

Human Resource Administrative Review

Status Report for July - September 2014, Issued October 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 – TBD

Accomplishment for 1st quarter FY'15:

- HR Strategy and Structure approved by the Board of Trustees at September 2014 BOT meeting in Fort Kent
- Phase II draft plan was presented to the Board of Trustees at the September 2014 BOT meeting in Fort Kent
- Phase II draft plan was posted on the Mission Excellence website for comment
- Wellness Manager hired
- Benefit and Payroll Director position filled with internal candidate

Expectations for 2nd Quarter FY'15

- Present final Administrative Review Phase II plan to the Board of Trustees for approval at the November 2014 BOT meeting
- Begin Payroll efficiency project
- Finalize Human Resource Technology Road Map
- Continue to review and update the Administrative Review – Refining goals, timeline, priorities, and savings
- Build out and deploy Labor Relations database