

UPDATE ON RECOMMENDATIONS:

UPDATE: *In April 2018, the BSC Employee Engagement Team presented its recommendations to the Cabinet. The recommendations were developed based on an employee survey that garnered 221 responses (a 71% response rate). [Review the full report here.](#)*

RECOMMENDED ACTIONS (OUR BASIC NEEDS)

UPDATE: *On July 31, the Cabinet determined that for the 2018-19 academic year, BSC would focus on the first set of the Employee Engagement Team's recommendations – identified as BSC's basic needs. In the spring, the campus will be re-surveyed in order to determine the most effective focus for an external coach.*

- Pay raises are number one priority as positions will continue to lag the market if action is not taken. You're on the right track. Communication surrounding the bonus and/or increase should tie to recognizing employees for their efforts.
UPDATE: *Employees received both the one-time \$1,000 bonus and 1 percent raises in their July 31 paychecks.*

- Develop a Salary Plan. A long term plan needs to be developed to determine how to get BSC positions to be competitive within the market.

UPDATE: *HR will be developing a plan that will allow the college to examine, and make market adjustments to make BSC positions more competitive locally. HR plans to begin reviewing/researching information in FY19. It's important to remember that adjustments will be dependent on budget and the review and changes will be enacted over several years.*

- In a time when we have less resources, specific time for work and collaboration is key to flexibility and workload balance.
 - Change BSC's public hours to 8 am to 4 pm Monday through Friday. The workweek would still be 40 hours long.

UPDATE: *Pilot a change to our public hours.*

Beginning **MONDAY, AUGUST 13** BSC will pilot a change to our **public hours, changing them to be 8 a.m.-4 p.m.**

The Cabinet approved this pilot for the Fall Semester. Throughout the pilot, the cabinet will review department feedback, public concerns and etc. In December, a determination will be made whether to continue the new public hours. NDUS/BSC policy requires employees work 40 hours per week, but this change allows for increased opportunities for flexible schedules for more BSC employees, including public facing departments. For example, employees may work 7:30 a.m.-4 p.m. with half hour lunch or 8-4:30 with a half hour lunch. Other options are at the discretion of supervisors in collaboration with HR. Supervisors should review [NDUS HR Policy 18](#) which addresses rest periods and lunches.

Incorporating non-public hours into the day allows staff time for uninterrupted work time, more time to respond to student/public requests, options for departmental or campus-wide meetings and more.

- Our current environment is stressed due to increased workloads in an unstable time.
 - Establish a culture of mental health and self-care. Support mental health day(s): awareness/education/supervisor training.

UPDATE: *All employees are encouraged to take care of themselves. This has been conveyed via supervisor briefings and is fully supported at the leadership level. You are encouraged to access our [Employee Assistance Program \(EAP\)](#) services and remember that employees can utilize their sick leave for mental health days, and those days should be used as needed in order to maintain your wellbeing, as well as your ability to positively serve our students and support your colleagues.*

- Continued preservation of the State’s current health care plan is a necessity.
 - This continues to be a big perk for recruiting and retaining top talent and it’s essential that we keep this in place. Our recommendation is to simply keep fighting for what we have.

UPDATE: *Moving into the 2018-19 Legislative Session, the NDUS system as a whole, and all campus leaders are focused on advocating for and supporting the current health care plan. The system and SBHE also are united in support of maintaining the current higher ed budget – resisting any additional cuts.*

As citizens, you too have a vital voice in legislation that affects higher education. Your representatives represent YOU. You can [find your legislative representatives here](#).

Please note: Legislative contact can only be made on personal time using your personal computer or materials.

- Trust was the number one factor that was repeatedly mentioned during our employee survey results. We also defined this as communication and transparency.
 - Monthly opportunity for face-to-face updates to the campus on a set reoccurring time (example: First Tuesday of every month). Agenda will cover key performance indicators and other hot topics. Similar to the State of the College, but more specific to each EC member’s KPI responsibilities.

UPDATE:

- *As part of the 2018-23 Strategic Plan (launching Fall 2018), an updated comprehensive internal communications plan is under development and will include this concept as well as other new and revitalized opportunities to engage with leadership and find information.*
- *Campus Chat began January 17, a monthly face-to-face Campus Chat for all employees where the floor is open to talk about what’s on your mind, as well as the initiatives on campus. Ask questions, share insights or concerns, eat cookies, drink a beverage, air your thoughts and hear from your colleagues. The conversation will be led by Dusty Anderson and Lori Heinsohn*

- Supervisor training, education and resources do not exist.
 - Monthly development sessions. Provide Supervisors with the right tools to be consistent and fair.

UPDATE: *The supervisors briefing is evolving to include more discussion and support. A survey of supervisors to identify their needs is in development for distribution in Fall 2018, and the Cabinet determined that a portion of the \$100,000 set aside to address the Employee Engagement may be tapped in order to provide training or development to meet this need.*

RECOMMENDED OPPORTUNITIES FOR GREATEST IMPACT

(MEET OUR BASIC NEEDS FIRST)

- We’ve explained above that our environment is stressed and our workloads are unbalanced – WE NEED HELP.
 - Work with an external coach. Define and implement our culture, develop a communication plan, build community and sustain it. Determine affordability (estimating \$25,000 to \$200,000).

UPDATE: *On October 22, 2018 the President's Cabinet listened to a presentation and received a proposal from by Blake Faulkner at The Pacific Institute. The cabinet has contracted with the Pacific Institute to assist with a Cultural BluePrint Survey and follow-up training for the Cabinet.*

Questions? Don't guess, surmise or worry! Ask your supervisor or reach out to [any Cabinet member](#) for the facts.

Last updated 1-8-2019