Hires for 2012-2013 (Includes Regular Employees, Full-time and Part-time)

38 Total Hires

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Prof./Mgrl. &amp; Exec./Mgrl.</th>
<th>Support Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>19%</td>
<td>26%</td>
<td>55%</td>
</tr>
</tbody>
</table>

7 New Positions

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Prof./Mgrl. &amp; Exec./Mgrl.</th>
<th>Support Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>14%</td>
<td>29%</td>
<td>57%</td>
</tr>
</tbody>
</table>

31 Replacement Positions

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Prof./Mgrl. &amp; Exec./Mgrl.</th>
<th>Support Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>8</td>
<td>17</td>
</tr>
<tr>
<td>19%</td>
<td>26%</td>
<td>55%</td>
</tr>
</tbody>
</table>

BREAKDOWN OF TOTAL HIRES FOR 2012-13

Faculty (7 Total)

<table>
<thead>
<tr>
<th>Males</th>
<th>Females</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>29%</td>
<td>71%</td>
</tr>
</tbody>
</table>
P/M and E/M (10 Total)

<table>
<thead>
<tr>
<th>Males</th>
<th>Females</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>20%</td>
<td>80%</td>
</tr>
</tbody>
</table>

Support Staff (21 Total)

<table>
<thead>
<tr>
<th>Males</th>
<th>Females</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>33%</td>
<td>67%</td>
</tr>
</tbody>
</table>

2012-13 OVERALL EMPLOYEE INFORMATION

2012-13

290 Employees

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Prof./Mgrl. &amp; Exec./Mgrl.</th>
<th>Support Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>76</td>
<td>90</td>
<td>124</td>
</tr>
<tr>
<td>26%</td>
<td>31%</td>
<td>43%</td>
</tr>
</tbody>
</table>

**Please see attached chart for additional information on employee demographics.**

Turnover Rate for 2012-2013

Turnover was 8.5% for the year 2012-13, which is a small increase from the previous year. Approximately 72% of the turnover was due to retirements, deaths, employees who moved on to promotional opportunities in other organizations or for personal reasons unrelated to the College, including childcare and working closer to home. 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.

**HR ACCOMPLISHMENTS 2012-13**

1. Facilitated and processed 38 hires and 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 500 adjunct faculty members.
2. Facilitated and processed all retirements and other employee separations, along with various employee record changes as requested by employees.

3. Successfully continued implementation of Personnel/Payroll module of Datatel in conjunction with Payroll. 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.

4. Continued implementation and fine-tuning of on-line application review process for hiring committees.

5. Worked with IT to implement electronic pay advices for Direct Deposit, eliminating the need to distribute paper copies.

6. Worked with other functional areas and IT to implement initial phases of 30-hour requirement of Affordable Care Act, which requires College to provide health insurance to all employees working an average of 30 hours per week or more. Communicated with all departments on requirements and limitations of work hours under new rules and in determining how to assess hours of adjunct faculty since definition was not provided by IRS. Will continue to work with all departments on continued implementation, based on additional guidance being issued by Treasury Department and IRS.

7. Worked with other functional areas and IT to develop ACA tracking and approval system through Ellucian administrative computer system.

8. Worked with Payroll and IT to put faculty paid leave plans on computerized system through Campusnet for employee access. Will continue to work to finalize project.

9. Worked with other functional areas, SURS, and IT to implement initial phases of new Illinois Return to Work regulations, requiring that annuitants who work at least 18 weeks after August 1, 2013, are limited to 40% of their highest salary earned prior to retirement. Also requires development and implementation of tracking and reporting system for compliance. Will continue to work with all affected annuitants and respective departments on continued implementation, based on additional guidance being issued by SURS.

10. Tracked various pension changes and proposed legislation and kept college employees informed of proposed changes. Will continue to track such changes and additional proposed legislation for effective implementation, based on final legislation.

11. 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.
12. Continued to work with faculty and staff and union groups to manage health insurance plan in a cost effective manner to ensure reasonable 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.

13. Continued to manage worker’s compensation program/claims. Worked with individual departments to take proactive measures in reducing WC claims.

14. Successfully coordinated ICCTA Awards program.

15. Managed Flexible Spending Account program and processed approximately 80 claims in a timely manner.

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

17. 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).

18. In conjunction with other departments, continued to refine New Employee Orientation process and coordinated presentation of program to approximately 40 individuals. Also provide individual orientation to all new hires in HR Office.

19. 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.

20. Facilitated Leadership Institute session regarding Legal Issues.

21. 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.

22. 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.
2012-13 Retirements

Ava Rawlings
Ed Parker
Julie Rose
Kathryn Stover

2012-13 Employee Educational Advancement

Jennie Larson, Completed Doctor of Physical Therapy
Amber Edwards, Master of Science in Education
Lucinda Spencer, Bachelor of Science in Nursing
Suzanne Arndt, Master of Business Administration
Ron Kwiatkowski, Bachelor of Science in Technical Resource Management
Cristina Myers, Doctor of Nursing Practice

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

1. Mandated Reporter
2. Audits
3. Affordable Care Act
4. Award Recognition
5. Educational Guarantee for Arts and Sciences and Career and Technical Ed.
6. Non-Traditional Learning Opportunities
Major Events 2012-2013

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. Annual Diversity Celebration
3. Honorary Associate Degree Dinner
4. Kaskaskia College Foundation Scholarship Dinners
5. Kaskaskia College Foundation TCEP Entrepreneur of the Year Dinner
6. Kaskaskia College Foundation Annual Dinner and Meeting
7. Kaskaskia College Foundation Annual Golf Tournament
8. Administrative Professionals Recognition Luncheon
9. The Big Event for Trenton Capital Campaign

GOALS AND OBJECTIVES FOR 2012-13 YEAR

1. Continue to work with all departments on developing a plan to recruit and retain a quality and diverse workforce and student population.

2. Continue to monitor ACA requirements and work with College departments and employees in order to ensure compliance and quality reporting systems, while still maintaining enrollment levels and providing quality instruction and student services.

3. Continue to monitor SURS regulations and work with College departments to ensure compliance, while still maintaining enrollment levels and providing quality instruction and student services.

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

5. Continue to work toward electronic access in all facets of human resources and employee benefit program in order to make processes more user friendly and to become more environmentally friendly.

6. Continue to be involved in AQIP process in order to ensure that HR department is supporting goals of program and making significant contributions to the process. Continue to actively participate in AQIP Adjunct Faculty Enrichment Project and AQIP Portfolio Team.