



HUMAN RESOURCES ANNUAL REPORT

Fiscal Year 21

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Mission

Human Resources (HR) builds strategic relationships throughout the College. HR partners with administration and employees in offering support, guidance, and clarity. Central to Human Resources' work is the desire for processes and solutions that are consistent, fair, customer focused, and add value.

Vision

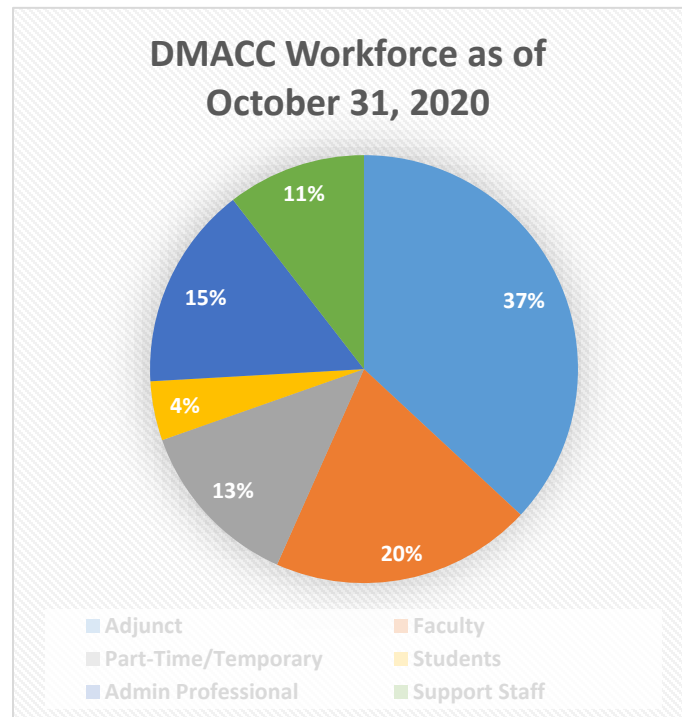
DMACC continues to be considered a preferred employer, where employees are fully equipped to perform their job responsibilities at high levels. The results are a successful, diverse, and quality workplace where employees are willing and able to carry out the DMACC mission.

Beliefs

- Attracting, hiring, and retaining high quality employees is central to the College's ability to deliver its mission
- Insisting on an inclusive, diverse work environment for employees will propel DMACC forward in meeting student and stakeholder needs
- Operating with high standards, fairness, ethics, and integrity is essential
- Being transparent where possible, yet maintaining confidentiality where required
- Providing a competitive, comprehensive benefit and pay system which allows employees to meet their needs so they can be high functioning in the work environment
- Balancing the needs of employees with those of the College

DMACC Workforce

DMACC is ranked the 9th best place to work in Iowa and is the highest ranked among all higher education institutions in the state. DMACC's Workforce consists of full-time Faculty, Admin Professional, and Support Staff, along with Part-Time/Temporary, Adjunct, Work-Study and Student workers.



As of October 31, 2020, DMACC employed a total of 1899 workers from 32 states. The HR team is made up of 13 full-time staff (10 admin professional & 3 support staff).

HR Staff Ratios	Ratio
HR to Faculty	1 to 29
HR to Non-Faculty Full-Time Staff (Admin Professional/ Support Staff)	1 to 38
HR to ALL Full-Time Staff & Faculty	1 to 67
HR to ALL Staff & Faculty	1 to 146
HR to Enrolled Students	1 to 1,173

Full-Time
Employees

864

Average Age of
Full-Time
Employees

48 years old

Average Years of
Service for Full-
Time Employees

9.7 years

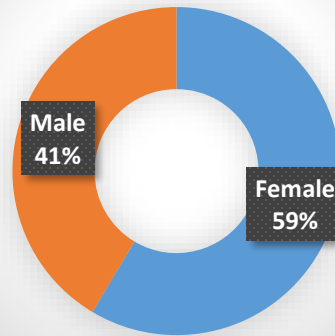
Total Years of
Service for Full-
Time Employees

