



SPARE – Service Areas

(Service and Program Annual Review and Evaluation)

Service Area: Human Resources

Update/Review Year: 2024-25

Instructions: SPAREs are due in August/September of the scheduled year. They consist of:

- a look back and evaluation of assessment outcomes and goals/objectives for the prior academic year
- planning for the current academic year (year of report submission)
- funding requests for the next fiscal year, subsequent to the reporting year.

Service Area Outcomes (SAOs) Assessment

List your service area outcomes below, with the assessment results for each outcome.

SAO#1A- Training and Development (2024-25)

Annual Compliance training:

- 92% of employees completed all trainings assigned. This is a 16% increase in total completion rate from 2023-2024.
- 93% - This is 13% increase overall in completion rate for total trainings assigned. Employees may have completed some of the assigned trainings, but not all of them. The training continues to be available for staff to complete into 2025-2026

HR has refined the process for deployment of training to ensure that training is meaningful and aligns with current practice, regulatory mandates and law changes.

New Employee required training has a process in place to ensure that all new employees complete this training as a condition of employment.

Professional Development:

Fall and Spring Inservice serve as an opportunity provide professional development to the campus community around how OCCC ensures that all staff know and understand how, organizationally we continue to work towards our Vision, Mission and Values.

We do this by providing updates and continue to build community in the areas below

- o College Strategic Plan (2023-28)
- o NWCCU Accreditation Process
 - o Update on where we are in the cycle

- o OCCC 4 recommendations and related work to improve in these areas
- o Guide new and returning staff to SPARC/SPARE process
- o Celebrate our Successes as a community
 - o Student Enrollment Updates
 - o Presidential Search Nears its Completion
 - o Bond Passage
 - Small Group engagement (walkabouts) on assessment facility space usage
 - o Instructional Program spotlights
- o Current topics
 - o Spring 25- Know your Rights
- o Safety
 - o Fire Safety-
 - Small group engagement – find fire suppression tools in the building
 - Fire Extinguisher Training

The College continues to support attendance at two professional development opportunities related to strengthening the role of women in community college leadership, through the AAWCC (American Association of Women in Community Colleges).

An application process for professional development was developed and implemented. It was successfully deployed for 3 campus wide opportunities, and will continue to be used and refined. There were 3 individuals that participated in the 1.5 day conference and 1 individual that attended a weeklong leadership development opportunity.

Campus Wide Opportunities:

- AAWCC 1.5 Day Conference – 3 Participants
- AAWCC OILD – 2 Participants
- Leadership Lincoln – 2 Participants

Tuition waivers- OCCC employees and their dependents

The dollar value for credit and non-credit tuition waivers for 2024-25 was \$13,442.

OCCC continues to support other education through Tuition Reimbursements. 24-25 Totals = \$1,800

HR explored and decided to use HR/Payroll Software as a repository for Professional Development/Certifications.

SAO #1.B Recruitment (2024-25)

The recruitment module was an area of focus as we moved to a centralized process. HR/Payroll Software enhancements have allowed for templates and workflows to enhance the experiences for Hiring Managers and teams.

The review and updating of applicant correspondences templates for, allowed more consistent in messaging and timeliness of communication, allow for HR to be more responsive during the recruitment/hiring phases.

HR has explored efficiencies with the enhancement of workflows in the HR/Payroll Software. HR will be work collaboratively with campus partners to develop and implement workflows to achieve further efficiencies.

HR developed and implemented a centralized model for recruitments, with HR providing more support to Hiring Managers and Candidates. This new model is able to be supported with the additional staff in Human Resources.

In the next SPARC, HR will explore smaller, measurable goals for recruitment.

SAO#2 Evaluations- Performance Reviews (2024-25)

2024-2025 had 84 evaluations assigned within Paylocity, with 85% completion rate, which is 9% increase from 2023-24.

There were the following evaluation types were assigned in Paylocity.

- 30 day probationary
- 60 day probationary
- 90 day probationary
- Annual evaluation
- Student Employee evaluation
- PT Faculty

Probationary Full time and Full time Faculty were reviewed outside the electronic system

SAO#3 – 3A- Systems and Infrastructure 2024-2025

The Reporting functionality was the focus, and several reports were developed and/or refined to allow for consistent data from Human Resources. This will allow data requests to be fulfilled in a timely manner and with consistency

1. Looking back on the previous academic year, how has assessment of SAOs led to improvements in service levels for students and the College community?

