

FY 2008-2009 Human Resources Action Plan
Human Resources Director

Strategy: 4.1 Overall salaries for faculty and staff should be within +/- 10% of market comparison.

Action: 1) Conduct a market comparison review of non-faculty salary ranges nine-twelve and recommend adjustments as necessary

Completion Date: March 1, 2009

Source of funds: Existing

Action: 2) Complete any necessary updates to part time salary structure.

Completion Date: December 31, 2008

Source of Funds: Existing

Action: 3) Review market for faculty salaries to examine the +/- 10% criteria.

Completion Date: March 1, 2009

Source of Funds: Existing

Strategy: 7.1 Implement the SunGard Banner enterprise resource planning (ERP) software for Human Resources and Payroll.

Action: 1) Continue to support and participate before, during, and after the implementation of the HR and Payroll modules through HR staff training and ERP team involvement.

Completion Date: Throughout 2008-2009

Source of Funding: Existing

Strategy: 4.0 Develop a culture of Customer Service to support student and employee recruitment and retention, and to support effective internal operations.

Action: 1) Analyze HR department processes for customer friendliness and incorporate action items into departmental plans.

Completion Date: June 30, 2009

Source of Funds: Existing

Action: 2) Develop and launch training opportunities in customer service for supervisors and employees.

Completion Date: June 30, 2009

Source of Funds: Existing

Strategy: 4.6 Edit and revise the Administrative Policy and Procedure Manual.

Action: Design and launch a revised process for policy and procedure review, and beginning with the HR section of the manual, use that process to edit, update, and publish an updated version of that section on the Manual.

Completion Date: March 30, 2008

Source of Funding: Existing