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| jscc logo | **Goal Progress Report** |
| **Program:** | **Human Resources** | **Report period:** | **2015-2016** |

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| Maintain up-to-date manuals for human resources and payroll | $2,500 | The current environment is without policies from ACCS. The offices have been following previous policies and cannot update these policies until ACCS approves new ones.  | The resources allocation for this goal is too high and will be amended in the future. The system HR offices have submitted revised policies for review to ACCS and await approval.  |
| Education programs and services for employees | $7,500 | This goal has been met at a level of 100% with HR being able to achieve all the listed objectives.  | The HR office would like to devote more time to developing and maintaining the professional development programs, possibly even hiring PT staff to aid in this process.  |
| Storage for Human Resources and Payroll Department | $5,000 | This goal has not been met.  | HR has explored opportunities for space above the mailroom but security remains an issue. Further investigation is needed and this goal will move onto the 2016-2017 plan.  |
| Facilities for Human Resources and Payroll Department.  | $7,000 | This goal has not been met. | The Jefferson Campus is currently undergoing massive relocation and renovation efforts especially for Student Services and Enrollment areas. It is not plausible at this time to move HR but we will always be looking for an opportunity to have a space that better suits our needs.  |
| **Submission date: 9-23-2016** | **Submitted by: Shain Wilson** |