8,375 years

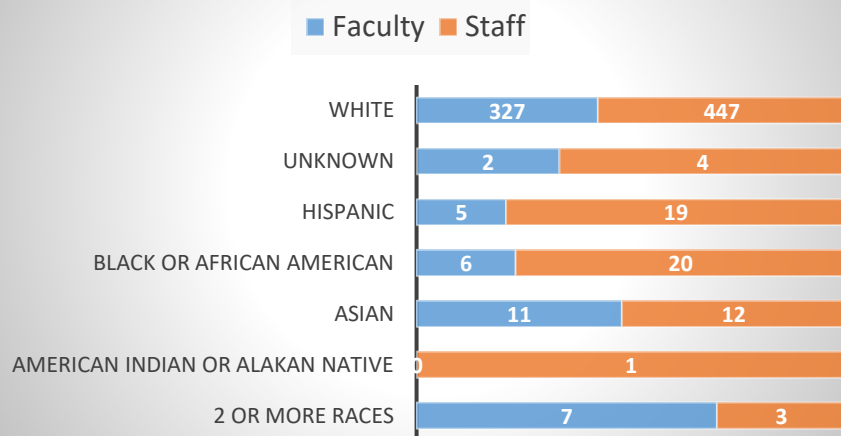
Total Full-Time
Faculty and Staff
Turnover

8.3%

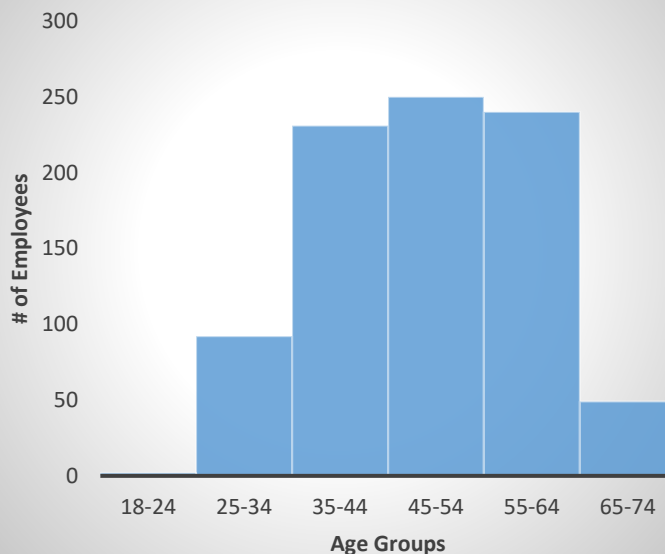
Faculty & Staff Gender



Faculty & Staff Race/Ethnicity



Faculty & Staff Age



How Does Human Resources Need to Improve?

In a retreat held in the summer of 2019, the Human Resource staff considered how to meet the mission, vision, and beliefs and identified some areas of growth in order to accomplish those goals. Those included the following:

- Building trusting relationships for feedback
- Internal communication/effect on others
- External communications – varied group messaging
- Market Human Resources services and value
- Internal training – cross training, technology
- Understanding internal work and interrelationships in the department
- Establish strategic partnerships

As a result, each staff member assisted in planning individual and group goals toward the above efforts.

Departmental Goals

The following are departmental goals in furtherance of continuous improvement for the College:

- **Develop Human Resource baseline metrics relevant to Human Resources**
Human Resources staff have begun to review the metrics being collected, monitored, and reported within the department, setting forth baseline for future reporting
- **Enhance communication with managers, supervisors, and employees on key issues relevant to Human Resources**
Human Resources has developed a quarterly report to supervisors regarding HR issues
- **Review and investigate the electronic processes being used in Human Resources and recommend enhancements**
Enhancements in the electronic processes and tools were made that included onboarding, PACx integration, Banner 9 and SafeSchools (Vector Solutions)
- **Develop a process for succession planning**
No work was initiated on this goal because it was being duplicated by work in the Continuous Improvement Department

Individual Goals

In addition to departmental goals, Human Resource staff created individual goals meant to improve processes for the College.

