

## Noel Levitz Employee Satisfaction Survey – Table Ideas 5/12/2017

Table 1: Not enough staff and support to handle administrative work of grants.

- Take 5% off the top to fund needed staffing support
- Implement a master calendar that states clearly all the deadlines for due dates related to all processes. As part of this include responsibilities and timeliest of all college committees.
- We need more staff in every department, especially student services.

Table 2: Staff Moral

- Include Horticulture meadow and other meeting rooms as lunch and learn.
- All staff appreciation
- Group orientation
- 1-day department retreats
- Prioritize hires who can show and demonstrate staff appreciation.

Table 3: Improve culture, policies and procedures

- Written policies and procedures of accessing funding (grant proposals process and funding) = transparency
- Designated staff to run grants (not necessarily regular employees receiving overtime)

Table 4: Administrative turnover

- We need high participation by faculty and staff in all hiring committees and pay them to volunteer.
- Needs assessment survey by division for what they want in their dean or VP and use this info in hiring process/committees to ask questions.
- President needs to accept the hiring committee recommendations.
- Use courageous conversations process to also talk about what we need.
- Talk to all support staff and get their feedback to see what is needed for our administrators in general and hire the support needed to support the administrators.

Table 5:

- Providing supporting staff to grants for the processes.
- Administrative units need/should enforce faculty and staff to complete duties assigned.
- Utilize part-time faculty/classified to participate in shared governance.

Table 6:

- Take faculty, staff, admin and students and write down ideas of improvement.
- Review committee charges, college procedures and processes.
- Training needed for employees (create buddy systems to assist with training) succession training/planning.
- Ensure confidentiality on committees.

Table 7: More student involvement

- Use the monitors around campus to list upcoming events and deadlines.
- Have college hour every Tuesday 12-1, put an information table for students to be able to ask questions about what's going on.