



HUMAN RESOURCES ANNUAL REPORT

Fiscal Year 22

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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

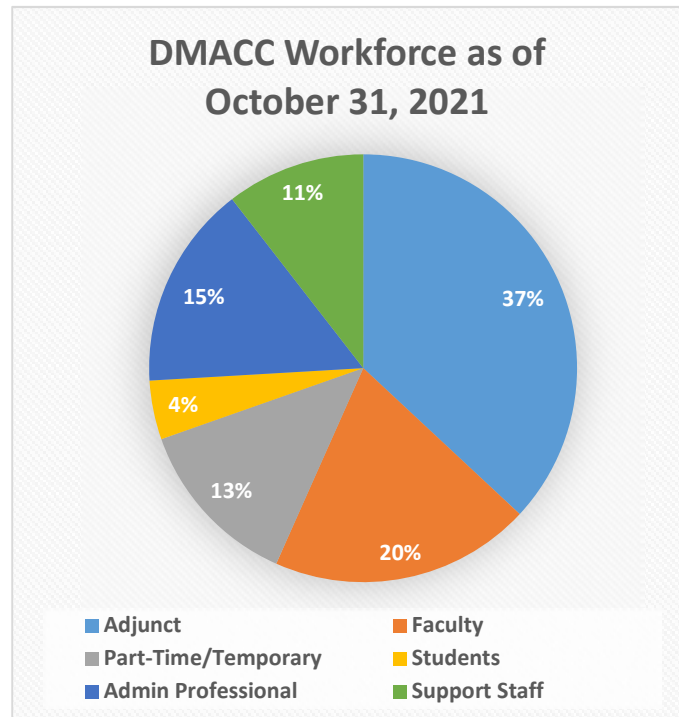
DMACC continues to be considered a preferred employer, where employees are fully equipped to perform their job responsibilities at high levels. The results are a successful, diverse, and quality workplace where employees are willing and able to carry out the DMACC mission.

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

Forbes notified DMACC that the college was ranked number one for FY22. 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, 2021 DMACC employed a total of 1,631 workers working in 32 states. The HR team is made up of 13 full-time staff (10 admin professional & 3 support staff).

HR Staff Ratios	FY21	FY22
HR to Faculty	1 to 29	1 to 28
HR to Non-Faculty Full-Time Staff (Admin Professional/ Support Staff)	1 to 38	1 to 38
HR to ALL Full-Time Staff & Faculty	1 to 67	1 to 66
HR to ALL Staff & Faculty	1 to 146	1 to 125
HR to Enrolled Students	1 to 1,173	1 to 1,639

Full-Time
Employees
861

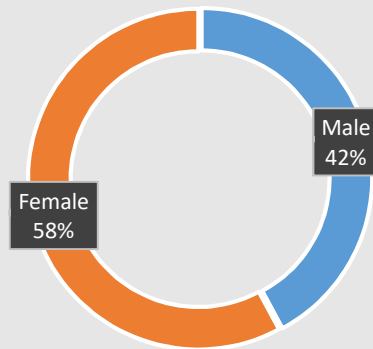
Average Age of
Full-Time
Employees
46

Average Years of
Service for Full-
Time Employees
10.2 years

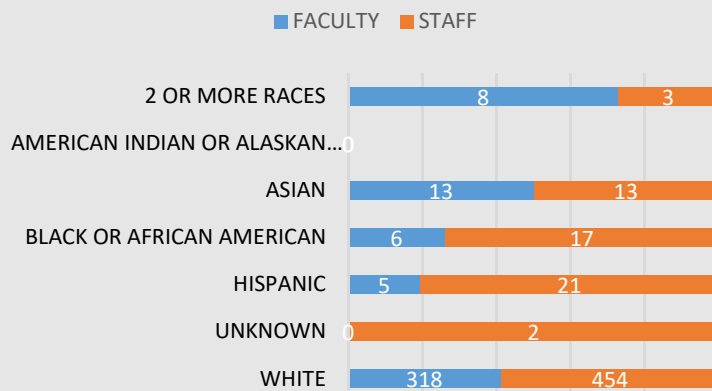
Total Years of
Service for Full-
Time Employees
8,380

