future success.

Goal #2 Implement, maintain and support the employee compensation system, job classification and performance evaluation programs.

1. Institutional Goal which was supported by this goal: SP#3: The university community will benefit from better communication, effective operational and administrative systems, an optimal work environment, and a performance-responsive reward structure.

2. Evaluation Procedure(s):

- Restructure job classifications and descriptions
- Conduct wage and salary analysis. Compare compensation plan against local, regional, and national markets.
- Create new salary ranges and grades based on new classification system and salary analysis

3. Actual Results of Evaluation: To be determined.

4. Use of Evaluation Results:

- Determine the degree of competitiveness of our compensation scale against area markets.
- Enhancing the university's position as a place of employment where wage and salary polices are current and equitable for services rendered by employees.