- Developed and presented Job Evaluation Committee training
- Reviewed and communicated changes to Mandatory Reporter Training
- Sexual Harassment training offered for supervisors
- Updated Human Resources Board Policies and have point person in HR for the transition of policies and procedures to the new online format
- Scanned all terminated medical files

- Updated job descriptions to reflect physical requirement components
- Provided Worker's Compensation training to staff
- Trained supervisors on Fair Labor Standards Act (FLSA) overtime rules
- Developed an instruction manual for faculty and adjunct timekeepers
- Continued developing Payroll staff for succession and process cross-training
- On-boarded new Human Resource staff into new roles within the department
- Researched position class codes and established a consistent definition within the system
- Worked with PeopleAdmin to make the performance evaluation process electronic based on Continuous Process Improvement (CPI) recommendations
- Completed implementation and training of the new process for onboarding within the PeopleAdmin system for adjuncts, temporary workers and students
- Implemented PeopleAdmin site review tasks that included electronic reference checks, electronic background checks, enhanced employee records, and PAX integration

Ongoing Work of the Human Resources Department

Organizational Planning

The Human Resources office offers a unique combination of functions of Human Resources and strategic planning, all aimed to advance the organizational development of the College. HR has assisted the College in the review of newly revised mission, vision and values of the College. HR has also been involved in discussions about the desired metrics for College success.

Human Resources was involved in assisting to recommend and develop new positions and correlating job descriptions for areas within the College including: Career Advantage, Diversity, Equity & Inclusion (DEI) Director, Guided Pathways, Institutional Effectiveness, and Corrections.

State and Federal Law Compliance

Human Resources assists the College to ensure that there is compliance with a wide range of federal statutes, state laws, regulations, and board policy and procedures.

A total of 466 background checks were run in Fiscal Year 21.

Affordable Care Act (ACA) work effort is monitored each year by Human Resources. Work effort projections are completed in the fall. Any issues that arise are resolved with each department. Final calculations are run each summer at the end of the year to ensure DMACC was within the ACA guideline for part-time workloads.

New Guidance from the Department of Education (DOE) now requires all DMACC instructors to complete Mandatory Reporter Child Abuse Training (MRT). This project was managed within HR to ensure all faculty completed the training as required.

A new system was acquired to house all College policy and procedures. Members of HR worked with the development team to build the new system which will now allow all policy and procedures to be available online in a searchable format.

Since February 2020, HR was involved in assisting the College in developing COVID management and support processes and procedures that included:

- Writing emergency procedures related to remote work, temporary emergency furloughs, facemask wearing and emergency paid leave
- Recommending the implementation of an emergency paid leave bank to assist employees in COVID related absences
- Facemask and Protocol training developed in the training department
- Writing employee FAQ's for COVID related issues and assisting with updates as needed
- Writing supervisor FAQ's for managing during COVID and completing updates as needed
- Offering trainings for supervisors in back to work protocol and planning
- HR was a member of the Come Back Strong Committee (CBS) making recommendations about employee and student safety and eventual return

Employee Relations and Discipline

In conjunction with managing supervisors, investigations are conducted. Supervisors rely upon the Human Resources department to assist in discipline and crafting employee performance improvement plans. This year, the Human Resources Department assisted in 20+ formal employee issues that resulted in a consequence or written documentation. The breakdown of consequences are as follows:

Consequences	Total
Improvement Plans	2
Investigated Formal Complaint	2
Letter of Reprimand	3
Noted on Evaluations	5
Notice to Remedy	10
Required Counseling	1
Termination/Resignation	3
Verbal Reprimands	4

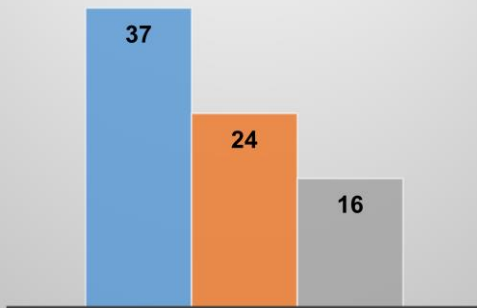
The HR department also assisted in 50+ informal employee issues that assisted supervisors in addressing behaviors that needed modification. In progressive discipline, these situations usually resulted in verbal warnings and were not placed into an employee's permanent file.