Total Full-Time
Faculty and Staff
Turnover
6.7%

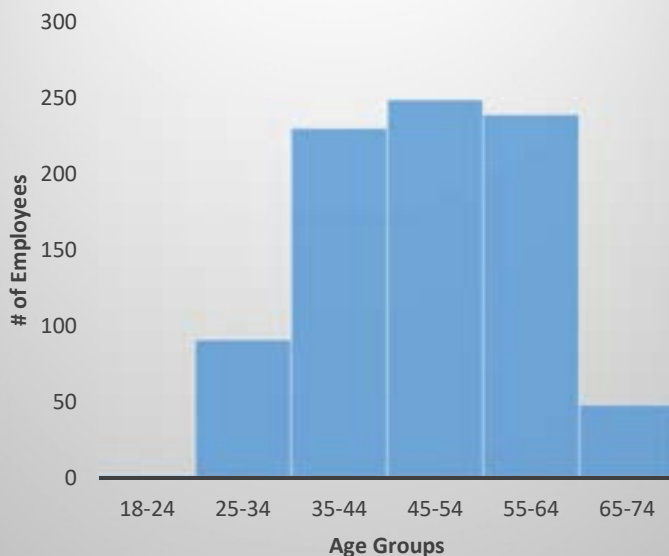
Faculty & Staff Gender



Faculty & Staff Race/Ethnicity



Faculty & Staff Age



Departmental Goals in support of the College and reflected in the Balanced Scorecard will be articulated for FY23.

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

Pillar 1: Stakeholders: Those who receive/benefit from work product or service.

Enhance Communication with full-time managers, supervisors, and employees on key issues relevant to Human Resources.

Track contact hours, newsletters, and number of attendees at trainings.

Pillar 2: People and Innovation: the internal team members of a particular unit, their engagement, productivity and development.

Professional Development: Each HR staff member will track their PD towards their own personal learning on DEI, Pathways and technical systems HR uses.

Exit Survey: Track the number of DMACC employees that would recommend DMACC as a place to work.

Pillar 3: Internal Processes- How you do what you do and your efficiency and effectiveness.

Improve Customer Services

Track Interactions with HR via email favorable and unfavorable

Customer Service Survey

Track high contact groups of people with a targeted survey

Review and Investigate the electronic Processes being used in HR and recommend enhancements

Increase number of performance evaluations completed on time yearly

Decrease time to fill

Decrease number of failed searches

Pillar 4: Stewardship: Management of your finances and resources

Maintain or increase HR staff ratio to staff employed by DMACC

Reduce the Cost of Turnover

Individual Goals for FY22

Human Resource staff created individual goals meant to improve processes for the College. Those include the following:

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 2021.

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.

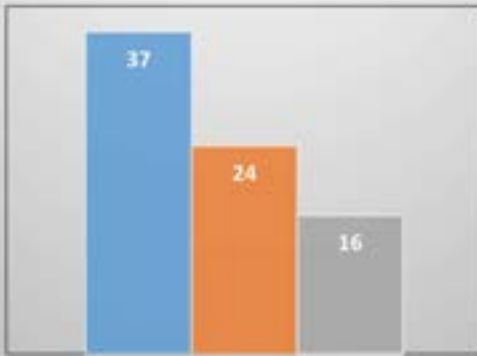
Employee Relations and Discipline

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 conducted the following:

