SUPERVISOR MEETING

HIGHLAND COMMUNITY COLLEGE

February 23, 2021
8:00 a.m.

Agenda

- Focused Storytelling

- Opening Comments

- Annual Feedback Process
  - Process Timeline
  - Goal Development

- Employee Recognition in Departments

- General Reminders and Announcements

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Focused Storytelling

This is what One HCC looks like to me.

This year, as we know, many students and faculty had to adjust to remote learning. This involved making sure all of us understood how to make Moodle more user-friendly for students and ensure that students have the essential capabilities to use Moodle as well. Michael Skwara, which he may know it or not, is often referred to as our Moodle guru, and has always worked well with faculty and students. Even with distress and panic on both sides, Michael always provides calm and clear instructions and follows through to ensure a successful outcome.

The positive outcome for the student promotes retention and thus impacts our Key Result of Flat Enrollment. Michael's devotion to HCC shows that when we trust and collaborate, we are better together.

That's what One HCC looks like to me.

Opening Comments

Questions for Chris

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Annual Feedback Process

- ☐ Process timeline

- ☐ Goal development

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Process Timeline

| Date	Responsible Party	Description
2/23/2021	Supervisors	Supervisors will attend Supervisor Meeting facilitated by HR that highlights keys points of SMART goals. Supervisors will use this information to assist employees in the development of measurable goals in the feedback process.
02/26/2021	Supervisor's Supervisor	Survey Monkey responses will be compiled by Christie Lewis and mailed to the appropriate supervisor by date noted for use during feedback session with supervisor direct reports.
02/26/2021	Communication to Supervisors	Supervisor will receive forms, process and timeline for completion. They will share forms with employees, indicate process they will use, and schedule a meeting date and time. Feedback focuses on review of goal obtainment from prior year's feedback and on individual goal development for upcoming fiscal year (tied to Institutional/Strategic goals, assessment, Cultural Beliefs, Division/Department goals).
03/01 - 03/31/2021	Supervisor/Employee	Employee feedback meetings held; feedbacks finalized, signed and submitted to appropriate VP//President for review no later than 03/31/2021. If employee is a supervisor, remember to review the compiled Supervisor Effectiveness Survey.
As Received - 04/16/2021	VP/President	Review and Initial Feedback and forward to HR, Box #33
On or before 4/23/2021	Supervisors/Department Heads	Per the recommendation of the Timeline Ad Hoc Committee for Institutional Priorities/Goals, each division/department supervisor is to send the President a summary highlighting individual and departmental accomplishments for the fiscal year end. This summary may include portions of accomplishments listed under Item "B" in the completed employee Feedbacks, FT and PT faculty evaluations, or other accomplishments crossing different divisions. Each supervisor would provide a copy of the summary to the appropriate VP as appropriate.
May - June 2021	Human Resources	Summarizes trainings and shares with training avenues if appropriate; summarizes barriers and follows up with appropriate supervisor if necessary.

