

Human Resources

Fiscal Affairs

Administrative Unit Assessment

FY 18 (July 2017-July 2018)

Department and Assessment Report Information

Prepared on:7/31/2018 7:55:19 PM	By:vicky.smith@mga.edu
For which department or area are you reporting?	Human Resources
What is the name and MGA email address of the person responsible for this report?	Vicky Smith vicky.smith@mga.edu

Departmental Mission and Goals

The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as the long term goals (5 year range) for the department.

What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.	Human Resources It is the mission of the Human Resources Department to develop, implement and support programs and processes that add value to MGA and its employees, leading to improved employee welfare, empowerment, growth and retention, while being committed to MGAs mission and strategic priorities.
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What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.	Goals for next 5 years 1. Development of a comprehensive compensation philosophy and plan. 2. Continue professional development opportunities for employees and managers. 3. Improve and streamline talent acquisition processes and results. 4. Support the University's community engagement efforts.
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Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next section you will be reporting on the objectives you set and whether or not you achieved them in FY 18. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY19.

Objective 1

Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	First Objective for this Fiscal Year 1. The Executive Director of HR will provide ongoing, as needed, training for all supervisor level employees including Deans, Chairs, Assistant Chairs and Directors.
Objective 1: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Number of participants trained by June 30, 2018.
Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	50 supervisors trained by June 30, 2018.
Objective 1: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	100%
Objective 1: Did your department meet this objective?	The department met this objective.
Objective 1: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	Positive experience to mix faculty and staff in same training sessions. No changes identified.

Objective 2

Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	OBJECTIVE #2 for this fiscal year The office of HR will be a leader in effective feedback and communication.
Objective 2: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Periodic surveys and feedback from employees
Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	Positive feedback and good attendance at meetings.
Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	100%
Objective 2: Did your department meet this objective?	The department met this objective.
Objective 2: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	The Staff Leadership Group was hungry for knowledge about what was happening at MGA. More planning and advertising of presentations for each meeting was needed.

Objective 3

Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	OBJECTIVE 3 for this fiscal year Act as Program Manager for the implementation of the new HCM system by PeopleSoft.
Objective 3: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	System set-up and training completed in time for December 17, 2018 implementation date.
Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	Payroll system operational by December 17, 2018.
Objective 3: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	100%
Objective 3: Did your department meet this objective?	The department met this objective.
Objective 3: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	The more training and involvement of those individuals most often using the HCM system, the better.

Objective 4

Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	N/A
Objective 4: How did your department measure this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	N/A
Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	N/A
Objective 4: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	N/A
Objective 4: Did your department meet this objective?	The department met this objective.
Objective 4: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	N/A

Future Plans

<p>Please identify at least four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples.1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department to X will provide training in ABC for at least 73 MGA faculty and staff.</p>	<ol style="list-style-type: none">1. Begin development of a compensation philosophy and plan along with the Executive Vice President and Provost by June 1, 2019.2. By November 1, 2018 have the Human Resources Department fully staffed.3. By June 1, 2019 begin exploring the implementation of a talent acquisition system to reduce the manual work currently being performed.4. Serve as Chair of the CAR project through completion.
<p>Based on this assessment, please share your thoughts on the current status and future direction of this department or area.</p>	<p>The primary focus will be to bring the HR department back to full staffing. The hiring of a higher level HR person will allow HR to provide programs beyond administrative services to faculty and staff.</p>

Form run:

Tuesday, February 12, 2019

