

**Lake Superior College  
FY08 Unit IE Plan**

**UNIT - Human Resources**

Unit/Department Objectives	Projected Outcomes	Actual Outcomes	Person Responsible	Projected Completion Date	System Strategic Direction	System Target	Learner Segment	College Priority	AQIP Category
Staffing Process Improvement - Applicant Tracking Software research and recommendation, system-wide task force.	Recommend purchase of applicant tracking software in time to include in 08 budget.	Preparations for Request for Proposal sent 3/08	HR Director and Personnel Officer	Feb-07	4	NA	NA	3	PCI
Implementation of web-based Faculty Credential system and policy.	100% of part time temporary faculty and 80% of Customized Training faculty will complete credential process.	Implementation complete, six training sessions held with 95% compliance.	HR Director and HRIS Coordinator	Year end	2			3	PCI
Process Improvement with newly formed CT/CE Division.	Decrease the "safe" projected time of payment from six weeks to four weeks or less.	HRIS Coordinator and CT/CE met and verified process toward this end. Date dependant.	HR Director and HRIS Coordinator	Year end	4	NA	NA	3	PCI
Training tracking software - implement new MnSCU training tracking and registration software.	100 of training activities are enrolled via the software with at least three different training source users.	Implementation complete. Used for fall and spring in-services and ongoing training.	HR Director and HRIS Coordinator	Year end	2	NA	NA	1	VP
Training Offerings - offer continuous access to software and safety training through the academic year. Track completion of compliance training in D2L.	Increase participation in employee training sessions by 10%, report 90% compliance with Security Awareness for "regular" employees.	Monthly software offerings have not attained 10% increase goal to date. Security Awareness compliance is near 90%.	HR Director and HRIS Coordinator	Year end and December 1 for Security Awareness	2	NA	NA	1	VP

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Implement new system-wide E-orientation for new employees and re-working of classroom orientation to complement.	The new D2L orientation is ready for use in combination with a revised classroom orientation.	Implementation Phase One complete, Phase Two (added detail to employee orientation to be posted spring 08.	HR Director and HRIS Coordinator	Spring term start, fall term 08, first hybrid class	2	NA	NA	1	VP