

Assessment Plan Documentation

Name of Planning Unit: Human Resources, Safety and Risk Contact: Wendy Beach

<p>Goals <i>(Link 3 goals to the Strategic Plan [CAFE] Goals)</i></p>	<p>Goal Assessment: How was this goal assessed, and what were the results?</p>	<p>Use of Results: What changes, if any, will be made to improve goal achievement?</p>
<p>HR: Revamp the onboarding process for a positive, educational experience for new employees. (<i>Link: Culture, C.3</i>)</p>	<p>2017-2018: Assessed: Reviewed the Onboarding process at the beginning of the FY 2018 with the process at the end of FY2018. Results: -Checklist that included onboarding requirements and due dates for employee. -There is immediate communication from HR to newly hired employees. -Benefit information added to the new hire package and reviewed with each employee -New employees are informed of our external Employee Assistance Program (EAP). -Developed a thorough welcome meeting with HR that included internal and external benefits and policy review. -We are part of the student orientation process, informing student of jobs on campus, how to apply and the documents needed for employment.</p>	<p>2017-2018: -Develop and implement online onboarding process through People Admin. (electronic storage of files). -Develop a survey for new employees to get feedback on their onboarding process. -Add Safety and Title IX to on-boarding training. -Need develop a procedure for new employees to be issued LSSU properties such as keys, computer, phone, etc.</p>

Administrative Program Review 3-column Template

<p>HR: Create an annual employee evaluation system to drive employee performance by the creation of annual goals that link to the University's strategic goals, and providing performance feedback to employees. (Link: Culture, C.3)</p>	<p>2017-2018: Assessed: HR completes a thorough exit interview with employees. Exit interview survey reviewed by Director. Results: HR is able to collect information in regards to employees reasons for leaving the University and react. The exit interviews showed the following: -Employees report they did not receive feedback regarding their performance from their supervisor. -Employees report there is a lack of training in the positions they hold. -Employees report communication with their supervisor was poor.</p>	<p>2017-2018: -Revamp the exit interview survey to include a scale to rate the questions on so HR can better assess areas to improve. -Create and implement an Annual Employee Evaluation Program. -Review current management training and develop training plan.</p>
<p>HR: Provide a safe campus environment for employees, faculty, students and visitors of Lake Superior State University. (Link: Culture, C.3)</p>	<p>2015-2016: Assessed: Reviewed campus policies and need for safety. Results: Lack of safety and environmental programming and compliance for the campus.</p> <p>2016-2017: Assessed: Review of Safety Program Results: Hazard Communication, Accident Prevention and 80% of Chemical Hygiene Plan complete.</p> <p>2017-2018: Assessed: Review of Safety Program Results: Safety and Risk Manager was promoted to Director of HR, Safety and Risk and Safety and Risk Specialist resumed responsibilities for Safety and Risk. The following programs were developed and implemented: Bloodborne Pathogens Forklift and Ariel Lift Lead Training and fit testing</p>	<p>2015-2016: Need to hire a position dedicated to safety programming.</p> <p>2016-2017: Complete an annual training calendar for safety programming. Work more with Directors for a train the trainer program for safety program implementation.</p> <p>2017-2018: Work with MIOSHA Consultation, Education and Training division to help develop and implement training programs, need to develop a safety program matrix with timeline and prioritize programs for development and implementation, compile information needed for Fire Fighter Right to Know, Safety and Risk Specialist needs more training in MIOSHA standards</p>

