Hartnell College Non-Instructional Program Planning and Assessment
ADMINISTRATIVE SERVICES, HUMAN RESOURCES AREA ANNUAL ACTION PLAN

I. GENERAL INFORMATION
   a. Service Area: Human Resources
   b. Prepared by: Terri Pyer
   c. Date: November 15, 2013

II. Continuous Quality Improvement Initiatives
   Each initiative must be linked to one or more of the college’s strategic priorities. Insert into the proper column the strategic priority number(s) linked to a given initiative. The following are the college’s six strategic priorities:

   1. Student Access
   2. Student Success
   3. Employee Diversity and Development
   4. Effective Utilization of Resources
   5. Innovation and Relevance for Programs & Services
   6. Partnerships with Industry, Business, Agencies & Education

<table>
<thead>
<tr>
<th>Initiative Number</th>
<th>Strategic Priority Number(s)</th>
<th>Brief Description and Justification of the Initiative</th>
<th>Anticipated Measureable Outcome(s) and Key Performance Indicators</th>
<th>Targeted Completion Date</th>
<th>Responsible Person(s)</th>
<th>Comments/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3, 4</td>
<td>Review, update, streamline, and improve recruitment processes</td>
<td>1—Reduce time from requisition to hire (participants will report satisfaction with time recruitment takes); 2—improve timeliness of communications from HR to applicants and</td>
<td>Spring 2014</td>
<td>AVP HR; HR Specialist (recruitment); HR Office</td>
<td>Have been interviewing vendors of applicant tracking systems; will redo Recruitment BP and AP this year</td>
</tr>
<tr>
<td>2</td>
<td>3, 4</td>
<td>Review, update, and improve internal processes and forms, and offer training to all personnel on contracts, collective bargaining agreements, and HR processes</td>
<td>1—Staff will be more knowledgeable and thus more efficient in performing their HR-related functions; 2—HR will give at least two trainings per year for managers and for staff on HR concerns and processes; 3—HR internal processes will be converted to APs if appropriate; and 4—HR will create a forms and training web page where all current forms will be found.</td>
<td>Spring 2014</td>
<td>AVP HR; HR Office</td>
<td>TJP gave training to all administrators on 9-4-13; TJP gave training to managers on changes to faculty CBA at administrators’ meeting on 11-13-13; TJP gave training on changes to faculty CBA to administrative assistants, program assistants, deans, and VPs on 12-4-13.</td>
</tr>
</tbody>
</table>
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ADMINISTRATIVE SERVICES SERVICE AREA ANNUAL ACTION PLAN

RESOURCE REQUESTS

<table>
<thead>
<tr>
<th>Initiative Number</th>
<th>Computer Hardware Software</th>
<th>Personnel</th>
<th>Facilities</th>
<th>Supplies</th>
<th>Training</th>
<th>Projected Total Cost Per Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applicant tracking and onboarding computer program will be purchase and yearly cost</td>
<td>Consultant services that go with system at start-up</td>
<td>None</td>
<td>None</td>
<td>See “personnel”</td>
<td>TBD</td>
</tr>
<tr>
<td>2</td>
<td>May need software installed on some of our machines that college already owns</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>All HR personnel should be trained on software to be able to upload documents and change webpages</td>
<td>0 (other than time to achieve training)</td>
</tr>
</tbody>
</table>

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PROJECTED GRAND TOTAL  $ TBD