YEAR-END REPORT

HUMAN RESOURCES

KASKASKIA COLLEGE

JULY 1, 2008 TO JUNE 30, 2009
Hires for 2008-2009 (Includes Regular Employees, Full-time and Part-time)

44 Total Hires

10 New Positions

1 PM and EM (10%)
9 Support Staff (90%)

34 Replacement Positions

5 Faculty (15%)
12 PM and EM (35%)
17 Support Staff (50%)

5 Faculty

3 Female (60%)
2 Male (40%)

13 PM and EM

9 Female (69%)
   2 Minority, 22% of group, 15% of total
4 Male (31%)

26 Classified/Support Staff

16 Female (62%)
   1 Minority, 6% of group, 4% of total
10 Male (38%)
Overall Employee Information

272 Employees Current

73 Faculty (27%)
76 PM and EM (31%)
123 Support Staff (42%)

159 Females (58%)
33 Faculty (21%)
52 PM and EM (33%)
5 Minorities (9% of Classification) (3% of Total)
74 Classified/Support Staff (47%)
7 Minorities (9% of Classification) (4% of Total)

113 Males (42%)
40 Faculty (35%)
3 Minorities (8% of Classification) (3% of Total)
25 PM and EM (21%)
1 Minorities, (4% of Classification) (1% of Total)
48 Classified/Support Staff (41%)
1 Minority (2% of Classification) (1% of Total)

Turnover Rate for 2007-2008 13%

Turnover increases slightly this year. The majority of the turnover was due to retirements and employees who moved on to other opportunities in other organizations or personal reasons. Dealing with the turnover this year was challenging, since getting many of the positions filled was very time sensitive and some of the positions are very specialized. However, the College has been successful in bringing very high quality employees into these positions and we are working to get to full-staffing level again. 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 2007-08 year, 7% 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 continue to take additional steps in the advertising process to make minorities aware of our open positions and fully support the AQIP Diversity action project that is currently underway. Of
the 17 campus positions held by minorities, 9 of those positions or 53% are Faculty or Professional/Executive Managerial.

** Gender Employee Statistics**
Females hold the majority of positions at the College, comprising 58% of the regular work force. Of the Faculty positions on campus, 45% are held by females. Of the Professional/Executive/Managerial leadership positions, 68% are held by females. Combining these two categories represents 57% 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 continue to see improvement.

** HR ACCOMPLISHMENTS 2008-2009**

1. Facilitated and processed 44 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 75 student and part-time temporary employees.

2. Successfully continued implementation of Personnel/Payroll module of Datatael in conjunction with Payroll, and actively involved in implementing Assignment Contracts module. Currently working on pilot program for electronic entry of student timesheets and eventually for all timesheet employees. Currently working as part of committee for implementation of active campus portal through Sharepoint software.

3. Worked with Financial Aid Office to develop and successfully implement student worker background check procedures.

4. Worked with faculty and staff and union groups to manage health insurance plan in a cost effective manner to ensure minimal premium increases (3.99%), 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. In process of implementing new legislation, which will expand the eligibility for dependent coverage on health insurance plan.

5. Successfully amended process and implemented new 403(b) regulations as enacted by Federal government. Developed new 403(b) plan document and coordinated with various 403(b) providers on designation as approved provider for College’s plan. Worked with employees on notification procedures and switching plans.

6. Successfully coordinated ICCTA Awards program.
7. Managed Flexible Spending Account program and processed approximately 100 claims in a timely manner.

8. Coordinated and facilitated drafting (in conjunction with committee) and/or implementation of new/revised Board By-Laws and College policies and procedures.

9. Conducted Non-Harassment training updates for all employees to ensure compliance with federal and state law.

10. In conjunction with other departments, continued to refine New Employee Orientation process and presented program to approximately 40 individuals.

11. 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.

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


14. Participation in AQIP process.

15. Worked with various departments in revising procedures for bus drivers and in expanding pool of licensed drivers for athletic and other College events.

16. Worked with KCTOP union in order to develop and implement new salary language for collective bargaining agreement.

**Educational Advancement for Employees**

The following individuals have completed additional education (includes only those individuals who have reported advancement to HR or who have submitted request for Educational Advancement):

Cristina Myers—Master’s in Nursing

Lisa Motch—Master’s in Nursing

Jenna Lammers (formerly Altadonna)—Bachelor of Arts in Sociology
Policies and Procedures Developed and/or Revised (or in process of Approval by Board)

1. Sports Hall of Fame

2. Longevity Pay

Major Events 2008-2009

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 2008-09 YEAR

1. Work with all departments on continued development of plans to recruit and retain a quality and diverse workforce and student population.

2. Continue to work with Steering Committee for Administrative Computer system to maintain quality system.

3. Development of long-range human resources plan to address College’s long-term needs.

4. Continue to pursue improvements to ensure the long-term stability of the College health insurance program.

5. Continue to work through consensus model to develop new and revised policies and procedures.

6. Continue to improve adjunct hiring process to ensure qualified instructors at all campus locations.

7. Attend internal training to become more familiar with budgeting/accounting processes and instructional issues.

8. Enhancement of Human Resources Website

9. Attend training to stay abreast of current legal issues.

10. Work with outside attorneys to stay abreast of courtroom practice issues.

11. Continue to work with all College staff and administration to implement sound legal practices and procedures.