Hiring

Hiring is a shared responsibility between Human Resources and departments within the College. This entails advertising open positions, assessing hiring rubrics, conducting background checks and processing hiring paperwork. The Iowa Department of Education (DOE), Higher Learning Commission (HLC) and accreditation standards require a certification process to assure all new faculty meet minimum competencies and credentialing requirements to be able to teach postsecondary. It is the responsibility of Human Resources to assure that the College, in partnership with Dean and Provosts, employ a qualified workforce.

Full-Time Positions Filled

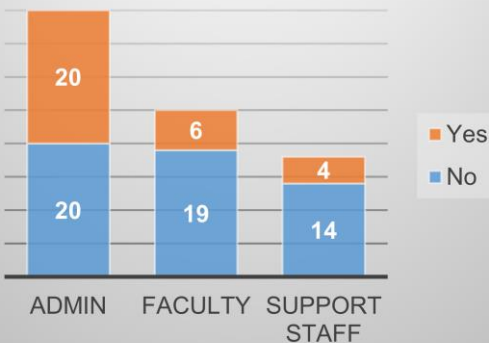
■ Admin/ Prof ■ Faculty ■ Support Staff



*Positions posted July 1, 2020 – June 30, 2021

37 *Part-Time/Temporary or Adjunct Employees Hired into Full-Time Positions*

Diversity Hires for Full-Time Positions



**Diversity = anyone that is underrepresented (male/female), discloses a disability or race/ethnic group

10 *Job Evaluations Completed due to New Positions and Reclassifications*

All personnel files and confidential records are maintained in compliance with law and standard Human Resources practices.

Human Resources currently utilizes the PeopleAdmin system which includes Applicant Tracking, Position Management and Employee Records to hire all position types. New processes were introduced in FY21 that included electronic hiring process for adjunct, part-time temporary and student hires. This also included an enhancement for collecting references and background check information electronically.

New Positions Hired	Total
Full-Time	77
Admin Professional	37
Faculty	24
Support Staff	16
Adjuncts	217
Part-Time/Temporary	141
Student (Non-Work Study)	107

Applicants Interviewed per Position Type	Total
Administrative/Professional Positions	233
Faculty Positions	110
Support Staff Positions	84
Grand Total	427

Risk Mitigation

Human Resources is involved in creating a safe working environment, free from discrimination and harassment. HR is the primary contact for legal counsel in risk mitigation activities and litigation pertaining to employee relation matters. This includes examining all current workplace policies and providing training to employees and managers on those policies to minimize the frequency of employee complaints due to misinterpretation or misunderstanding of

Benefits FY21

TYPE OF ACTIVITY	YEARLY TOTAL
Benefit Packets	63
New Employee Meeting	43
Deduction Entry-BANNER	1165
Life Insurance Claims	4
Retiree/COBRA Invoices	793
Wellness Reimbursements	39
COBRA Mailings	81
Early Retirement Notices	307
Early Retirement Elections	30
Request for Accommodation	12
Emeritus Status Requests	11
1095-C Mailings	1014
Benefit Statements Sent	852
FMLA Sent	108
FMLA Received/Processed	84
STD Sent	29
STD Received/Processed	31
LTD	1
Workers' Comp Claims	55
Professional Leave	23
DTR--Fall	31
DTR--Spring	28
DTR--Summer	127
Insurance Balancing*	\$ 15,238,295

*Total number of dollars paid and balanced to insurance carriers for FY

College policies. New policies are crafted as new state and federal laws are enacted or litigation changes interpretation of existing law.

Benefit Management

Maintaining a strong benefit system is key to assuring DMACC remains a strong and competitive employer. It is important that we continue to offer a medical benefit structure affordable to all employees.

Employees are continually provided with education and guidance regarding benefit options including but not limited to medical, dental, vision, life and disability insurance; flexible spending accounts; retirement planning; tuition waiver as well as an employee assistance program.

