

**YEAR-END REPORT
HUMAN RESOURCES
KASKASKIA COLLEGE
JULY 1, 2002 TO JUNE 30, 2003**

Hires for 2002-2003 (Includes Regular Employees, Full-time and Part-time)

46 Total Hires

20 New Positions

4 Faculty (20%)
9 PM and EM (45%)
7 Support Staff (35%)

26 Replacement Positions

8 Faculty (31%)
6 PM and EM (23%)
12 Support Staff (46%)

12 Faculty

6 Female (50%)
6 Male (50%)
0 Minorities

15 PM and EM

11 Female (73%)
1 Minority (7% of Classification) (2% of total)
4 Male (27%)

19 Classified/Support Staff

10 Female (53%)
9 Male (47%)
0 Minorities

Turnover Rate of 2002-2003 Hires 4.3 %

Overall Employee Information

233 Employees Current

68 Faculty (29%)
58 PM and EM (25%)
107 Support Staff (46%)

144 Females (62%)

31 Faculty (22%)
41 PM and EM (28%)
5 Minorities (12% of Classification) (4% of Total)
72 Classified/Support Staff (50%)

89 Males (38%)

37 Faculty (42%)
2 Minorities (5% of Classification) (2% of Total)
17 PM and EM (19%)
35 Classified/Support Staff (39%)
1 Minority (3% of Classification) (1% of Total)

Total Turnover Rate for 2002-2003 8%

** Minority Employee Statistics

Based on population information provided by Institutional Research (see attached), 6% of the population in the KC District is minority. Of the new hires for the 2002-03 year, 2% were minority. Overall, 3.4% of the employees at Kaskaskia College are minority. This is an area that needs improvement, and the Human Resources area will be working with Educational Services and Administrative Services to develop strategies for improving the situation. On a positive note, 14% of the Professional/Managerial leadership positions are held by minorities. This represents 63% of the total campus positions held by minorities.

** Gender Employee Statistics

Of the Faculty positions on campus, 46% are held by females. Of the Professional/Managerial leadership positions, 71% are held by females. Combining these two categories represents 50% of the total campus positions held by females.

** Other Statistics

We are currently gathering statistics on age and educational level overall and by classification and will provide this information shortly.

HR ACCOMPLISHMENTS 2002-2003

1. Facilitated and Processed 46 hires (includes regular employees, both part-time and full-time), according to established search and selection procedures to meet the needs of the College in conducting operations. See above information for breakdown of employees hired.
2. Implemented successful switch to new fully insured Blue Cross/Blue Shield Health Insurance plan, which includes vision and dental coverage. Continued to act as liaison between employees and insurance company to ensure smooth transition and minimize employee problems with claims. Continued to meet with Health Insurance committee to ensure ongoing monitoring of and employee feedback for health insurance program.
2. Implemented Voluntary Life Insurance plan and actively recruited membership, which would allow all members to receive guarantee issue coverage. Plan allows College employees to purchase additional life insurance for themselves and to purchase life insurance for spouse and dependents. The plan also includes portability and accelerated death benefit provisions.
3. Implemented Voluntary Disability Insurance plan, which allows employees to supplement their disability benefits through SURS.
4. Coordinated and facilitated drafting (in conjunction with committee) and implementation of seven new/revised policies and procedures.
5. Coordinated, facilitated, and implemented sick leave bank (in conjunction with committee) for non-faculty employees, to allow employees who are ill or injured to receive additional sick time when they have depleted their individual balances.
6. Coordinated, facilitated, and implemented new longevity pay procedure (in conjunction with committee) to allow part-time employees and employees with 10 years of service to receive annual longevity pay.
7. In conjunction with VP of Ed. Services and Dean of Continuing/Community Education, drafted and implemented new three-year adjunct faculty pay plan.
8. In conjunction with Dean of Continuing/Community Education, continued to refine New Employee Orientation process and presented program to approximately 35 individuals.
9. Laid groundwork for placement of Employment Application and Policy and Procedure Manual on-line.

10. In conjunction with Vice President of Ed. Services and Deans' offices, continued to refine and clean up adjunct approval and recruitment process to ensure compliance with NCA standards.
11. Continued to refine Job Description and Performance Evaluation process to ensure compliance with collective bargaining agreements and College policies and procedures.

LEGAL ACCOMPLISHMENTS (See Attached for detailed listing)

1. Drafting, revision to, and recommendations to administration on approximately thirty leases/contracts/agreements.
2. Transfer of Crisp building from Kaskaskia College Foundation to Kaskaskia College.
3. Presentation of Comprehensive Legal Issues Workshop to Board of Trustees.
4. Preparation and implementation of Student Travel liability waivers.
5. In conjunction with Vice President of Administrative Services, coordinated and prepared information and prepared research for switch to new casualty/liability insurance carrier at lower cost.
6. Implementation of regular Legislative and Legal update at monthly Board meeting.
7. Facilitated termination of lease and relocation of IDNR office from Crisp Center.
8. Coordinated and prepared College response to Warren Tax Case regarding donation of land to College Foundation.
9. Preparation of College responses in Department of Labor cases.
10. Coordinated and prepared College response in Bond County Tax Objection case.
11. Provided legal information, legal opinions, and advice to College administration and staff on appropriate action for various legal issues.