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Process Forms

- Annual Feedback Form

- Preparation Guide

- Goals Category Link Guide

- Employee Self-Rating Question form

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Performance Management
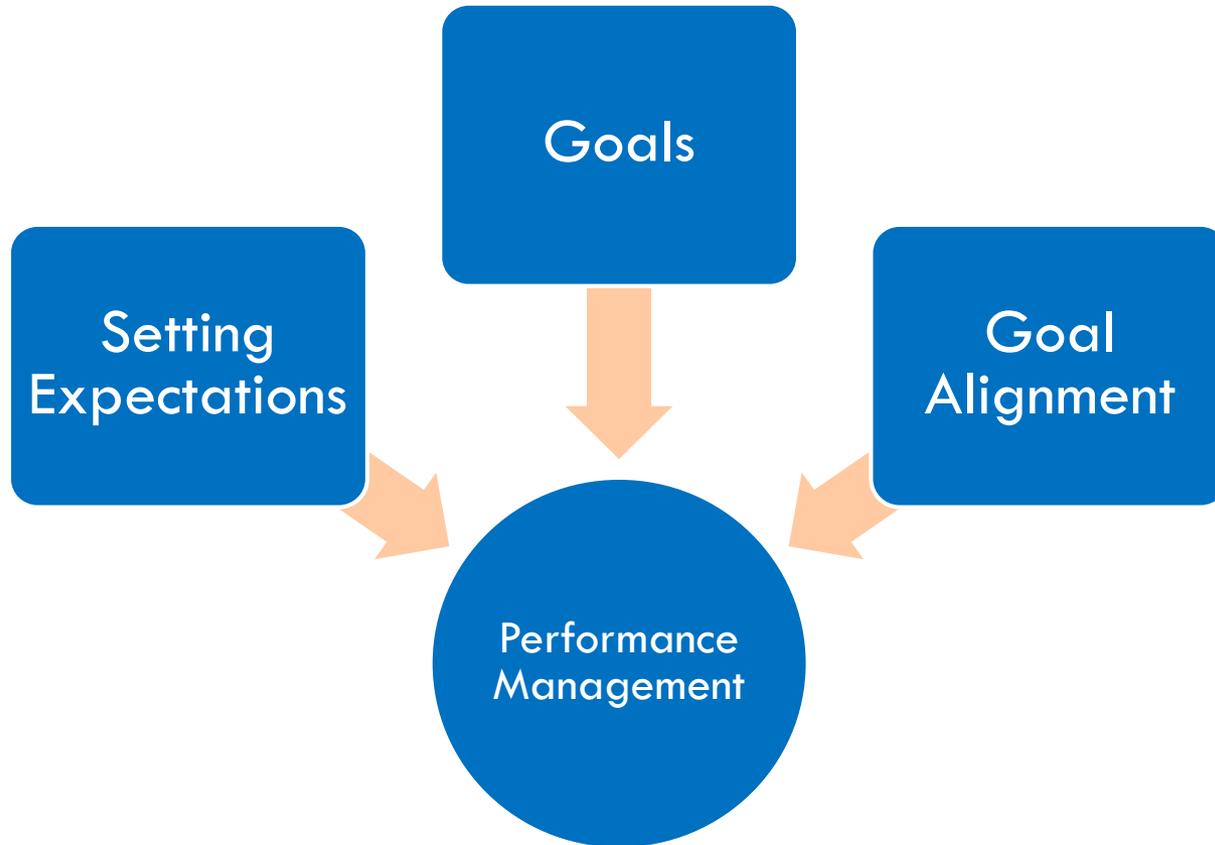
Goal Development

- Shared responsibility between supervisor and employee that builds commitment and ownership

- Sets the stage for effective communication of expectations that are mutually understood

- Helps the individual, department and institution move forward

Individual Goals Link

Accreditation/Assessment

Cultural Beliefs/Key Results

Department/Division Goals

Institutional/Strategic Goals

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SMART

The following should be documented for each goal:

- Specifies what needs to be done: The specific actions or steps needed to reach the goal

- Metrics/definition of success: The measurement used to determine whether or not goal was achieved

- Relevant: Tied to one of category links

- Target Date: The specific deadline when it is expected the goal will be achieved. Be realistic.

Goal Setting

Example	A good start	A SMART finish!
If the focus is to reduce department expenses...	Lower department expenses.	Reduce department expenses by 1-2% by March 31, 2022 by following the new departmental purchasing procedures.
If the focus is on an IT project...	Complete new system implementation.	Complete and implement the new ERP system by February 1, 2022 through effective collaboration across IT functions and cross-functional teams.

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Goals vs. Duties

- A DUTY is a statement of an employee's normal work output, a clearly established responsibility or requirement of an employee's job. Duties are found on an employee's job description. Examples include maintaining a database, preparing travel requests, and scheduling meetings.

- A GOAL is a statement of specific work-related achievement to be accomplished within a specified time frame.

Goals Scorecard

FY 2021 Goals Scorecard

Specific	Measurable/Attainable	Relevant	Timeline	1Qtr	2Qtr	3Qtr	4Qtr

Employee Recognition

- Break out session

- Brainstorm ways you provide recognition in your departments and other ideas for recognizing employees in your areas.

- When we return, type in at least one idea you had or heard in the breakout discussion.

General Reminders and Announcements

☐ Vacation Balances

☐ Vaccination Update

☐ Service Awards

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