Benefits Annual Work

- Manage and Maintain Electronic Benefits System
- Affordable Care Act (ACA) PCORI fee for IRS
- OPEB Levy Actuarial Spreadsheets
- Medicare Part D Certification for CMS
- State of IA 509A Certification for Self-Funded Health and Dental Plans
- Fiscal Year General Ledger Balancing of Insurance Accounts
- Wellmark Plan Document Review
- Facilitate Early Retirement Informational Meeting
- Flexible Spending Account Open Enrollment
- Flexible Spending Account Non-Discrimination Testing for IRS
- DMACC Farewell Reception and Gifts
- Facilitate Benefits Committee
- OSHA SOII Report
- Benefit Plans Open Enrollment
- Committee Member IACCT Advisory Committee and Education Subcommittee
- Committee Member DEI Workplace Culture Workgroup
- Committee Member DMACC Wellness Committee

- Workers' Compensation Semi-Annual Review Meetings
- Present at New Supervisor Training
- Present at Advanced Supervisor Training
- Present at New Faculty Orientation
- Outsourced COBRA Administration Project
- Outsourced Direct Billing Participants Project

DMACC Plan Year	Wellmark Bluechoice HMO	Wellmark Alliance Select PPO
FY18		
Single	\$ 738.17	\$ 848.07
Single/Child(ren)	\$ 1,402.54	\$ 1,611.32
Single/Spouse	\$ 1,476.35	\$ 1,696.13
Family	\$ 1,993.08	\$ 2,289.78
5.0%/ 5.0%		
FY19		
Single	\$ 745.55	\$ 856.55
Single/Child(ren)	\$ 1,416.57	\$ 1,627.44
Single/Spouse	\$ 1,491.11	\$ 1,713.09
Family	\$ 2,013.01	\$ 2,312.67
1.0%/ 1.0%		
FY20		
Single	\$ 745.55	\$ 856.55
Single/Child(ren)	\$ 1,416.57	\$ 1,627.44
Single/Spouse	\$ 1,491.11	\$ 1,713.09
Family	\$ 2,013.01	\$ 2,312.67
0.0%/ 0.0%		
FY21		
Single	\$ 745.55	\$ 856.55
Single/Child(ren)	\$ 1,416.57	\$ 1,627.44
Single/Spouse	\$ 1,491.11	\$ 1,713.09
Family	\$ 2,013.01	\$ 2,312.67
0.0%/ 0.0%		
FY22		
Single	\$ 745.55	\$ 856.55
Single/Child(ren)	\$ 1,416.57	\$ 1,627.44
Single/Spouse	\$ 1,491.11	\$ 1,713.09
Family	\$ 2,013.01	\$ 2,312.67
0.0%/ 0.0%		

DMACC Plan Year	Delta Dental
FY18	
Single	\$ 32.49
Family	\$ 97.46
0%	
FY19	
Single	\$ 32.49
Family	\$ 97.46
0%	
FY20	
Single	\$ 32.49
Family	\$ 97.46
0%	
FY21	
Single	\$ 32.49
Family	\$ 97.46
0%	
FY22	
Single	\$ 32.49
Family	\$ 97.46
0%	

BENEFIT TYPE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Health	944	944	947	940	943	936	938	938	941	944	939	937
Dental	949	952	958	953	958	952	930	933	933	938	935	935
Vision	391	392	395	395	398	394	391	395	397	400	399	400
Basic Life	901	904	908	904	906	902	891	896	899	904	900	900
Long Term Disability	851	855	863	860	863	860	844	849	853	858	855	855
Short Term Disability - A	128	126	125	123	123	121	118	118	118	118	116	115
Short Term Disability - B	228	226	225	225	224	222	217	219	219	218	217	216
Employee Vol Life	354	355	354	351	350	348	346	346	347	348	347	348
Spouse Vol Life	198	198	196	195	194	191	189	188	189	189	188	190
Dependent Life	245	244	243	241	239	238	236	237	238	239	239	240
FSA - Medical	203	203	204	190	188	187	206	207	213	216	215	217
FSA - Dependent Care	29	28	29	27	26	26	31	31	32	32	33	33

Service Award and Retirement Recognition

The College recognizes years of service awards and retirement. A farewell reception is held to honor all employees separating from the College who have at least 10 years of service and are separating in good standing with DMACC. Due to COVID, farewell celebrations were postponed and rescheduled for Fall 2021. In lieu of an engraved clock, farewell recipients receive a limited edition artistic rendering of DMACC campuses commissioned by a local artist.

