|  |  |
| --- | --- |
| jscc logo | **Goal Progress Report** |
| **Program:** | **Human Resources**  | **Report period:** | **2021-2022** |

|  |
| --- |
| **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: Stay abreast of all changes affecting human resources and payroll | For Human Resources staff to stay abreast of changes that affect their positions, participation in computer and technical training, and attendance at workshops and conferences are necessary. | HR staff participated in the virtual annual ACCSHRMA Diversity Conference on February 17, 2022, as well as in various virtual OneACCS NeoEd Insight training from December 2021 through March 2022. The Human Resources Director served on the ACCS Governance Team for the implementation of the new NeoEd online applicant tracking software. The program went live on April 1, 2022. | Human Resources 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, NeoEd, Diversity, and training related to EEOC, ADA, FMLA, and labor law. |
| Goal #2: Provide educational programs and services for employees | The Human Resources 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.  | The Human Resources Department and the Center for Workforce Education staff collaborated on offering professional development training for new employees. Due to time constraints of the new NeoEd online program, this training was not implemented by Fall 2021 as anticipated. | This goal will be re-visited in the upcoming year and Human Resources will continue to work with the Center for Workforce Education to provide relevant training to new employees.  |
| Goal #3: Part-time personnel to assist Human Resources and Payroll | An L-19 hourly employee is requested to assist HR and Payroll by scanning, copying, filing, and assisting with other daily work to help increase work efficiency in the departments. | An L-19 hourly position was approved but the advertisement was delayed. | The needs of HR and Payroll will be reassessed, and this goal will be re-visited in the upcoming year. |
| Goal #4: Provide promotional items for new full-time hires | As part of the onboarding process provide a portfolio or other Jeff State promotional item to each new full-time employee to welcome them. | This request was not approved through the budget review process. | This goal may be revisited in the upcoming year.  |
| Goal #5: Install window blinds in the HR Director’s office | Install window blinds that can be easily opened and closed; update the look of the office area. | This request was approved but blinds have not yet been installed. | Continue to work with the Maintenance Department to have blinds installed. |
| **Submission date: April 29, 2022**  | **Submitted by: Debbie Boone** |