

IMPERIAL VALLEY COLLEGE  
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES

PROGRAM/DEPARTMENT Human Resources

ACADEMIC YR. 2012-13

Comprehensive Program Review       Annual Assessment       Request for Resources (check all that apply)

Please analyze your Program Review data as well as your SLO/SAO assessment findings in order to update to your Comprehensive Program Review report as needed. All changes to area needs and subsequent requests for additional resources must be reported at this time.

If your program is scheduled for a Comprehensive Program Review all forms are to be completed and submitted to the appropriate Dean/VP. If you are completing the annual Program Review Assessment only and have no changes to area needs, sign below and submit this form to appropriate Dean/VP. If your needs have changed as a result of your annual assessment of program review data, please complete the appropriate Request for Resources form(s) and submit to appropriate Dean/VP.

Signature of Program Chair/Director N/A Date

Signature of Area Dean [Signature] Date 3/13/12

Signature of Area Vice President [Signature] Date 3/13/12

Please attach the following documents to this Program Review Compliance form if you are requesting additional resources:

- ✓ Comprehensive Program Review
- ✓ Data Analysis Form
- ✓ SLO/SAO Assessments
- ✓ Request for Resources Forms



# Imperial Valley College

## Program Review

103-11001-6730		Human Resources/Unrestricted - General/Human Resources Management				
#	Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan
1	4401 Non-Instructional Supply / Material	\$536.46	\$3,500.00	\$3,500.00	Need for daily functions of HR office	9 Routine Operational Cost
2	4455 Copying/Printing	\$156.60	\$1,500.00	\$3,500.00	Daily Functions of HR Office	9 Routine Operational Cost
3	4460 Office Supplies	\$328.04	\$2,500.00	\$2,500.00	Daily Functions of HR Office	9 Routine Operational Cost
4	5110 Consulting Services	\$0.00	\$5,000.00	\$1,000.00	Banner trainings	9 Technology
5	5210 Travel - Mileage	\$0.00	\$200.00	\$200.00	Reimbursement for picking up checks from	9 Routine Operational Income
6	5220 Travel - Staff Conferences	\$126.00	\$2,000.00	\$2,000.00	Annual ACHRO trainings	9 Professional Development
7	5310 Memberships and Dues	\$360.00	\$1,000.00	\$1,000.00	HR Memberships for staff renewal	9 Professional Development
8	5621 Copier Maintenance Agreements	\$0.00	\$3,000.00	\$0.00	Not needed	0 Routine Operational Cost
9	5730 Legal Expense	\$16,914.18	\$25,000.00	\$25,000.00	Ongoing Legal Expenses for staff/faculty	9 Staffing
10	5740 Advertising Expense	\$1,740.42	\$2,500.00	\$2,500.00	Advertisement expense for job announcem	9 Staffing
11	5840 Physical Exam/Class B Lic Fees	\$1,370.00	\$1,750.00	\$1,750.00	Fees for new hires physical exam/class b lic	9 Staffing
12	5850 Fingerprinting	\$1,964.00	\$2,250.00	\$2,250.00	Fees for new hires fingerprinting	9 Staffing
13	5860 Postage	\$1,484.35	\$2,500.00	\$2,500.00	Daily functions of HR and for mailing of che	9 Routine Operational Cost
Totals:		\$24,980.05	\$52,700.00	\$47,700.00		

**Long Justifications:**

- 1 Need for daily functions of HR office
- 2 Daily printing in HR office. Copier maintenance fees has been moved here to cover expenses on printing.
- 3 Daily Functions of HR Office
- 4 Banner trainings
- 5 Reimbursement for picking up checks from ICOE
- 6 Annual ACHRO trainings and LCW trainings
- 7 HR Renewal for memberships for staff. SHRM, Yosemite CCD, EEDEC, IVHRA.
- 8 Not needed
- 9 Ongoing Legal Expenses for staff/faculty
- 10 Advertisement expense for job announcements
- 11 Fees for new hires physical exam/class b license
- 12 Fees for new hires fingerprinting
- 13 Daily functions of HR and for mailing of checks/stubs





# Imperial Valley College

## Program Review

103-17360-6790		Human Resources/HR - Wellness Program/Other General Inst Support Services				
#	Acct Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio Plan
1	4401 Non-Instructional Supply / Material	\$6,714.97	\$10,000.00	\$15,000.00	Wellness Plan 2012-2013	9 Staffing
<i>Totals:</i>		<b>\$6,714.97</b>	<b>\$10,000.00</b>	<b>\$15,000.00</b>		
<b>Long Justifications:</b>						
1 Wellness Plan 2012-2013						

**Actual Grand Total:**      \$32,430.71  
**Budgeted Grand Total:**    \$68,964.00  
**Requesting Grand Total:**   \$67,964.00