

Human Resources Strategic Plan FY19-FY23

Our Priorities:

- Foster high performing, diverse and inclusive workplace
- Find efficiencies in our communications, systems, processes and policies
- Develop empowered and capable leaders, managers and teams
- Support for all employees at all locations

Foster high performing, diverse and inclusive workplace:
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Provide Comprehensive Professional Development/ Training tools for all employees

1. Strategy – To advance comprehensive learning opportunities through an employee’s career that leads to the growth of an employee.
 - Specific – The College will survey employees each year with regards to professional development needs.
 - Measurable –The yearly survey will track the results of the participants.
 - Achievable – The survey of fall 2018 will provide the benchmark. The yearly results will be tracked and distribute through email to the college community.
 - Results – The College will know the needs, timing, and cost to prepare a plan and budget accordingly.
 - Time bound – Baseline survey will be sent spring 2019 and continue yearly.
2. Strategy - Develop communication plan to regularly share prioritized training opportunities
 - Specific – Human Resources and departments will utilize tech talk quarterly to update employees of training opportunities.
 - Measurable – The survey tracks the number of participants that open the document.
 - Achievable – Through the use of constant contact tool and exploring the use of sign on screen notifications will increase visibility of offerings.
 - Results – Building awareness of opportunities and the number of participants that are opening the notification.
 - Time bound – This will be quarterly starting the spring of 2019
3. Strategy – Develop workforce diversity recruitment plan.
 - Specific – The College will implement and expand a targeted recruitment process to increase diversity of faculty and staff.
 - Measurable –Reporting from Interview Exchange to show statistics of applicants.
 - Achievable – Recruitment materials that speak to a diverse audience.
 - Results – Increase in a diverse group of applicants.

- Time bound – Spring 2020

Find efficiencies in our communications, systems, processes and policies

1. Advance the use of technology and systems, including the implantation of LawRoom to ensure employee compliance with policies.
 - Specific- Employees will receive yearly email notifications to enter LawRoom with deadlines to complete specific training modules relevant to their employment.
 - Measureable – Report on the completion of the specific training modules.
 - Results – Employees will be knowledgeable of policies.
 - Time- All Vermont Tech employees by fall 2020
2. Acquire the technology needed to automate core processes to improve services and efficiency.
 - Specific- Implement a modern HR service delivery model to support the current and emerging workforce.
 - Measureable – Reduction of manual paper transactions and reduction of errors.
 - Results – Automated process will improve standardization and improve processes and increase compliance.
 - Time –Offered to employees by fall 2023

Develop empowered and capable leaders, managers and teams

Build a culture and community of excellence

1. Strategy - Offer regular leadership and mentoring program for aspiring leaders.
 - Specific- the College will provide a leadership series and mentor program.
 - Measureable – Track the number of participants and employees who have completed the training.
 - Results – Employees will have skills needed to develop into leaders.
 - Time – Baseline survey will be sent spring 2019 and continue yearly.
2. Strategy - Articulate “We Are VERMONT Tech” ambassador
 - Specific- To educate our community about college as a whole and promote culture of excellence – we are all ambassadors for the college
 - Measureable – Establish a baseline to measure from calendar year 2020.
 - Results – Increase in positive recognition of Vermont Tech.

- Time – Start 2020
3. Strategy - Video/ community meeting(s)– To educate the college community about Vermont Tech – invite departments to speak about what they do, how it fits within the organization and record for later internal usage and for orientation.
- Specific- To educate our community about college as a whole and promote culture of excellence – we are all ambassadors for the college.
 - Measureable – By tracking downloads and views of the video/segments.
 - Achievable- Working with internal departments and students to develop the video minimal external costs.
 - Results – Building a stronger sense of community and helping new employees feel more engaged and part of the organization.
 - Time – Completed by fall 2021

Support for all employees at all locations
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1. Strategy - Recognition program of employees

- Specific- Human Resources will develop and implement an employee appreciation program.
- Measureable –The number of employees participating.
- Results – Employees will feel valued and appreciated.
- Time – beginning 2019.

Future Initiatives

To be re-evaluated yearly