Quarterly Board Monitoring Report

Human Resources

March 2023

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Executive Summary for Human Resources

This report is an update on the College's Human Resource activities and the alignment to the Board Strategic Outcomes according to the Key Performance Indicators in the Shawnee Community College Effectiveness System. The focal point for Human Resources, along with the Strategic Plan initiatives to which they are aligned include:

- Employee Relationships (B3001)
- Organizational Culture (B3003)
- Employment, Compensation & Benefits (B3004)
- Diversity, Equity and Inclusion (B1012)

The Shawnee Community College Effectiveness System framework describes the Employee Engagement element with the following Key Performance Areas: Preparation, Performance, Cultural Condition, and Employee Satisfaction.

The remainder of this report will address areas of measure identified for reviewing the key performance indicators.

Preparation

Preparation contains 5 measures of effectiveness – Leadership, Growth & Development, Organizational Alignment, Operating Standards and Employee Diversity.

Leadership

The Cultural Awareness Team celebrated diversity with a Black History event. When we celebrate the culture of others, we are putting aside our differences to shape or **influence** opinions to understand how we are all connected.

Attorney John Schneider conducted a training on performance evaluation. **Performance management** is an ongoing process of communication between a supervisor and an employee which occurs throughout the year, in support of accomplishing the strategic objectives of the organization. He stressed the importance of consistent feedback on job performance. It gives an employee the opportunity to gain clarity on expectations and make improvements in areas of weakness before the annual performance evaluation. Administrators and supervisors must always remain bias free, dishonesty in evaluations hurt employees and the College.

Growth & Development

Professional Development affords the opportunity to develop or increase skill sets and learn from others in the training. Faculty and staff attended the Spring Convocation with guest speaker, Dr. Paul Hernandez. He is the author of the book, The Pedagogy of Real Talk: Engaging, Teaching and Connecting with Students At-Promise. He shared personal and professional stories. His Real Talk is a practical methodology that helps education professionals build rapport with at-promise students while creating learning experiences that are relevant and life changing.

Organizational Alignment

The HR teams continue to **review policies** and the DEI Council is working collaboratively with Dr. Taylor and Dr. Teske to establish meaningful definitions of Diversity, Equity, Inclusion and Belonging to guide the council in understanding the necessary work that is needed within the college to support DEI.

Operating Standards/Employee Diversity

The employee demographics of Shawnee Community College include:

- 29 **Full-time Faculty**
- 69 Full-Time Staff
- 27 Part-time Staff
- 56 Part-time Spring Instructors
- 181 Total Employees for Spring 2023 semester

  24 Black or African American (13%) the remainder is White (87%)

Performance

Performance contains 7 measures of effectiveness – Communication, Effort & Strategy Alignment, Decision-Making, Empowerment & Collaboration, Work Execution, Customer Service and Safety.

Communication

College-wide email is frequently used to share information quickly, engage **employee participation** in activities and **employee recognition.** Also, the breakfast with the President initiative is an **opportunity for two-way group communication.**

Effort & Strategy Alignment/ Decision-Making/Empowerment & Collaboration

The first Thursday at Three is an **activity performed as part of the strategic plan** by Director of Institutional Effectiveness for **data sharing** on Shawnee's effectiveness. The project is aimed at **improving customer service**. Faculty and staff consider multiple interpretations of quantitative and qualitative data to strengthen growth and support of each other in developing meaningful solutions.

Work Execution/Customer Service to guide the council in understanding the necessary work that is needed within the college to support DEI.

The abundance of **creativity** and talent within the College, overpower the shortage of resources in the area. The willingness to assist students and the **attention to detail** given to recruitment activities such as CTE day consistently achieve success.

Safety

Several members of Administration, Supervisors and Center Coordinators completed OSHA training last semester. We have not had any safety incidents which resulted in lost work days.

Cultural Condition

Cultural Condition contains 3 measures of effectiveness – Reward & Recognition, Enhanced Effort and Work Environment Quality.

Reward & Recognition/Enhanced Effort/Work Environment Quality

Employee Excellence Awards

1. Faculty, staff and administrators nominate employees showing excellence according to a criteria rubric for the monthly category.
2. The nominations proceed to all employees to vote for that month's winner.

The winners for the month of January and February

Also, one of our support staff was nominated for the NISOD Excellence Award. The award recognizes individuals doing extraordinary work at community colleges and technical colleges.

Employee Satisfaction

Employee Satisfaction contains 4 measures of effectiveness – Loyalty, Pride, Morale and Environment.

Loyalty/Pride/Morale/Environment

The College continues to struggle with **employee retention**. We have several full-time and part-time positions vacant. The ability to recruit and retain employee talent has become increasingly difficult and competitive.