

**Administrative Services
Annual Program Review Report - 2004**

Personnel Office

I Overview of Department Mission and functions and It's Relationship with the Maui Community College Mission and Strategic Plan

Maui Community College's mission statement is to provide affordable, high quality credit and non-credit educational opportunities to a diverse community of lifelong learners. The Personnel Department is adhering to Maui Community College's Mission statement.

The Personnel Department's mission and functions are based on the Maui Community College Mission Statement and Strategic Plan by providing high quality service and support in the following areas:

Assisting with hiring quality instructors and staff and doing reference checks to provide high quality programs.

Giving faculty, staff and students mutual respect. We also have an open door policy, which provides an atmosphere of open communication.

We are service oriented.

We are equal opportunity employer and promote diversity and equity and will continue to recruit and retain diverse faculty and staff.

Providing training we are offering an opportunity for professional growth.

We network with our colleagues from other campuses and the systems office to provide better service and advice to our employees.

We are trying to streamline paperwork to reduce costs and paperwork.

We revised our forms to include Okina, which is promoting the Hawaiian language.

We have updated our computers to keep up with technological need.

II Previous Years's Goals, Plans and Accomplishments

- Working towards reducing overpayments
- Created a check and balance system, due to delegation of duties from the System's office
- Created our own e-mail list serv., to send out notices
- Provide training and create templates to be used as samples.

We have accomplished most of the above goals and are still working towards reducing overpayments.

III Analysis and Assessment of Quantitative and Qualitative Data

Based on the data obtained from the Administrative Services Assessment Survey for calendar 2004, in all six areas the Personnel Department's Services had very high ratings.

Quantitative Data

In analyzing the quantitative data, it showed that there was more BOR PNFs processed than Lecturer PNFs. The increase of BOR PNFs was due to the establishment of more temporary positions.

There was a decrease of Lecturer PNFs processed for 2004, due to financial constraints and temporary BOR positions filled.

There was a decrease of Form 6s processed due to budget constraints on hiring Casual Hires and Overloads.

The average time to establish APT and Faculty appointments has remained the same.

The average time to establish new civil service appointments has increased due to the time it takes to process at Department of Human Resources Development.

Staffing has remained the same in the Personnel Office.

Qualitative Data

There was a slight decrease in ratings, may be due to the decrease in people completing the survey and more people giving no opinion.

Based on the survey's averages, personnel services have improved over the year.

The only weakness is providing more adequate training.

IV Goals, Plans & Objectives for 2005

Continue training sessions every semester and initiate on-line training.

Create Maui Community College Personnel website to give accessibility to Personnel forms and policies.

Continue to alleviate overpayments.

Reference checks for new hires though out the campus

Get Brio Program so we can provide our own personnel reports.

Continue to try and pay everyone in a timely manner.

Assist with hiring high quality Instructors and Staff.

Streamline paperwork for faster processing.

V Short Term Resource Needs and Priorities

Additional storage is needed, due to the increase of employee files.

Larger supply budget is needed, due to increase in employees and delegation of responsibilities from the systems office.

Cost of EUTF booklets - \$350

Cost of Union contracts - \$500

Overall more coping - \$300

File cabinets, due to additional employee - \$1,500

Cost of airfare for adequate training - \$1,200