

STATE BOARD OF COMMUNITY COLLEGES
Personnel Annual Meeting Calendar – 2023 Calendar Year

The following proposal outlines topics for committee discussion for the 2023 calendar year. The proposed updates to the personnel committee focus on strategic plan topics and tactics related to employee recruitment and retention system wide as well as topics related to human resource management for the System Office.

Month	Topic	Staff Contact/ Presentation summary
January	Review Vacancy Report (Department, Classification or Turnover rate)	<u>HR or Department Manager</u> Discuss trends related to vacancies and turnover
February		
March	Review Onboarding process for new employees	<u>HR Representative</u> Review procedural and organizational onboarding process
April	Organizational Assessment Update	<u>Chief of Staff</u> Review actions taken based on toward recommendations from Campus Works Organizational Report
May	HR Dashboard	<u>Research and Performance Management</u> Present new HR dashboard
July	Organizational Chart	<u>Chief of Staff or HR representative</u> Updated organizational chart included in board materials for information. Review changes from prior year.
August	Strategic Plan Metric –Full time faculty and staff salaries	<u>Legislative Liaison or President</u>
September	Strategic Plan Metric—Build HR Capacity to Improve Recruitment and Retention	<u>HR Representative</u>
October	NCVIP (North Carolina Valuing Individual Performance) statistics. NCVIP is an integrated performance management system enables employees to develop and enhance individual performance while contributing to the achievement of organizational mission, goals, and business objectives	<u>Director of HR</u> Review percentage of benchmarks completed for agency employees.
November	Strategic Plan Metric—Full time faculty and staff retention and demographics	<u>Research and Performance Management</u> Review data and metrics