

YEAR-END REPORT

HUMAN RESOURCES

KASKASKIA COLLEGE

JULY 1, 2009 TO JUNE 30, 2010

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Hires for 2009-2010 (Includes Regular Employees, Full-time and Part-time)

36 Total Hires

14 New Positions

2 Faculty (14%)
3 PM and EM (21%)
9 Support Staff (65%)

Note: 4 new positions were created through Title III grant funds.

22 Replacement Positions

2 Faculty (9%)
8 PM and EM (36%)
12 Support Staff (55%)

Breakdown of Total Hires for 2009-10

4 Faculty

2 Female (50%)
2 Female (50%)
1 Minority, 25% of group, 3% of total

11 PM and EM

7 Female (64%)
4 Male (36%)

21 Classified/Support Staff

13 Female (62%)
8 Male (38%)
1 Minority, 5% of group, 3% of total

Overall Employee Information

274 Employees Current

74 Faculty (27%)
82 PM and EM (30%)
118 Support Staff (43%)

172 Females (62%)

35 Faculty (19%)
 1 Minority (3% of Classification) (.5% of Total)
59 PM and EM (35%)
 5 Minorities (8% of Classification) (3% of Total)
78 Classified/Support Staff (46%)
 6 Minorities (8% of Classification) (3% of Total)

102 Males (38%)

39 Faculty (38%)
 2 Minorities (5% of Classification) (2% of Total)
23 PM and EM (23%)
 1 Minority, (4% of Classification) (1% of Total)
40 Classified/Support Staff (39%)
 1 Minority (3% of Classification) (1% of Total)

Turnover Rate for 2009-2010 6%

Turnover decreased somewhat over the past year. The majority of the turnover was due to retirements and employees who moved on to other opportunities in other organizations or had personal reasons unrelated to the College. The College has been successful in bringing very high quality employees into the needed positions to sustain the operations in an effective and successful manner. HR continues to work with the various departments and areas to ensure that College employees are working in a positive, comfortable, and pleasant environment that lends itself to long-term employment.

** Minority Employee Statistics

Based on population information provided by Institutional Research, approximately 6% of the population in the KC District is minority. Of the hires for the 2009-10 year, almost 6% were minority. Overall, 6% of the employees at Kaskaskia College are minorities. The College and the Human Resources Department remain committed to improving in this area and we are working with all areas on campus to improve these numbers. We have continued to take additional steps in the advertising process to make minorities aware of our open positions. Of the 16 campus positions held by minorities, 9 of those positions or 56% are Faculty or Professional/Executive Managerial.

**** Gender Employee Statistics**

Females hold the majority of positions at the College. Of the Faculty positions on campus, 47% are held by females. Of the Professional/Executive/Managerial leadership positions, 72% are held by females. Combining these two categories represents 60% of the total campus positions held by females.

We are consistently working to improve all aspects of diversity on campus, as it greatly enriches our environment. With the implementation of diversity initiatives on campus, including the recent and ongoing AQIP project related to diversity, this is an area that will see improvement.

HR ACCOMPLISHMENTS 2009-10

1. Facilitated and processed 36 hires and several reclassifications/transfers (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.) Also, facilitated hiring and paperwork of approximately 100 student and part-time temporary employees, as well as approximately 600 adjunct faculty members..
2. Successfully continued implementation of Personnel/Payroll module of Datatael in conjunction with Payroll, and actively involved in implementing Assignment Contracts module. Worked with other departments to successfully implement electronic completion of student worker time sheets for all student workers. Also served on Core implementation team and Steering committee. Assisted with data entry in various areas of Datatel Implementation.
3. Successfully worked with other departments in completing implementation of paid leave plans on Datatel system, which will enable all non-faculty employees to track paid leave time electronically. Also will allow supervisors to track employee leave time to facilitate management.
4. Successfully implemented on-line Policy and Procedure Manual, in conjunction with IT department.
5. Worked with other departments in developing and beginning implementation of AQIP project on enriching work life for adjunct faculty members. Continued implementation is ongoing.
6. Continued to work with faculty and staff and union groups to manage health insurance plan in a cost effective manner to ensure minimal premium increases, which will allow employees to share in future health insurance savings. Continued to manage all aspects of College-wide health insurance program and act as liaison between employees and insurance company to ensure smooth transition and minimize employee problems with claims.
7. Continued to manage worker's compensation program/claims. Worked with individual departments to take proactive measures in reducing WC claims.

8. Successfully coordinated ICCTA Awards program.
9. Managed Flexible Spending Account program and processed approximately 100 claims in a timely manner.
10. Facilitated group and individual SURS counseling to ensure that College employees are knowledgeable regarding retirement options and information.
11. Coordinated and facilitated drafting (in conjunction with committee) and/or implementation of new new/revised Board By-Laws and College policies and procedures (see list below).
12. In conjunction with other departments, continued to refine New Employee Orientation process and coordinated presentation of program to approximately 30 individuals. Also provide individual orientation to all new hires in HR Office.
13. Worked with various departments to resolve various personnel and other problem issues. Continuing to work with various departments in developing creative solutions for HR issues.
14. Continued to refine Job Description and Performance Evaluation process to ensure compliance with collective bargaining agreements and College policies and procedures.
15. Facilitated Leadership Institute session regarding Legal Issues.
16. Worked with Administrative Services and Payroll Department to continue successful implementation of donation of paid leave time program for support of Sports and Wellness program.
17. Worked with Instructional Services and Student Services to implement process of documenting and tracking faculty credentialing for dual credit instructors in order to ensure compliance with State laws and quality standards.

Policies and Procedures Developed and/or Revised (or in process of Approval by Board)

1. Senior's Tuition Waiver
2. Purchasing and Contracts
3. Faculty Credentialing
4. Fitness Center

5. Sports Hall of Fame
6. Identity Theft
7. Grants
8. FOIA Compliance

Major Events 2009-2010

The HR Office worked with various teams and individuals to facilitate, coordinate, and/or assist with the following major events:

1. Employee and ICCTA Awards/Retirement Banquet
2. Administrative/Professional Staff Appreciation Luncheon
3. Diversity Celebration
4. Honorary Associate Degree Dinner
5. Kaskaskia College Foundation Scholarship Dinner
6. Kaskaskia College Foundation Distinguished Lecturer Dinner and Lecture
7. Kaskaskia College Foundation TCEP Dinner
8. Kaskaskia College Foundation Annual Dinner and Meeting
9. Kaskaskia College Foundation Annual Golf Tournament

GOALS AND OBJECTIVES FOR 2010-11 YEAR

1. Continue to work with all departments on developing a plan to recruit and retain a quality and diverse workforce and student population (Commitments X and V).
2. Continue to work with Steering Committee for Datatel to continuously improve services for employees and integrity of system data for use in College operations. (Commitment V-1).
3. Continue to pursue improvements to ensure the long-term stability of the College health insurance program. Substantially reactivate the health insurance committee in reviewing options to maintain quality and affordable health insurance plan long into the future. (Commitment X).

4. Continue to work with dual credit program in order to ensure that accreditation and quality standards are met with regard to instructor credentialing and other related issues. (Commitment II-3-3)
5. Continue to become more involved in AQIP process in order to ensure that HR department is supporting goals of program and making significant contributions to the process. (Commitments V-3 and V-5). Continue to participate as leader of AQIP Adjunct Faculty Enrichment Project. (Commitment X-1-4)
6. Work with Professional Growth and Development Team to incorporate individual PG& D plans into employee evaluation process and improve overall employee evaluation process and rating instruments. (Commitment X-2-3)