Employees receive recognition for Years of Service during the February In-Service Day through a streamed video presentation. They are also recognized during Departmental Celebrations in order to provide the employee a more intimate and meaningful celebration amongst their colleagues. Certificates are presented for all employees in 5 year increments which are calculated using March 1st - February 28th timeframe. Starting at 15 years of employment, employees will receive \$10.00 per year of service (e.g. 15 years of service equals \$150.00). An employee may elect to be awarded a taxable Visa gift card or may donate their award amount to the DMACC Foundation. Due to COVID, departmental celebrations were postponed and rescheduled for Fall 2021.

Employee Recognition Awards were updated to the Distinguished Service Awards and the Distinguished Customer Service Award in 2020. Award recipients are full-time DMACC employees with at least two years of consecutive service who embody the mission of the College, produce quality work, and consistently display characteristics valued and appreciated by coworkers. The Distinguished Service Award is given to an employee that consistently and greatly exceeds the expectation of the position; performing at a level above and beyond normal job requirements and expectations, has made important and significant contributions in their area, and contributes and demonstrates commitment to DMACC's mission and values. The Distinguished Customer Service Award is given to an employee that consistently and greatly demonstrates an ability and willingness to work positively, respectfully, and effectively with others, has significantly improved customer service or has increased student satisfaction in their area, and demonstrates exceptional ability to foster collaboration, communication and cooperation among colleagues and members of the DMACC community.

Diversity, Equity & Inclusion (DEI)

The Human Resource Department was tasked with making changes that could impact DEI within the College workforce. Immediate changes that occurred during FY21 include the following:

- No internal only postings, unless there were reasons to do so such as grant continuation or President Rob Denson approved the exception
- Reviewed job descriptions with supervisors to determine whether the qualifications expected are more than needed and to include an alternative way to gain experience in the position
- Reformatted the executive hiring report to demonstrate the number of diverse applicants being collected per advertised position
- Purchased a diversity service that posts the position in other venues that appeal to diversity
- Required student and part-time positions to be posted using a more formal format so those jobs can be used as an entry pipeline for future jobs at the College
- Participated in the various professional development opportunities including the diversity challenge, town hall meeting, and workplace subgroup meetings
- Created a hiring recruitment network of diverse stakeholders that are emailed a list of open positions
- Revamped the Exit Survey to employees in a format that can be used to collect information regarding the reason for leaving the College
- Brought in a diversity consultant for a College-wide professional development opportunity around the concept of Unconscious Bias
- Re-wrote physical job responsibilities to reflect mobility as the descriptor for walking
- Put language on the Human Resources job announcement webpage that invites applicants of unrepresented groups to apply for positions
- Recommended the payment of shift differential for custodial staff during COVID

Affirmative Action Plan

The Affirmative Action Plan for 2022 and 2023 was presented to the board for approval at the July Board meeting. Data from FY20 and FY21 was used to create the new plan. Interpretation of the statistical data was challenging for the 2022-2023 plan due to three factors:

1. Over the last two years, DMACC has reorganized resulting in a number of personnel reporting to different areas than in previous years. As an example, 24 employees assigned to Southridge campus used to be included in the Ankeny campus data, but now are contained in the Urban campus data. Shifting these employees may have had an impact on whether the Ankeny or Urban data is now underrepresented or no longer underrepresented.
2. 16 employees across the district were reassigned to a different job category based on definitions of the job categories provided by the census bureau. Most noticeable was Group 10 - Executive/Administrative/Managerial, where 12 employees were reassigned to different categories.
3. The updated 2020 census data was only partially available at the time. Iowa county data needed for analyzing 4 of the groups was not available, so 2010 data had to be

used. National data from 2018 was available for evaluating group 20 - Faculty. It is anticipated all groups will need to be compared to the updated 2020 census data for the next report.

