

FY2004-FY2006 District Strategic Goals and 2003-2004 Division Achievement Indicators
Collin County Community College District
Human Resources

Goal 1. Exhibit visionary leadership to provide educational experiences that enable students to excel academically and to be civically engaged.

Achievement Indicator	Staff	Target Completion Date	Evidence of Accomplishment, Outcomes, and Improvement	Status as of 8/31/2004
1.1. Ensure that faculty and administrators meet academic requirements and that credentials are appropriately documented and in a format readily accessible for the Texas Higher Education Coordinating Board and various accreditation reviewers.	Dupont , Russell, Merrill, Haroutunian	02/10/2004	1.1.1. A complete review of the documentation related to credentials for each faculty member and administrator will be completed. 1.1.2. For faculty and administrative files that are found to be deficient, appropriate corrective action will be taken and documented to ensure qualified administrators are in place and qualified faculty members are in the classroom.	1.1.1.1. 1.1.2.1.
		04/01/2004	1.1.3. A data entry field on the Human Resources System (HRS plus) will be established and used to track the teaching fields an individual is qualified in which to teach.	1.1.3.1.

Goal 2. Develop a systematic process that integrates academic, student development, technology, facilities, administrative services, and budget planning.

Achievement Indicator	Staff	Target Completion Date	Evidence of Accomplishment, Outcomes, and Improvement	Status as of 8/31/2004
2.1. Develop a three-year HR Plan that integrates and supports the district's planning system, with an emphasis on employment, compensation, benefits, and policies, procedures and guidelines.	Haroutunian, Kaczka, Dupont, Tracht, Russell	First draft by 08/31/2004	2.1.1. The first draft of a three-year plan will be presented to focus groups prior to the end of the fiscal year and presented to the Leadership Team by the end of the 2004 calendar year.	2.1.1.1.
2.4. Board policies and HR-related policies, procedures and guidelines will be published and accessible by all college employees.	Russell	Local Policies by 5/30/2004, Key "Procedures and Guidelines for Faculty and Staff" by 7/31/2004	2.4.1. Local policies and procedures and guidelines will be linked to the college's web site and all employees will be notified of the site.	2.4.1.1.

Goal 4. Elevate the community’s awareness of CCCCD’s academic, economic, cultural, and social impact to the community.

Achievement Indicator	Staff	Target Completion Date	Evidence of Accomplishment, Outcomes, and Improvement	Status as of 8/31/2004
4.1. Develop and implement printed and web-based recruitment pieces for faculty and administrative positions that coordinate with the college’s marketing plan.	Dupont, Russell	1/15/2004	4.1.1. New recruitment advertising will incorporate the “Smart Move” campaign.	4.1.1.1.

Goal 5. Maximize the development and use of CCCCD's human, technological, and capital resources to sustain and strengthen academic and financial vitality.

Achievement Indicator	Staff	Target Completion Date	Evidence of Accomplishment, Outcomes, and Improvement	Status as of 8/31/2004
5.1. Strengthen the process of attracting and retaining district employees with appropriate credentials and experience	Dupont , Russell, Kaczka, Moreno, Haroutunian	2/15/2004	5.1.1. Training will be conducted with search committee chairs regarding the recruitment process for faculty and administrative positions. Meetings will also be held with the Dean's Council regarding the hiring process.	5.1.1.1.
		4/1/2004	5.1.2. Staff hiring guidelines will be published on the HR web site and a related professional development program offered to hiring supervisors. 5.1.3. The Affirmative Employment Plan will be completed and presented to the Leadership Team at the March 2004 meeting and subsequently published on the HR web site. 5.1.4. The salary review of benchmark positions will be completed and a proposal presented to the LT at the April 2004 meeting for the next three years, FY2005-2007.	5.1.2.1. 5.1.3.1. 5.1.4.1.
		5/31/2004	5.1.5. A new pilot of the revised HRsmart on-line performance appraisal system will be completed and a recommendation prepared related to expanding or discontinuing implementation of the system.	5.1.5.1.
		7/15/2004	5.1.6. New faculty and administrators hired for FY2005 will meet or exceed posted requirements for the positions.	5.1.6.1.