YEAR-END REPORT

HUMAN RESOURCES

KASKASKIA COLLEGE

JULY 1, 2005 TO JUNE 20, 2006
Hires for 2005-2006 (Includes Regular Employees, Full-time and Part-time)

31 Total Hires

5 New Positions

1 Faculty (20%)
2 PM and EM (40%)
2 Support Staff (40%)

26 Replacement Positions

4 Faculty (15%)
8 PM and EM (31%)
14 Support Staff (54%)

5 Faculty

1 Female (20%)
4 Male (80%)
0 Minorities

10 PM and EM

4 Female (40%)
6 Male (60%)
0 Minorities

16 Classified/Support Staff

8 Female (50%)
1 Minority, 12.5% of group, 6% of total
8 Male (50%)
1 Minority, 12.5% of group, 6% of total
Overall Employee Information

250 Employees Current

- 74 Faculty (30%)
- 75 PM and EM (30%)
- 101 Support Staff (40%)

151 Females (60%)

- 31 Faculty (21%)
- 50 PM and EM (33%)
  - 6 Minorities (12% of Classification) (4% of Total)
- 70 Classified/Support Staff (47%)
  - 6 Minorities (8% of Classification) (4% of Total)

99 Males (40%)

- 43 Faculty (44%)
  - 3 Minorities (7% of Classification) (3% of Total)
- 25 PM and EM (25%)
  - 0 Minorities
- 31 Classified/Support Staff (31%)
  - 1 Minority (3% of Classification) (1% of Total)

Turnover Rate for 2004-2005 8%

Turnover showed a decrease of 2% from the previous year. The majority of the turnover was due to retirements and employees who moved on to other opportunities in other organizations. 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 2005-06 year, 6% were minority. Overall, 6% of the employees at Kaskaskia College are minorities. We are working with Educational and Administrative Services on improving in this area. 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, 42% are held by females. Of the Professional/Executive/Managerial leadership positions, 67% are held by females. Combining these two categories represents 54% 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, this is an area that will see improvement.

**HR ACCOMPLISHMENTS 2005-2006**

1. Facilitated and processed 31 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 over 50 student and part-time temporary employees.

2. Worked with Educational Services in order to implement comprehensive Wellness program for College employees, including addition of a full-time Coordinator of Wellness and Physical Education Programs and individualized instruction and training.

3. Worked with other 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 act as liaison between employees and insurance company to ensure smooth transition and minimize employee problems with claims. Improved communications and enhanced transactions between Blue Cross/Blue Shield and College by implementing use of the Blue Cross/Blue Shield Website for routine procedures. Worked with BC/BS representative and Wellness Coordinator to implement use of BC/BS wellness program on-line in conjunction with College Wellness plan.

4. Participated in Datatel implementation process, serving on Core Team and working in conjunction with Payroll to develop and implement Human Resources/Payroll application module. In conjunction with Payroll, responsible for setting up all HR/Payroll data in system, testing, and ensuring that application is conducive to other departmental needs.

5. Implemented health insurance verification procedures to ensure that ineligible dependents are removed from the College Health Insurance plan in a timely manner to prevent excess premium payments.

6. Managed Flexible Spending Account program and processed 140 claims in a timely manner.

7. Facilitated group and individual SUSR counseling to ensure that College employees are knowledgeable regarding retirement options and information.

8. Coordinated and facilitated drafting (in conjunction with committee) and/or implementation of three new/revised Board By-Laws and College policies and procedures, including Board Ethics, Rules of Procedure, and Grant Funded Vacation.
9. In conjunction with Educational Services, continued to refine New Employee Orientation process and presented program to approximately 25 individuals.

10. In conjunction with Vice President of Ed. Services and Deans’ offices, continued to refine adjunct approval and recruitment process to ensure compliance with NCA standards.

11. Worked with various departments in developing creative solutions for HR issues.

12. Continued to refine Job Description and Performance Evaluation process to ensure compliance with collective bargaining agreements and College policies and procedures.

13. Assisted in implementing semi-monthly payroll process to allow for greater professionalism and to ensure that part-time and student employees are getting paid in a timely manner.

14. Participated in various College and community training programs, including KC Leadership Institute and HR/Safety Committee at Crisp Center.

15. Assisted in drafting economic development award nomination for SCIGA.

Educational Advancement for Employees

The following individuals have completed additional education:

Cheryl Cameron—EIU BOT Bachelor’s degree

Jeri Davenport—Bachelor of Science in Organizational Leadership

Janice Eischens—EIU BOT Bachelor’s degree

Rosemary Gordon-Young—Associate of Arts Degree

Angenien Hufstutler—Cisco Networking Certificate

Heather Payne—Master of Science in Nursing

Joyce Pryor—Associate of Applied Science, Computer Applications Specialist

Jill Tomaszewski—Master of Science in College Student Affairs
Major Events 2004-2005

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

1. Employee 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