The combination of reorganization, re-categorizing, mixed census data, and actual hiring made it difficult to determine a cause for a specific group on a specific campus moving into or out of underrepresented status when the individual campus results were analyzed. Across the District, DMACC is underrepresented in the following areas:

Affirmative Action	Underrepresented
Group 10 - Executive, Administrative	Minority/Disabled
Group 20 - Faculty	Minority/Disabled
Group 30 - Other Professionals	Disabled
Group 40 - Tech/Paraprofessionals	Disabled
Group 50 - Secretarial/Clerical	Male/Disabled
Group 60 - Skilled Craft	Female/Disabled
Group 70 - Service/Maintenance	Female/Disabled

Comparing the percentages across the district over the years shows:

- Minorities went up from 9.8% to 10.5%
- Women remained the same at 58.3%
- Men remained the same 41.7%
- Disabled went down from 1.3% to .9%

Professional Development

Summer Institute (2020)

The theme for the 2020 Summer Institute was "Promoting Diversity, Equity, and Inclusion in the Classroom." This theme was established in the fall of 2019 before the pandemic and before the focus on social justice in the spring of 2020. The pandemic forced DMACC to move to a virtual format. The focus on social justice encouraged DMACC to look internally and be very intentional in instructional practices, interactions with students and colleagues, and curricular offerings. The Summer Institute complemented DMACC's 5 year internal study on Diversity, Equity and Inclusion as the institution attempted to meet the needs of students. At the time of the Institute, the study was in the discovery phase with 6 work groups examining various aspects of DMACC and interviews with external and internal stakeholders. President Rob Denson and Ahmed Agyeman, the steering group co-chair, provided a brief overview of the process to the attendees.

Faculty Development Day (August 2020)

The meeting in the fall of 2020 was a virtual meeting. The initial hour allowed all full-time faculty members to hear presentations by President Rob Denson, Shelli Allen, and MD Isley. At the conclusion of their presentations, faculty then had the opportunity to attend two of the 5 options for breakout sessions. The options were:

- Early Alert Insights (Bobby Nalean, Mary McClure, Barb Badger)

- Fostering Student Success Across DMACC (Shannon McGregor)
- Using the Right Tool to Improve Student Success in Online Classes (Panel of Faculty)
- Ensuring Student Engagement in the Virtual World (Amanda Rodenborn and Nicole Vogler)
- Promoting Inclusion in your Classroom (Panel of Faculty)

Fall In-Service Day (October 2020)

The day was held virtually over Zoom in the morning for all 860+ full-time employees. All employees were in the same Zoom room for the opening hour. The session included a welcome by the President and Vice Presidents. Dr. Jennifer Ulie-Wells presented on taking care of oneself during the pandemic. The session concluded with an overview of the ongoing work of the Diversity, Equity, and Inclusion steering team. The afternoon allowed employees to rotate through six work groups from the DEI initiative. This included an overview and specific focus questions that all were asked to consider related to the discovery process for each work group. The presentations were followed up with a short survey seeking additional input from attendees. This served as a kickoff to a series of town hall meetings where individuals were able to do a deeper dive into the six work groups.

Faculty Development Day (January 2021)

The focus of January Faculty Development Day was on DMACC's efforts to integrate Guided Pathways practices. The Pathways model is an integrated, institution-wide approach guiding each student effectively and efficiently from his/her point of entry through attainment of post-secondary credentials in order to find a career. The agenda for the day was designed to give all an opportunity to again hear about essential practices (clarify the path, helping students choose and enter a path, helping students stay on the path and ensuing that students are learning). These practices impact all facets of interactions with students at DMACC through student services and academic services. Shelli Allen and MD Isley gave a 30 minute overview of Guided Pathways at DMACC, and all heard from representatives from Bakersfield Community College in California on how Guided Pathways guided student services and faculty work. The final session of the morning was an hour-long breakout session where faculty were grouped into the nine different pathways according to their content field. These groups include the following:

- Agriculture/Natural Resources
- Arts/Humanities/Communication/Design
- Business
- Education/Public Service
- Engineering/Manufacturing/Building Trades
- Health/Wellness
- Information Technology
- Science/Math
- Social Behavior/Human Services

The discussion in the faculty groups was facilitated by members of the Guided Pathway Team processing questions to explore the implementation of Guided Pathways in the various content areas.

