

FY2010-11 Year-End Progress Report Strategic Plan

Department of Human Resources Western Kentucky University

Goal	Responsible Individual(s)	Target Completion Date	Comments
<p>Implement new employment/applicant tracking system (PeopleAdmin) for faculty and staff positions.</p> <p>RESPONSE: the implementation of this goal has been unexpectedly delayed by PeopleAdmin system problems. Significant concerns have arisen concerning software and operating platform. To date, approximately five positions have been processed through system. As of 6/28/2011, a decision has been made to put this project on hold until January 2012, at which time a decision will be made concerning continuation with PeopleAdmin or consideration of a totally different system.</p>	Booth	July 2010	<p>University Strategic Goal #3</p> <p>To be accomplished with designated Implementation Committee</p>
<p>Implement new comprehensive employee wellness program which includes incentives, individual learning and competitive campus-wide activities.</p> <p>RESPONSE: not accomplished; unexpected resignation of Manager, Employee Wellness adversely impacted this goal.</p>	Manager, Employee Wellness(Vacant)/Glisson	July 2010	University Strategic Goal #3

<p>The Employee Wellness function has been reorganized and now reports to Health Services. A search is currently underway for the Manager position. Progress toward original goals is expected in late 2011.</p>			
<p>Evaluate modifications to WKU's employee recognition program for greater impact and cost efficiency.</p> <p>RESPONSE: efficiency and cost modifications have been made to the annual retiree banquet and the 25 year-club banquet. The Staff Excellence Awards program has been revised to enhance interest and award value (see separate response below).</p>	Glisson	July 2010	University Strategic Goal #3
<p>Working with a campus-wide project committee, implement revised Race/Ethnicity codes as required by federal regulations (applicable to students and employees).</p> <p>RESPONSE: fully accomplished</p>	Booth	July 2010	<p>University Strategic Goal #3</p> <p>To be accomplished with designated Implementation Committee</p>
<p>Develop a computer-based training program for slip, trip, fall and injury prevention.</p> <p>RESPONSE: written portion has been developed; voice recording will be finalized in calendar 2011.</p>	Higgins	July 2010	University Strategic Goal #3
<p>Develop and implement an on-boarding training program for new hire clerical employees.</p> <p>RESPONSE: not accomplished; goal has been redefined for 2011.</p>	Glisson	July 2010	University Strategic Goal #3

<p>Revise/update HR web site based on the Content Management System (CMS) format.</p> <p>RESPONSE: HR web site is being revised based on new CMS standards; HR is in compliance with the roll-out calendar as established by Public Affairs.</p>	Ford/Glisson	August 2010	<p>University Strategic Goal #5</p> <p>To be accomplished with external support</p>
<p>Develop enhancements to investigation procedures and corrective measures associated with job-related occupational accidents and injuries.</p> <p>RESPONSE: fully accomplished; implemented a database helpful for comprehensive injury documentation, trend analysis and reports based on specific parameters.</p>	Higgins	August 2010	<p>University Strategic Goal #3</p> <p>To be accomplished in conjunction with Department of EH&S</p>
<p>In conjunction with other KY Institutions, develop a health savings account option for ORP retirees.</p> <p>RESPONSE: this item did not get group support by other KY Institutions and was not advanced as an initiative.</p>	Aikins/Glisson	September 2010	<p>University Strategic Goal #3</p> <p>This item may be put on hold or suspended entirely.</p>
<p>Install and implement a document imaging system for more efficient management and retention of official personnel records.</p> <p>RESPONSE: not accomplished; to be accomplished in late 2011; document imaging was scheduled to be accomplished after full implementation of PeopleAdmin.</p>	Booth/Glisson	October 2010; revised date of April 2011	<p>University Strategic Goal #5</p>

<p>Achieve an overall participation rate of 50% for the Health Risk Assessment (HRA) wellness instrument.</p> <p>RESPONSE: not accomplished; was adversely impacted by resignation of Manager, Employee Wellness; did not hold Health Fair during 2010.</p>	<p>Manager of Employee Wellness (vacant)/Glisson</p>	<p>November 2010</p>	<p>University Strategic Goal #3</p>
<p>Explore and evaluate the Position Control feature in Banner HR.</p> <p>RESPONSE: only limited institutional interest in this item at this time</p>	<p>Booth</p>	<p>December 2010</p>	<p>University Strategic Goal #5</p> <p>Goal dependent on cooperation with Academic Affairs and Office of Budget</p>
<p>Involve all HR Team members in at least one professional development opportunity.</p> <p>RESPONSE: fully accomplished</p>	<p>HR Staff</p>	<p>December 2010</p>	<p>University Strategic Goal #3</p>
<p>In conjunction with VP F&A, begin steps for building a web page for displaying all university policies.</p> <p>RESPONSE: this goal was approved as a university-wide initiative; all university policies to be modified in new format and placed on a "policies page"; HR policies will be a part of this initiative.</p>	<p>Glisson/Booth</p>	<p>December 2010</p>	<p>University Strategic Goal #5</p>
<p>In partnership with the BG Housing Authority, integrate workforce training participants into the University's workforce as appropriate.</p> <p>RESPONSE: the WKU infrastructure for this program has been established; most placements are expected to be within Facilities Management;</p>	<p>McLeod</p>	<p>March 2011</p>	<p>University Strategic Goal #3</p>

as of this date, no placements have been made due to participant suitability.			
<p>In conjunction with IT staff, develop webcasts for communicating key HR information to faculty and staff.</p> <p>RESPONSE: several webcasts have been developed in partnership with a Human Resources Management faculty member and his students; these webcasts have been delivered to HR for final editing; additional webcasts are being developed as this will be an on-going endeavor.</p>		April 2011	University Strategic Goal #5
<p>Develop and implement a quarterly HR operations report focused on key HR business processes and key metrics.</p> <p>RESPONSE: steps are being taken to accomplish this goal in late 2011.</p>	Key HR Team members	April 2011	University Strategic Goal #5
<p>Develop a compensation matrix for use within DFM in determining annual salary increases.</p> <p>RESPONSE: efforts toward a compensation matrix continue; a matrix was not relevant to salary increases effective for July 1, 2011, due to across-the-board rules adopted by University administration.</p>	Aikins/McLeod	April 2011	University Strategic Goal #3
<p>Investigate the development of revised performance appraisal system using the PeopleAdmin system or some other platform.</p> <p>RESPONSE: several alternatives have been evaluated. One alternative was the</p>	Akins/Booth	May 2011	University Strategic Goal #3

<p>PeopleAdmin system. Due to the concerns with PeopleAdmin, this alternative is no longer under consideration. Other options are under consideration at this time.</p>			
<p>Develop an informational brochure to explain the University's Workers' Compensation Program to employees and managers.</p> <p>RESPONSE: fully accomplished.</p>	Higgins	May 2011	University Strategic Goal #3
<p>Conduct an ergonomic analysis of selected positions within the WKU Police Department</p> <p>RESPONSE: fully accomplished.</p>	Higgins	May 2011	University Strategic Goal #3
<p>In conjunction with Staff Council, develop enhancements to the Staff Excellence Awards program for increased awareness, prestige and competition.</p> <p>RESPONSE: discussions have been held with Staff Council and revisions are currently underway for implementation pertaining to 2011 awards process.</p>	Booth/Ford	June 2011	University Strategic Goal #3

Prepared: July 5, 2011