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| jscc logo | | | **Goal Progress Report** | |
| **Program:** | **Human Resources** | **Report period:** | | **2019-2020** | |

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| **What has your unit accomplished from the goals you proposed in the first year of your most recent Strategic Plan?** | | | |
| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented & Follow-up** |
| Goal #1: Update office equipment and furniture | The Human Resources/Payroll Department requires adequate equipment and furniture to provide a collegiate-style atmosphere and experience to employees and students. | The request made by the HR Director was approved; however, furniture was not purchased due to the OneACCS Banner migration project for all Alabama Community College System Cohort 1 institutions. | This goal will be revisited in the upcoming year. |
| Goal #2: Provide educational programs and services for employees | The Human Resources/Payroll Department provides computer training and professional development workshops to faculty and staff through coordination with the office of Workforce Education, outside facilitators/consultations, and Security.  Develop a calendar listing professional development opportunities. | Human Resources, in collaboration with Corporate Education, was able to create an online site for employees to log in, view, and register for classes.  A calendar listing of available professional development was created on the College’s website that allowed employees to view opportunities for training. | Continue to elicit the assistance of the office of Corporate Education to provide relevant training to employees. |
| Goal #3: Locate adequate space for departmental storage | The Human Resources and Payroll Department maintains all employment records for four campuses (344 full-time employees, more than 400 part-time hourly/part-time adjunct employees, and more than 50 work study employees).  With increased employment searches and hiring, the department has used all available storage space. | Available space was identified above the mail room by the Director of Maintenance. A request for labor and materials for the space to be renovated for appropriate storage was approved but construction has not yet begun. | This goal will be revisited in the upcoming year. |
| Goal #4: Stay abreast of all changes affecting human resources and payroll | For HR/Payroll staff to stay abreast of changes that affect their positions, participation in computer and technical training, and attendance at workshops and conferences are necessary. | The HR staff participated in the virtual annual ACCSHRMA Diversity Conference in early 2020. The Payroll staff attended Banner meetings during the OneACCS Banner migration project that included Cohort 1 institutions. | HR/Payroll staff will continue to seek opportunities that will allow them to stay abreast of changes in their positions, including such conferences as ALBUG, Ellucian Live, ACCSHRMA, Diversity, and training related to EEOC, ADA, FMLA, and labor law. |
| **Submission date: April 14, 2020** | | **Submitted by: Shain Wilson** | |