

YEAR-END REPORT

HUMAN RESOURCES

KASKASKIA COLLEGE

JULY 1, 2010 TO JUNE 30, 2011

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Hires for 2010-2011 (Includes Regular Employees, Full-time and Part-time)

37 Total Hires

12 New Positions

1 Faculty (8%)
8 PM and EM (67%)
3 Support Staff (25%)

Note: 4 new positions were created through TRIO grant funds.

25 Replacement Positions

3 Faculty (12%)
8 PM and EM (28%)
14 Support Staff (60%)

Breakdown of Total Hires for 2010-11

4 Faculty

3 Female (75%)
1 Male (25%)

16 PM and EM

10 Female (62%)
6 Male (38%)

17 Classified/Support Staff

9 Female (53%)
8 Male (47%)

Overall Employee Information

285 Employees Current

74 Faculty (26%)
86 PM and EM (30%)
125 Support Staff (44%)

172 Females (60%)

35 Faculty (20%)
 1 Minority (.3% of Classification) (.005 of Total)
60 PM and EM (35%)
 6 Minorities (10% of Classification) (3% of Total)
77 Classified/Support Staff (46%)
 5 Minorities (6.5% of Classification) (3% of Total)

113 Males (40%)

39 Faculty (35%)
 2 Minorities (5% of Classification) (2% of Total)
26 PM and EM (23%)
 1 Minority, (4% of Classification) (1% of Total)
48 Classified/Support Staff (42%)

Turnover Rate for 2010-2011 9%

Turnover was 9% for the year 2010-11. Approximately 85% of the turnover was due to retirements, employees who moved on to promotional opportunities in other organizations or for personal reasons unrelated to the College, including moving out of State to be closer to family and for childcare. 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 2010-11 year, approximately 8% were minority. Overall, approximately 5.2% 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 15 campus positions held by minorities, 10 of those positions or 67% are Faculty or Professional/Executive Managerial classifications.

**** 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, 70% are held by females. Combining these two categories represents approximately 59% 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 where we will continue to see improvement. In the Spring 2011, Kaskaskia College was selected as the Illinois Community College Trustee Association recipient of the Equity Award, in part, based on the diversity programs and practices in place College wide.

HR ACCOMPLISHMENTS 2010-11

1. Facilitated and processed 37 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 continue successful implementation of 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 implemented on-line Application review process for hiring committees.
4. Worked with other departments in continued development and implementation of AQIP project on enriching work life for adjunct faculty members. Active with Communications Team and HR Orientation team, as well as in working with other teams as needed. Developed comprehensive benefits overview information for adjunct faculty and facilitated adjunct faculty participation in supplemental insurance policies through AFLAC.
5. Team leader for AQIP communications team in updating AQIP portfolio and preparing for AQIP site visit.
6. Conducted AQIP transcript review process, which has resulted in securing updated transcripts on all faculty and staff, both regular and adjunct. Reviewed and strengthened procedures for initial securing of updated transcript information from new employees as they begin employment.

7. Coordinated updated home telephone list from manual entry to automation through Datatel system for implementation and distribution to Presidents Cabinet in Fall 2011.
8. 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.
9. Implemented Professional Growth and Development section of non-faculty evaluation process, to be part of AQIP continuous improvement in implementing professional growth and development opportunities for all employees.
10. Continued to manage worker's compensation program/claims. Worked with individual departments to take proactive measures in reducing WC claims.
11. Successfully coordinated ICCTA Awards program.
12. Managed Flexible Spending Account program and processed approximately 100 claims in a timely manner.
13. Facilitated group and individual SURS counseling to ensure that College employees are knowledgeable regarding retirement options and information.
14. Coordinated and facilitated drafting (in conjunction with other departments and committees) and/or implementation of new new/revised Board By-Laws and College policies and procedures (see list below).
15. In conjunction with other departments, continued to refine New Employee Orientation process and coordinated presentation of program to approximately 45 individuals. Also provide individual orientation to all new hires in HR Office.
16. 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.
17. Facilitated Leadership Institute session regarding Legal Issues.
18. 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.
19. Continued to work 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. Class Cancellation
2. Incomplete Grades
3. Faculty Credentialing
4. Adjunct Faculty Pay
5. Donation of Paid Leave Days
6. Property Naming
7. Proficiency Exams
8. Academic Renewal
9. Fitness Center
10. Grade Appeals
11. Student Complaints
12. Student Services
13. Admissions
14. Financial Aid
15. Students with Communicable Diseases

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. Diversity Celebration
3. Honorary Associate Degree Dinner
4. Kaskaskia College Foundation Scholarship Dinner

5. Kaskaskia College Foundation Distinguished Lecturer Dinner and Lecture
6. Kaskaskia College Foundation TCEP Dinner
7. Kaskaskia College Foundation Annual Dinner and Meeting
8. Kaskaskia College Foundation Annual Golf Tournament

GOALS AND OBJECTIVES FOR 2011-12 YEAR

1. Continue to work with all departments on developing a plan to recruit and retain a quality and diverse workforce and student population (Commitment X).
2. Work to enhance the College Wellness program in order to increase productivity and morale and to improve experience with health insurance (Commitment X-2-4).
3. 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).
4. 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).
5. 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)
6. 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 and AQIP Portfolio Team.