

<p>Unit Operational Plan</p> <p>Due March 1st Each Year</p> <p>2024-2025</p>
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Name of Unit: Human Resources

Primary Purpose: The Office of Human Resources aspires to recruit, employ, and develop personnel, as well as evaluate and enhance processes and programs in support of the mission of Jefferson State Community College.

Unit Goals

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Coordinate the recruitment, selection, and employment of all personnel.	Continue to support areas of the College through recruitment, selection and employment of personnel.	<p>IV.A. – (Primary) Improve and enhance the onboarding process for new employees</p> <p>II.B – (Secondary) Support the continued growth and enrollment of Dual Enrollment students and programs</p> <p>II.D – (Secondary) Increase and enhance support for adult learners</p>	<p>FP 1.2 – Educational opportunities within the financial reach of the great majority of the people of the college service area.</p> <p>FP 3.1 – A friendly and stimulating atmosphere that is conducive to both formal and informal learning and to cross-cultural awareness.</p> <p>FP 3.3 – Qualified personnel who enable the college to fulfill its purpose.</p> <p>FP 3.5 – Necessary financial support, administrative structure, and institutional support services that facilitate the college’s operation.</p>

<p>Restructure and enhance the onboarding process for new employees.</p>	<p>Provide new employees with an improved, informative, and welcoming onboarding experience</p>	<p>IV.A – Improve and enhance the onboarding process for new employees</p>	<p>FP 4.1 – An organizational culture in which college personnel demonstrate caring, cooperation, integrity, and professional excellence and hold high expectations of performance for themselves and others.</p> <p>FP 4.3 – A working environment that supports employee wellness and job satisfaction.</p>
<p>Offer professional development training opportunities.</p>	<p>Provide diverse professional development opportunities that are beneficial to employees.</p>	<p>IV.B – Increase opportunities for professional development for all employees</p>	<p>FP 4.1 – An organizational culture in which college personnel demonstrate caring, cooperation, integrity, and professional excellence and hold high expectations of performance for themselves and others.</p> <p>FP 4.2 – Professional development experiences that enable personnel to maintain currency in their respective fields, increase their awareness and use of alternative methods of meeting the needs of a diverse student population, and develop innovative approaches to fulfilling their roles in the institution.</p> <p>FP 4.3 – A working environment that supports employee</p>

			wellness and job satisfaction.
Improve and enhance Human Resources processes and programs that support the College mission.	Provide Human Resources processes and programs that improve and enhance recruitment, onboarding, professional development, and job satisfaction in support of the College mission.	<p>IV.A – Improve and enhance the onboarding process for new employees</p> <p>IV.B – Increase opportunities for professional development for all employees</p>	<p>FP 3.1 – A friendly and stimulating atmosphere that is conducive to both formal and informal learning and to cross-cultural awareness.</p> <p>FP 4.1 – An organizational culture in which college personnel demonstrate caring, cooperation, integrity, and professional excellence and hold high expectations of performance for themselves and others.</p> <p>FP 4.2 – Professional development experiences that enable personnel to maintain currency in their respective fields, increase their awareness and use of alternative methods of meeting the needs of a diverse student population, and develop innovative approaches to fulfilling their roles in the institution.</p> <p>FP 4.3 – A working environment that supports employee wellness and job satisfaction.</p>

Unit Operational Plan for 2024-2025

1. **Goals** – The activities through which the outcome will be achieved. Each Unit Outcome should have at least one goal.
2. **Method of Assessment** – How the unit will determine if the objective has been met.
3. **Funding/Rationale** – Provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.

Goal	Assessment	Funding/Rationale
Coordinate the recruitment, selection, and employment of all personnel.	Utilization of the NeoEd software to recruit, select, and employ all College personnel. Assessment will be made through the reporting feature of the software.	No funding necessary
Restructure and enhance the onboarding process for new employees.	Review onboarding in Summer 2025. Results from onboarding survey will be analyzed.	Estimated cost for promotional items for new full-time hires: \$1,500
Offer professional development training opportunities.	Provide at least 2 additional opportunities for employees.	Estimated cost: \$9,500 \$7,875 for professional development offered in partnership with Workforce Education (6 classes fall; 3 classes summer; 6 classes spring) in addition to \$1,625 for external trainers to facilitate in-person training
Offer professional development training opportunities for Human Resources staff.	Provide professional development training opportunities for the Human Resources staff. One additional person for local conferences. Title IX, ALBUG, NeoEd, and/or other national/regional trainings for Director.	Estimated registration/travel costs: \$15,000 \$6,500 Director training
Improve and enhance Human Resources processes and programs that support the College mission.	Create at least two survey opportunities for employees to give feedback.	No funding necessary