

**HAWAII COMMUNITY COLLEGE  
ANNUAL UNIT REVIEW**

**ADMINISTRATIVE AFFAIRS  
HUMAN RESOURCES**

**APRIL 2, 2007**

**Claire Shigeoka**  
**ANNUAL UNIT REVIEW**  
**Administrative Affairs**  
**Human Resources**  
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**I. Narrative and Analysis of Data**

**a. Statement on the mission or purpose of the unit, including the target student population;**

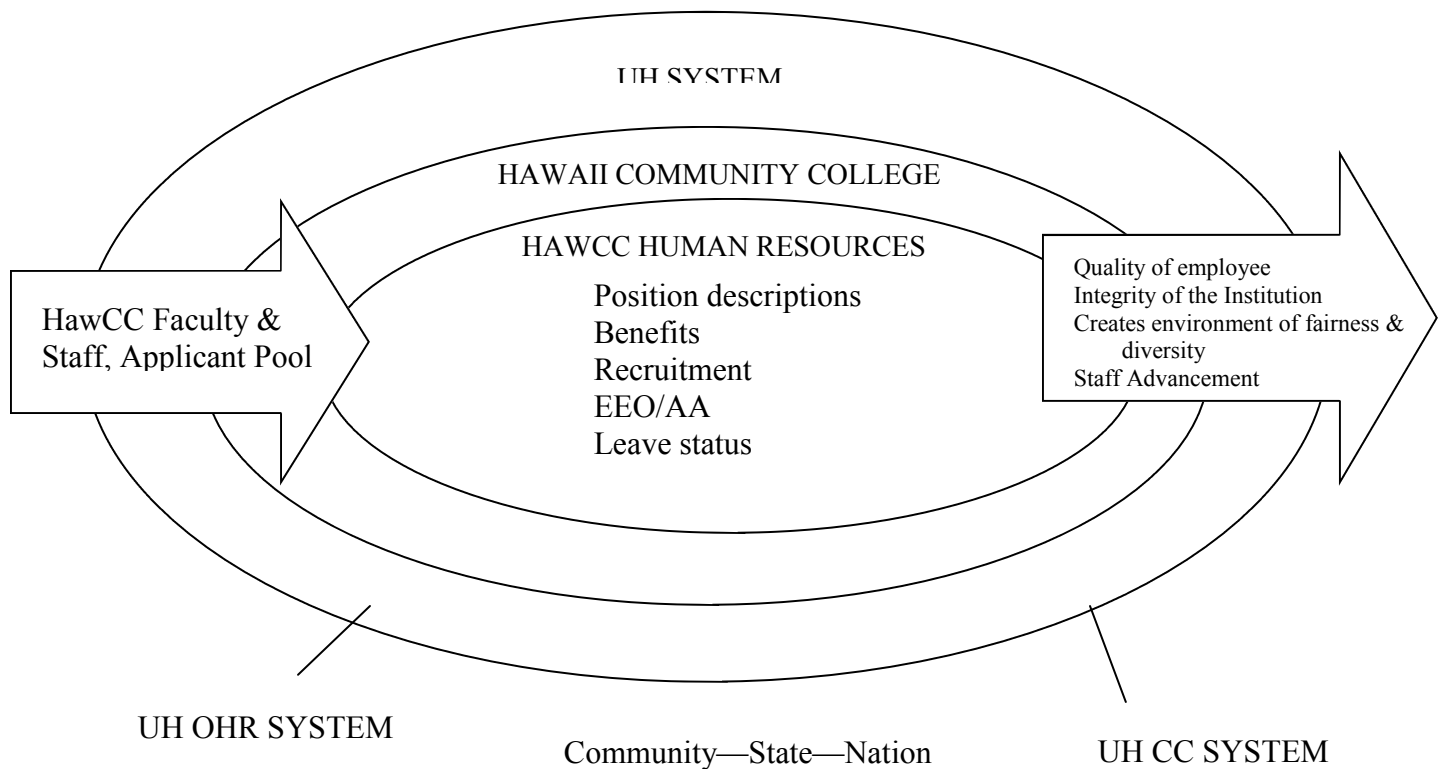
Mission statement of Hawai'i Community College:

Hawai'i Community College promotes student learning by embracing our unique Hawai'i Island culture and inspiring growth in the spirit of *E `Imi Pono*. Aligned with the UH Community Colleges system's mission, we are committed to serving all segments of our Hawai'i Island community.

Mission statement of Hawai'i Community College Human Resources Unit:

To anticipate, develop, and fulfill the comprehensive human resources needs of Hawai'i Community College. This will be accomplished through systematic and integrated institutional support services that contribute to the College's goal of promoting student learning potential.

**b. Information on external factors affecting the unit;**



The Human Resources Unit serves Hawai'i Community College Faculty, Staff, and applicants who apply for positions. The Unit works closely with all other units of the college and consults with the UH Office of Human Resources system and with the UH Human Resources Community Colleges system.

**c. Required external measures, if applicable;**

Not applicable.

**II. Update or Create Your Action Plan including Budget Request with Justification, if needed.**

Unit Goals/Plans for the Next Review Period

1. Continue to provide an open door policy for faculty and staff.
2. Train and explore ways for retention of staff once permanent staff is hired.
3. Explore ways to obtain more space to store sensitive, confidential information.
4. Explore the possibility of separating the EEO function from the Human Resources function as to not create an atmosphere of conflict of interest of the same position serving the two roles.
5. Explore ways to designate monies for more staff development activities as it relates to personnel issues.

**Data Chart**

**Quantitative Trend Data Table**

	<b>MEASURE</b>	<b>FY 2005- 2006</b>
<b>1.</b>	Number of PNF Transactions Processed (fiscal year)	781
<b>2.</b>	Number of New Appointments Processed (fiscal year)	39
<b>3.</b>	Number of Lecturer PNF documents Processed (fiscal year)	373
<b>4.</b>	Number of Form 6 Transactions Processed (fiscal year)	480
<b>5.</b>	Number of Leave Cards processed (fiscal year)	1252
<b>6.</b>	Average number of work days required to establish APT positions	10
<b>7.</b>	Average number of work days required to fill APT positions	60
<b>8.</b>	Number of Grievances/ Investigations filed (fiscal year)	2
<b>9.</b>	Human Resources FTE	2
<b>10.</b>	Faculty/Staff Headcount	159

There has been an increase in over 30 % of new positions (51 positions) authorized in the last 2005-2006 legislative session. In order to adequately service the various units in

creating these new positions as well as maintaining existing ones, there is a need for more Human Resources staff. In addition to position control, the Human Resources Unit, is responsible for all personnel transactions for new and existing employees. Two new positions in Human Resources are being requested in the next biennium budget to the legislature. One position is a Personnel Officer, Band A and the second is an additional Personnel Clerk.