Spring In-Service Day (February 2021)

The day was held virtually over Zoom in the morning for all 860+ full-time employees. Rob addressed all employees during the opening hour and awards were distributed. Employees were then separated into three groups (faculty, enrollment services, and all others) for the remainder of the morning. Faculty heard presentations on six areas impacting students at DMACC (website/recruitment, application process, financial aid, orientation, advising/registration, and assessment/course requirements). Most others attended a virtual session on Guided Pathways at DMACC. Enrollment Services performed normal work duties and had their meeting in the afternoon. The afternoon included faculty and non-faculty group meetings.

New Employee and Mandatory Trainings

New employee and mandatory trainings were provided through SafeColleges and other sources. SafeColleges training system name was changed to Vector Solutions early summer 2021. There are many options for Bloodborne Pathogens (BBP), Right to Know (RTK), and Formaldehyde (FOR) training, not just Vector Solutions. Mandatory Reporter Training (MRT) cannot be completed through Vector Solutions as it isn't approved for this by the State of Iowa. The following are numbers of training classes completed for items monitored by Human Resources.

Training Recorded in Banner for July 1, 2020 to June 30, 2021		Total
Bloodborne Pathogens Training		663
Right to Know Training		163
Formaldehyde Training		4
Mandatory Reporter Child Abuse Training		730

Due to COVID, employees worked remotely in FY21 and new faculty orientation was not conducted until FY22.

Direct Payment of Gross Payroll

\$79,928,619

Payroll Checks Issued

42,808

W-2's Issued

3,172

1042-S Issued (Kosovo Students)

28

Adjunct/ Overload Positions Set Up

5,000

Part-Time EPAF's Applied

2,782

W-4's & Direct Deposits Set Up

1,542

Unemployment Claims (July 2020-June 2021)

117

COVID Unemployment Claims (April-June 2020)

559

Pay and Classification Systems

Human Resources holds responsibility for the maintenance of the classification and pay system. The July 1, 2020, salary increases are shown below for each employee group.

Salary Increases for FY21	%
Faculty Average	2.51%
On Schedule Average	2.53%
Off Schedule Average	2.50%
Admin/Professional (including IES)	2.50%
ESA Support Staff	2.50%
Salary increase plus longevity pay for the year	2.44%
Non-bargaining Support Staff (Confidential Clerical & Trail Point Support)	2.50%
Temporary Pay Rates	Unchanged
Adjunct Pay Rates	Unchanged


Other activities:

- Tracked Federal Emergency leave and filed claim for credit per Families First Coronavirus Response Act
- Set up new unemployment system in Banner for 19 states
- Ended all deduction codes and direct deposits for annual file clean-up for 887 terminated employees
- Assisted with testing on PeopleAdmin crossover to Banner project
- Assisted with Ellucian upgrade to Banner 9 Self Service project

What's Next

Human Resources Goals for 2021-2022

- Continue to offer Supervisor Training/Communication
- Implement Diversity, Equity & Inclusion (DEI) plan
- Metric Baseline Establishment
- Systems Improvement Roll-Out
- Guided Pathways Implementation



Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment) and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S. Ankeny Blvd, Bldg 6, Ankeny, IA 50023, phone 515/964-6857, dso@dmacc.edu. Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S. Ankeny Blvd, Bldg 1, Ankeny, IA 50023, phone 515/964-6216, Title9@dmacc.edu. Questions or complaints about this policy may be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661-7204, phone 312/730-1560, fax 312/730-1576, email OCR.Chicago@ed.gov.

