

INITIATIVE & PRIORITY WORK SHEET

Employee Relations Committee / Chris Roediger, Chair

Chris Roediger, Director of Human Resources and ERC Chair

YEAR 1: FY 2019-20 GOALS		RESOURCES				
Description of Assigned Goals	Needed College Resources	Operational Budget Requirements	Capital Budget Requirements	Challenges or Barriers	Can Complete In 1 Year? (If no, move to year 2 or 3)	List any unexpected barriers encountered during implementation:
<p>Post employee photo's next to names on the website. With such a dispersed geography, lots of employees work with other employees from other locations that they may never meet in person. Photo's can facilitate employees getting better acquainted with each other, even though physically separate.</p> <p>Staff performance evaluations are moving toward a more goal-oriented process. Each employee shall include a goal for both Communication and Customer Service that is relative to their own job description and job performance.</p> <p>Convocation Communication Opportunity: * consider an employee mixer at convocation that helps employees meet, mix and get to know someone new * Consider a mandatory breakout on a Communication or Customer Service topic *Detailed employee nametags that include preferred name, full name, title, photo</p> <p>Information Systems is working with College leaders to craft a simple approach to Project Management that can be implemented throughout the organization. One consistent approach will help employees work efficiently and will improve the communication process throughout the project implementation.</p> <p>There is an opportunity to improve communication between NPC employees and supervisors. There is discussion in HR about what kind of training might be offered to new and current supervisors. There is discussion about starting a monthly book discussion group for newer supervisors / managers.</p> <p>Implement a 'SUGGESTION BOX' system at every campus and center, where anyone may give their ideas for improving our school. Consider suggestion@npc.edu that would be monitored by the VPLSS office and HR. Discuss when new VPLSS is on board. How can we include student feedback in this process.</p> <p>College Calendar - how about an Outlook Calendar that every NPC employee could view and limited managers can add or delete events? Include College meetings and events, holidays, academic calendar dates that are important to everyone. Make it easy for everyone to know what is going at NPC.</p> <p>Train employees to use Outlook fully, and the calendar / appointment functions. Use the tool we already have.</p> <p>Picnic / celebration to welcome Dr. Jessica Clark as our new VPLSS during the week prior to classes starting or at Convocation.</p>	Marketing time, photo / information storage, HR to monitor and support the update process when people come and go.			Taking photo's, updating the directory format to include photo's, getting it done and continuing to update adds to already full To Do Lists	yes	
	Executive and supervisor commitment to the performance evaluation and goal review process.			"we've never done it that way before" resistance to change	yes, but would continue indefinitely into the future.	
	1. Exec support 2. Precious time at Convocation 3. \$5,000 for trainers to lead session 4. Marketing & HR time to put nametags together	\$5,000		There are more ideas of what to do at Convocation than time to execute them.	yes	
	Jason LaBute is leading this project for the College thru his IS role.			Employee resistance to change.	Project Management will continue at NPC indefinitely.	
	TBD			Limited training resources The need exceeds resources	Employees choosing to participate Supervisors not mandating needed development	
	Probably an NPC email address dedicated to the Suggestion Box			Responding to suggestions may take lots of time. Employees may become discouraged if their suggestion is not implemented	We could begin in the 1st year, but this would continue indefinitely	
	A professional to create the calendar and own it - to delete anything inappropriate that might be added Existing Outlook resources			Employees choosing to implement it and adopt new behavior	We could begin in the 1st year, but this would continue indefinitely	
	HR training resources			Employees choosing to implement it and adopt new behavior	We could begin in the 1st year, but this would continue indefinitely	
	Employee time to attend Food budget			Could be really hot to be outside in August	yes	
Approval Signatures and Date		Goals suggested to be deleted or placed on the "Opportunity Board." (Add brief rationale - leave blank if none)				
GR:						
GR Supervisor:						
OR:						