
Action Project

Title: ECC Employee Recognition and Appreciation

Version: 1

Institution: East Central College

Status: Active

Submitted: 2014-11-07

Category: 3 – Valuing Employees

Timeline

Planned project kickoff date: 2014-10-14

Target completion date: 2015-09-12

Actual completion date:

Project Detail

PROJECT SUMMARY

Briefly describe the project in less than 100 words. Be sure to identify the key organizational areas (departments, programs, divisions, units, etc.) and key organizational processes that this action project will affect, change, and/or improve

- The project goal is to create an environment that fosters recognition and appreciation of all employees at East Central College. A standing committee structure will be established to ensure initiatives are continuously reviewed and modified to meet changing needs.

PROJECT RATIONALE

Describe your institution's reasons for initiating this action project now and for how long it should take to complete it. Why are this project and its goals high among your institution's current priorities? Also, explain how this project relates to any strategic initiatives or challenges described in the institution's recent or soon-to-be submitted systems portfolio

The College's most recent AQIP Portfolio feedback report identified Valuing People as a category in which there are opportunities for improvement, including strengthening efforts in acknowledging and recognizing employees. In addition feedback from employee surveys (Chronicle's Great Colleges to Work For and Workplace Dynamics), input from employee association meetings, and employee turnover, indicated an opportunity and an immediate need to develop more direct and meaningful ways to recognize the achievements and express appreciation for the outstanding work of employees. The College also believes that employee recognition will play a part in increasing engagement and raising employee morale. The ECC Strategic Plan (2014) states "East Central College is committed to being an employer recognized for highly motivated and engaged employees who are continuously supported, rewarded, recognized and developed professionally and personally."

PROJECT GOALS AND DELIVERABLES

List the project goals, milestones, and deliverables along with corresponding metrics, due dates, and other measures for assessing the progress for each goal. Be sure to include formal evaluations when the project progress will be reviewed

- This project will strengthen a minimum of one current employee recognition process as well as explore a minimum of one new initiative such as employee to employee recognition. In addition, it will establish the structure for a standing committee that will oversee and continuously review employee recognition and appreciation processes.

Milestone – Holiday Celebration (current recognition process) will be held December, 5, 2014. A survey announced during January inservice will be conducted about the Holiday Celebration changes implemented this year.

Milestone – New initiative will be selected in February with significant groundwork completed by April's AQIP Friday event. New initiative will be implemented by Summer 2015 semester.

August 2015 Inservice will announce status for this project including feedback from Holiday celebration and new summer initiative. An opportunity for informal community feedback will be provided.

October 2015 AQIP Friday will update status and open opportunities for applicants for the standing committee.

INSTITUTIONAL INVOLVEMENT

Describe how various members of the learning community will participate in this action project. Show the breadth of involvement by individuals and groups over the project's duration

All employees of the college are affected. The project team will include representatives from faculty, professional staff, and support staff including representatives of satellite locations and Human Resources. The project team will meet monthly in person and via satellite opportunities and continue through e-mail as needed. Sub committees will meet as often as needed to complete task.

PROJECT CONTROL

Describe how the institution will monitor project progress/success during, and at the completion of this project. Be sure to specifically state the measures that will be evaluated and when

- Extending just beyond one year will allow for review and adjustment (if necessary) of existing annual initiatives and opportunity for development of a budget (FY15) line item for employee recognition. Two semesters are needed for testing, review and finalization of newly explored initiatives. The Fall 2015 semester will also be targeted for establishment of a standing committee. Success will be monitored by use of employee surveys (ie: Chronicle's Great Colleges to Work For and the Workplace Dynamics), tracking participation at campus employee events, and tracking use of/participation in new recognition initiatives. In addition, periodic campus surveys specific to employee recognition will be administered.

- Outcome measures will include a high participation rate at recognition programs, use of appreciation tools, budget allocations and adjustments as necessary, improved ratings on employee surveys, and an established standing committee to continually improve recognition and appreciation at ECC.

ANTICIPATED CHALLENGES TO PROJECT SUCCESS

Describe the challenges that may be encountered in successfully completing the project or for institutionalizing the learning from the project's goals

Time is challenge as cultural change is needed to have an environment were all employees are recognized and appreciated. Cultural change occurs in small increments over a long period of time. Funding is a challenge to complete events and opportunities that are significant to the employee. Low enrollment at the college and low high school graduation rates will impede funding opportunities. Committee will strive to offer opportunities that are non-monetary but also have employee buy-in on their "value".

ADDITIONAL INFORMATION

Provide any additional information that the institution wishes for reviewers to understand regarding this action project

This project is but one of many steps to create an environment to foster recognition and appreciation of all employees of East Central College. The project will close in December 2015 with the establishment of a standing committee and groundwork to continue cultural change.
