

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing this form:	Chuck Reece	Curriculum/Department:	Administrative Services Division: Human Resources, Facility Development, Physical Plant, and Security
Purpose/Mission Statement		Vision Statement, 3-5 years	
Attract and retain quality employees, provide a well-maintained and safe campus environment, and plan for future growth and expansion.		Maintain current standards while adapting to growth and change in the college.	
Departmental Strengths		Departmental Weaknesses	
Experience and longevity in position of personnel; dedication to getting the job done.		Staff is spread thin - difficult to maintain centers and two campuses in a three county area.	
Departmental Opportunities		Departmental Threats	
College Goals	2007-08 Department Outcomes/Goals	Success Criteria (Method for measuring extent to which outcome is achieved)	Plan of Action (including resources needed)
3	1. Create and maintain a clean and comfortable campus environment.	1. The results of the Student Climate Survey will indicate 80% of students strongly agree that the physical environment of the campus is clean and comfortable.	1. Monitor survey results
3	2. Faculty and staff will be satisfied with the maintenance of campus buildings and grounds	2. The results of the Faculty & Staff Survey will indicate that 80% will agree that campus buildings and grounds are well maintained.	2. Will continue to monitor results.
4	3. Employees will report overall satisfaction with Human Resources function	3. The results of the Faculty & Staff Survey will indicate that 80% will agree	3. Monitor survey results.
2	4. Employees and students will report feeling safe on campus	4. The results of employee and student surveys will indicate satisfaction (>80%)	4. Monitor survey results.
2	5. Employees will be given updated training on sexual harassment awareness	5. Part-time instructors will complete training during their first term; full-time employees within 90 days; >90% of full time employees trained as of June 30, 2008	5. Implement self-paced training available remotely
4	6. Newly hired employees will be verified through the U.S. Department of Homeland Security and the Social Security Administration	6. By June 30, 2008, 100% of newly hired employees will be verified through the BASIC Pilot Program	6. Implement BASIC Pilot training for administrative assistants/HR staff

2	7. Critical Incident Response Plan will be developed, implemented and tested.	7. Faculty/staff training, practice drill, and evaluation conducted by June 30, 2008.	7. Faculty/staff training, practice drill, and evaluation conducted by June 30, 2008.
3	8. Complete map of campus infrastructure - electrical, water, sewer, data/fiber, storm water control	8. A completed campus utility map will result in reduced downtime and interruption of service, more efficient use of staff time in locating buried utilities.	8. Complete utility mapping project with Surveying Technology program.

Criteria Results for 2007-08 Outcomes Be sure to utilize most current data available	End of Year Analysis (Goals achieved, impact of equipment purchased, improvements to program or service, etc.). Describe how you used the results to improve your program/department.
1. Because of the CCSSE, the Student Climate Survey was not conducted for 2007-2008.	
2. 94% of staff and faculty surveyed agree that the buildings and grounds are well-maintained.	Goal has been achieved, however this is an ongoing mission. Satisfaction improved over last year (92% to 94%).
3. 91.7% of staff and faculty surveyed are satisfied with HR/Personnel services.	Goal has been achieved and marked improvement is shown over 2006-2007 (82.7%) possibly as the result of an additional HR/benefits specialist.
4. 86.1% of staff and faculty surveyed are satisfied that SCC provides a safe and secure environment. Student Survey not conducted due to CCSSE.	This is an improvement over 2006-2007 (85.4%). Addition of CRO's and conducting drills on campus have helped increase awareness. Additional plans for increased surveillance and security equipment is planned for 2008-2009.
5. 100% of full time employees completed the online sexual harassment training. Part time instructors are being asked to complete during first term, but no measurement of success is available at this time.	Continue to require new hires to complete training within first term.
6. 100% of new hires are verified through the E-Verify program.	Program has been implemented through HR staff and goal achieved.
7. Critical Incident Response Plan was developed and two drills were conducted in Fall Term 2007.	Additional training is now being considered through NIMS (National Incident Management Systems.)
8. Incomplete, but utility field work is 99%, field work for buildings, sidewalks, and parking is 50% done, the map is about 80% complete.	Progress has been made and plans are to continue using a surveying student work study and instructor effort to complete by year end 2008-2009.

College Goals	2008-09 Department Outcomes/Goals	Success Criteria (Method for measuring extent to which outcome is achieved)	Plan of Action (including resources needed)
3	1. Create and maintain a clean and comfortable campus environment.	1. The results of the Student Climate Survey will indicate 80% of students strongly agree that the physical environment of the campus is clean and comfortable.	1. Monitor survey results

3	2. Faculty and staff will be satisfied with the maintenance of campus buildings and grounds	2. The results of the Faculty & Staff Survey will indicate that 80% will agree that campus buildings and grounds are well maintained.	2. Will continue to monitor results.
4	3. Employees will report overall satisfaction with Human Resources function	3. The results of the Faculty & Staff Survey will indicate that 80% will agree	3. Monitor survey results.
2	4. Employees and students will report feeling safe on campus	4. The results of employee and student surveys will indicate satisfaction (>80%)	4. Monitor survey results.
3	5. Complete map of campus infrastructure - electrical, water, sewer, data/fiber, storm water control	8. A completed campus utility map will result in reduced downtime and interruption of service, more efficient use of staff time in locating buried utilities.	8. Complete utility mapping project with Surveying Technology program.

Budget Item Description: (Budget items requested from college funds)	Current Year Budget:	Ongoing Operational Budget:	Expansion Budget:
Supplies-			
Equipment-			
Travel-			
Program Accreditation-			
Other-			
TOTALS			

Mid-point Review

Progress Notes: