

DELTA STATE UNIVERSITY: NON-ACADEMIC ANNUAL REPORT
Academic Year 2005-06

I. Unit Title: Human Resources

Division or School/College: Office of Finance

Unit Administrator: Ben Bufkin

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 Increase awareness and use of employee cafeteria benefit service.

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 periodic review of cafeteria plan. Promote cafeteria plan at annual benefits fair. Determine if plan utilization maintains goal of 400+ participants and shelters over \$850,000.00.

3. Actual Results of Evaluation:

	<u>Number of Employees</u>	<u>Total Sheltered</u>	<u>DSU Savings</u>
2003-2004	445	\$839,852.00	\$64,248.00
2004-2005	430	\$936,452.00	\$71,638.00
2005-2006	418	\$1,073,588.00	\$82,129.00

4. Use of Evaluation Results:

- Will continue to conduct reviews with new employees on the benefits of the cafeteria plan and seek ways to market and improve the plan.
- Informal discussions with employees on the effectiveness of the cafeteria benefit plan and how to improve the plan for future success.

Goal # 2 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

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 #3 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:

- Headcount: 4 -
 1. Associate Vice President for Finance
 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:

- **New Position Approved**
Human Resource Secretary

- Coordinate reference and background checks with department heads of potential candidates.
- Coordinate and audit compliance of federal and state employment and record retention programs.
- Coordinate annual compliance of affirmative action program.
- Conduct & prepare wage and salary reports.
- Develop and audit university job descriptions.

Noteworthy activities and accomplishments:

None

New position(s) requested, with justification:

None

Recommended change of status

None

VI. Division/Department Goals for Coming Year

Goal # 1 Increase awareness and use of employee cafeteria benefit service.

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 periodic review of cafeteria plan. Promote cafeteria plan at annual benefits fair. Maintain plan utilization goal of 400+ participants and a baseline sheltered amount of \$850,000.00.

3. Actual Results of Evaluation:

	<u>Number of Employees</u>	<u>Total Sheltered</u>	<u>DSU Savings</u>
2003-2004	445	\$839,852.00	\$64,248.00
2004-2005	430	\$936,452.00	\$71,638.00
2005-2006	418	\$1,073,588.00	\$82,129.00
(Goal) 2006-2007	400	\$850,000.00	\$64,940.00

4. Use of Evaluation Results:

- Seek ways to market and improve the cafeteria plan.

Goal # 2 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
(Goal) 2006-2007	0	0	0

4. Use of Evaluation Results:

- Periodic review of policies and procedures.
- Emphasize Delta State University as an equal opportunity employer..

Goal #3 Support compensation, 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 new compensation plan for internal equity and local, regional, and national market equity.
- Reviewed present performance evaluation plan for acceptance.
- Conducted review of Human Resource compensation and appraisal policies and procedures.

3. Actual Results of Evaluation:

- Provided recommendations of a new grade level structures (effective 7/1/07).
- Provided recommendations for changes to staff merit performance evaluation program (with support of Staff Council).
- Provided recommendation (if needed) to changes to faculty merit performance evaluation program.

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.