

Human Resource Administrative Review Status Report for February 2014, Issued March 2014

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Executive Summary

The HR Administrative review incorporates three major components: A collaborative HR governance structure, a move to strategic HR, and a change to the HR service delivery model for optimum service delivery. The expectations set within the Phase 1 Project Plan have been met. The few items left incomplete will be incorporated into the Phase II plan and re-evaluated for relevance and effectiveness to ensure that all activities support the overall goals of the Administrative Review.

Savings Target for FY '15 – To be established

Accomplishment for February:

- Call center telephony identified and scheduled to go live by the end of March.
- Identified potential software solutions for incident management software. The software options are currently in use in the University System. If we can go with an in-house solution, it is estimated to save approximately \$75,000 from the original amount of investment outlined in the HR Administrative Review. IT demonstrated options and a decision on the system will be made by mid-March.
- EBC position filled.
- HR Project Manager position posted and search committee formed.
- Multi-Campus HR Manager reposted and search committee formed.
- Director of Compensation and Benefits posted. Search committee formed.

Expectations for March

- Finalize the vision for the HR Leadership Team.
- Continue to review and update the Administrative Review – Establishing goals, priorities, and savings.
- Set up team and develop project plan to transition Leave of Absence (LOA) administration from the campuses to the EBC.