Administrative Program Review 3-column Template

<p>HR: Re-structure the HR, Safety and Risk department to meet needs of the University and create a more positive and efficient working department. (<i>Link: Culture, C.3</i>)</p>	<p>2017-2018: Assessed: Review HR positions and duties within each position. Fill vacated positions. Since Spring 2016 the dept. had an entire turnover of staffing which included 6 positions. Results: All positions including Director of HR, Safety, and Risk/Title IX Coordinator, Deputy Title IX Coordinator, Payroll and Compensation Coordinator, HR Specialist, Benefits Coordinator, and Safety and Risk Specialist filled.</p>	<p>2017-2018: Need for cross training: back up coverage of the front desk, workers comp, unemployment, and payroll. Need to realign position duties with each employee's area of expertise and revise job descriptions.</p>
<p>Public Safety: To provide a safe learning and working environment for the campus community. (<i>Link: Culture, C.1 &C.3</i>)</p>	<p>2016-2017: Assessed: Review of departmental functions and campus policies that addressed campus safety. Results: Safety initiatives were spread across multiple departments that were acting as silos. 3 different departments addressed safety on campus: Environmental, Health and Safety, Public Safety and Risk Management.</p> <p>2017-2018: Assessed: Review Annual Security Report Results: need to update Active Shooter Plan and develop a Recovery Plan, Title IX, Safety and Public Safety have excellent relationship and very effective communication. Lack of video surveillance across campus, surveillance not standardized or recorded at a single location for easy access by Public Safety. Life Safety monitoring system not standardized throughout campus.</p>	<p>2016-2017: -Break down silos by having Environmental, Health and Safety, Public Safety and Risk Management departments fall under one supervisor and report to the AVP of Human Resources (HR). Change AVP of HR title to AVP of HR, Safety and Risk. Environmental, Health and Safety Specialist change to the Safety and Risk Manager and supervise Environmental, Health and Safety, Public Safety and Risk Management. -Student Public Safety Officers training need to expand to include more interaction with Title IX and Student Life.</p> <p>2017-2018: The Public Safety Senior Officer will move to the position full time on days to work on programming, training, and policies for the department. The campus needs active shooter, fire safety, and many other trainings annually. Add life safety and security to LSSU's Performance Contract with Johnson Controls to include fire system inspection, video surveillance and swipe access cards.</p>

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<p>Title IX: To provide effective education and resources for the campus community to help prevent gender based discrimination and sexual misconduct.</p>	<p>2016-2017: Assessed: The Title IX Annual Report Results: Title IX reports increased from 22 in 2016-2017 to 29 in 2017-2018, Title IX training programming increased and Campus Clarity online training was provided.</p> <p>2017-2018: Assessed: The effectiveness of the online Title IX training by holding multiple focus groups with different organizations on campus. (2016-2017) Results: The focus group discussions showed the online Campus Clarity Title IX training was not effective. Assessed: Title IX trainings provided for Lake State employees. Results: There was no mandatory Title IX training for staff or faculty.</p>	<p>2016-2017: Provide campus wide online Title IX training to help prevent gender based discrimination and sexual misconduct.</p> <p>2017-2018: Provide in-person Title IX training for all Freshman students (2017-2018). Help organize the Safe Party for Lake State students. Create mandatory Title IX training for Faculty and Staff.</p>
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- ❖ CAFE goal statements are included on page 2.
- ❖ EXAMPLE Assessment Plans are included on page 3. NOTE: All examples are fictional, and intended only as an illustration to show how to fill out the assessment plan template; they are not suggestions for types of data (etc.) you should be reporting.

Strategic Plan: CAFE

Culture

- C1. We cultivate an environment of inclusion where all members treat others with dignity and respect.
- C2. We cultivate open communication, engagement, and behaviors that strengthen community, across campus and in the wider region.
- C3. We cultivate continuous self-improvement through service, assessment, and accountability.

Academics

- A1. We will cultivate continuous academic and co-curricular improvement to provide relevant programs and support services.
- A2. We will cultivate student educational experiences that add value and allow students to reach their full potential.
- A3. We will cultivate programs that support individual growth within the curricular, co-curricular, and non-curricular realms culminating in degree completion and endorsement of lifelong learning.

Finance

- F1. We will cultivate a culture of continuous improvement through accountability and sustainability practices, regular financial reviews, and periodic reporting.
- F2. We will cultivate data-informed budgetary processes that are open, transparent, and in alignment with institutional priorities.
- F3. We will cultivate viable entrepreneurial efforts to efficiently support evolving institutional needs, and to support new financially-viable, mission-driven opportunities.

Enrollment

- E1. We will cultivate, maintain, and support an enrollment management strategic plan that will center on programs and activities that reach enrollment goals.
- E2. We will cultivate collaborations with external and internal groups to promote student development and success.
- E3. We will cultivate continuous improvement of the student experience through data-informed decision making and student input.