

**2006 MAUI COMMUNITY COLLEGE  
ADMINISTRATIVE SERVICES-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:

Give faculty, staff and students mutual respect. Provide an atmosphere of open communication and be service oriented by having an open door policy.

We are an equal opportunity employer and promote diversity, equity and continuous recruitment and retention of diverse faculty and staff.

Provide training for professional growth.

Provide better service and advice to our employees by networking with our Colleagues from other campuses and the systems office.

Streamline paperwork to be more efficient, reduce costs and paperwork.

Promote the Hawaiian language by including Okina in our forms.

Keep up with technology and Federal and State rules and regulations.

**II     Previous Year's Goals, Plans and Accomplishments**

- Our goal was to provide more training for staff prior to each semester and as needed when new procedures and forms are developed. We also were going to initiate on-line training. We have improved and increased our training efforts and have loaded training procedure manuals, forms, and checklists onto our web page.

- We were to complete our Personnel website and update when necessary. Our website is complete and is continuously updated as needed.
- We were to continue to reduce overpayments by providing more training and doing a check and balance. We were planning to put employees who meet the criteria on after-the-fact payroll to reduce overpayments. We have been able to reduce the amount of overpayments by providing more training, better communication, and check and balances. We have placed one employee on after-the-fact payroll.
- We are utilizing the Brio Program to provide necessary reports to staff and administration.
- With our increased training and improved communication we have improved on payroll turnaround time and will continue to strive to improve in this area.
- We continue to assist with hiring high quality Instructors and staff by improving our interviewing strategies and reference checks.
- We have streamlined our paperwork which has decreased our turnaround time for hiring faculty and APTs.

We have accomplished most of these goals and will continue to improve.

### III Analysis and Assessment of Quantitative and Qualitative Data

Based on the data obtained from the Administrative Services Assessment Survey for calendar 2006, in all six areas the Personnel Department's Services continued to have very high ratings.

#### Quantitative Data

In analyzing the quantitative data for FY 2006, it showed that there was an increase in BOR PNFs processed from FY 2005. There was also an increase

in Lecturer PNFs processed this year than FY 2005. The increase of BOR PNFs was due to additional hiring of new employees and bargaining increases for all of are BOR employees. The increase of Lecturer PNFs was due to account code corrections for lecturers and the increase of assigned time.

The number of Form 6s processed for OCET for FY 2006 also increased from FY 2005, probably due to hiring more non-credit instructors and an increase of non-credit classes.

Form 6s processed for casual hires decreased slightly which is due to hiring more BOR employees.

There was a significant decrease of Form 6s processed for overloads which is also due to a decrease in grants and the increase in reassigned time for faculty to work on grants.

The number of lecturers hired during FY 2006 was less than last year which must be due to the hiring of additional faculty to cover classes.

The number of PNF's and Form 6s processed per staff member for FY 2006 was much higher than FY 2005, due to more account code corrections and increased hiring.

The number of new appointments per year increased FY 2006.

The average number of workdays to establish an APT position has decreased to 39 days, due to personnel office conducting more training sessions and processing more of the paperwork for the field.

The average number of workdays to establish a Faculty position has decreased to 34 days, due to personnel office conducting training sessions and processing more of the paperwork for the field.

The average time to fill new appointments for APTs and Faculty is 45 days. This is new data, so we are unable to compare and analyze at this time.

The average time to establish new civil service appointments decreased FY 2006 from 347 days to 21 days because there were only two civil service appointments during that time and the applicants were internal.

For FY 2006, we still have only three staff members.

There was one grievance for FY 2006. Which is the same as FY 2005.

The number of UH Form 1s processed for FY 2006 was 2109, which is a significant increase from FY 2005.

There was one investigation on campus for FY 2006, which is lower than FY 2005.

#### Qualitative Data

Based on the survey's averages, personnel services continued to improve. The increased training and improved customer service continues to help.

#### IV Goals, Plans & Objectives for 2007

Continue training sessions every semester and as needed when there are procedural changes or new forms. Initiate on-line training.

To continue to update the Maui Community College Personnel website.

Continue to alleviate overpayments.

Continue to provide the campus with Brio reports.

Continue to try and pay everyone in a timely manner.

Assist with hiring high quality Instructors and Staff.

Continue to strive for more efficient ways of processing documents.

#### V Short Term Resource Needs and Priorities

Need to get a position count for our temporary Clerk III position.

Need to have staff meetings on a more frequent basis.

Additional file cabinets and space for the cabinets are needed, due to the increase of employee files.

Larger supply budget is needed, due to increase in employees and delegation from the systems office for ordering and purchasing personnel related items such as Health Fund Books, Union Contracts, Employee Retirement Books, etc.

Personnel Clerk III - \$23,844

Supplies - \$3,000

Student Help - \$5,000

Cost of EUTF booklets - \$700

Cost of Union contracts - \$900

Overall more coping - \$500

Cost of airfare for adequate training - \$3,500