Hiring of well qualified faculty and staff. Ensuring all staff/faculty are equipped with skills to handle emergent situations through training and compliance. Review the performance of instructional and non-instructional staff to ensure quality of education and experience at OCCC.

2. Looking back on the previous academic year, how has assessment of SAOs contributed to College achievement of Strategic Priorities?

Students at the Center: See answer above in #1e

- Careers Built Here: (SAO 1.B) Hiring of well qualified Faculty and Staff.
- Resourced & Ready: (SAO 1.A) In-service and Professional Development of Faculty and Staff to become resources for students
- First Choice best Choice: See above.
- Sharks Make their Marks: (SAO 2.A) ensuring students have valuable experience with staff/faculty and the community through ongoing training, professional development and engagement with students. (SAO 3.1)

3. What challenges remain to make Service Area Outcome Assessment more effective for your area?

Continued Process Development with Measurable Outcomes.

Update on Service Area Goals and Objectives:

1. Provide an update below on your Service area's progress toward achievement of short term objectives you established in your previous review/annual update.

Performance Review:

- Short Term Goals Continues of 85% Review Completion. HR will be gathering a committee to review content of performance reviews and presentation in an electronic environment.

Recruitment:

- Working on having ongoing recruitments (pools) for academic vacancies to ensure continuity of course instruction.

Compliance Training:

- A plan has been develop, however completion continues to be the challenge. HR will explore opportunities to for training to be more engaging.

2. As you look to the remainder of this current academic year, are there challenges or opportunities that have been encountered that may affect the achievement of your objectives?

Challenge:

- o Time commitments to ongoing tasks or the bigger projects, engagement of staff/faculty/administration

Opportunities:

- o Setting up regularly schedule time to accomplish goals, identify timelines, engage with the right people at the right time.
- o Creating more planful goals, takes time and in the development of new processes. Time to interact with the right people.

3. As you look to the remainder of this current academic year, identify two or more short term objectives below that will continue to promote progress toward the institution's mission of achieving equitable outcomes for students at the College.

Performance Reviews-

- o Document the steps for employees and supervisor of the Performance Review
- o Provide training to supervisors

Short-term Equity and Inclusion Objectives for the current academic year:

- o Ensure inclusive and trauma informed language in the Performance Review.

Recruitment

- o Review SAG to include a goal on the review of the makeup of the applicant pool to candidate pool, to promote an inclusive and innovative workforce.
- o Have well documented recruitment process/cycle for Hiring Manager and HR

Annual Compliance Training

- o Engage campus community in a meaningful way with compliance required trainings
 - This is an area that continues to be a challenge. To address this struggle, HR has developed year long calendar and will continue to explore options of engagement, to include modality of trainings.

4. **As you look to the upcoming fiscal year (year after report submission) 2026 - 2027, identify two or more short-term objectives below that will continue to promote progress toward your service area's achievement of your long-term goals.**

Training:

- o Working with Supervisors and employees develop position specific trainings in specializes are of CTE, Nursing, Science Labs and Custodial.

Recruitments:

- o Continued review and documentation of new processes, to include assessment of effectiveness.

Performance Reviews:

- o Move the FT probationary Faculty and FT Faculty from paper process to automation.
- o Finish the review and updated versions for Classified/Management

Systems & Infrastructure:

- o Continue the exploration of Paylocity functionality, expanding and enhancing use of system, in automating systems and making information easily accessible.

Input for Budget Planning Process in Upcoming Year (Fiscal Year Subsequent to Year of Report Submission)

1. For any specific aspect of a goal or objective listed above that would require additional financial resources, complete the form below. If you are aware of a potential funding source other than college general funds, identify the potential source below.

Type of Resource	Requested Amount	Potential Funding Source

CUPAHR Membership	\$1,900	Could be in budget, may need added
Training Collective Bargaining/PECBA	5-7 People \$10,000 (guess)	Budget request for General Fund
Wellness Programming	\$10,000	Grant Funding application in Jan.

2. *Describe the purpose of the resource request.*

- CUPAHR membership provides resources for HR professionals in Higher Education.
- Collective Bargaining/PECBA training for the College's Faculty and Classified Bargaining teams to allow for a positive and professional experience.
- Wellness Programing – applying for grant to establish a program

3. *How does this request further college fulfillment of the college mission and its Core Theme objectives?*

- These requests will allow the Office of Human Resources to support employees by
 - o Having resources that support Higher Education practices
 - o Knowledge and understanding of the Collective Bargaining – Interest-Based Training