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

Full-Time Positions Filled

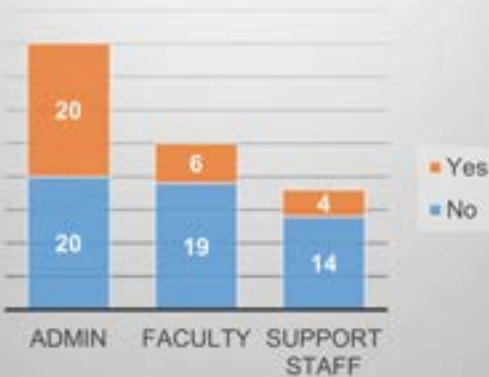
■ Admin/ Prof ■ Faculty ■ Support Staff



Positions posted July 1, 2020 – June 30, 2021

Part-Time/Temporary or Adjunct Employees Hired into Full-Time Positions
26

Diversity Hires for Full-Time Positions



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

Job Evaluations Completed due to New Positions and Reclassifications
11

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.

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 Positions Hired	Total
Admin Professional	33
Support Staff	4
Part-Time/Temporary	316
Backfilled Positions Hired	Total
Admin Professional	38
Support Staff	38

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

Benefits FY22

TYPE OF ACTIVITY	YEARLY TOTAL
Benefit Packets	112
New Employee Meeting	105
Deduction Entry-BANNER	1061
Life Insurance Claims	6
Wellness Reimbursements	49
COBRA Mailings	187
Early Retirement Notices	284
Early Retirement Elections	19
Request for Accommodation	10
Emeritus Status Requests	6
1095-C Mailings	1018
Benefit Statements Sent	853
FMLA Sent	102
FMLA Received/Processed	82
STD Sent	35
STD Received/Processed	17
LTD	2
Workers' Comp Claims	74
Professional Leave	39
DTR--Fall	59
DTR--Spring	32
DTR--Summer	28
Insurance Balancing*	\$ 15,464,411

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

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 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%	

AVERAGE ENROLLEES BY FISCAL YR		
BENEFIT TYPE	FY21	FY22
HEALTH	941	947
DENTAL	944	915
VISION	396	417
BASIC LIFE	901	905
LONG TERM DISABILITY	856	852
SHORT TERM DISABILITY-A	121	97
SHORT TERM DISABILITY-B	221	223
EMPLOYEE VOL LIFE	350	366
SPOUSE VOL LIFE	192	198
DEPENDENT LIFE	240	238
FSA--MEDICAL	204	223
FSA--DEPENDENT CARE	30	37
ALLSTATE	101	107

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

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.

Diversity, Equity & Inclusion (DEI)

The Human Resource Department was tasked with making changes that could impact DEI within the College workforce. These strategies continue to be used to assist the College to improve the experience for all employees and applicants: 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, a state required compliance document, is due to the board in June of 2023. The responsibility for the plan is shifting to the Director of DEI. Human Resources will continue to partner with the office of DEI to provide accurate reporting of hires so that it will be reflected in the data. There will continue to be challenges in the availability of the census data. Since this is a report that is required once every two years, across the District, DMACC is underrepresented in the following areas:

Group 20 - Faculty	Minority/Disabled
Group 40 - Tech/Paraprofessionals	Disabled
Group 60 - Skilled Craft	Female/Disabled

Professional Development

Summer Institute (2022)

Faculty Development Day (January 2022 and August 2022)

In-Service Days (February 2022 and October 2022)

New Employee and Mandatory Trainings

New employee and mandatory trainings were provided through SafeColleges/Vector Solutions and other sources. The following are numbers of training classes completed for items monitored by Human Resources.

Training Recorded in Banner for July 1, 2021 to June 30, 2022	Total
Bloodborne Pathogens Training	603
Right to Know Training	290
Formaldehyde Training	3
Mandatory Reporter Child Abuse Training	279
First Amendment Training	1,175

*Direct Payment of Gross
Payroll* \$82,869,434

Payroll Checks Issued
45,488

W-2's Issued
2,911

*1042-S Issued (Kosovo
Students)*
26

*Adjunct/ Overload
Positions Set Up*
5,508

Part-Time EPAF's Applied
3,521

*W-4's & Direct Deposits
Set Up*
3,965

*Unemployment Claims
(July 2020-June 2021)*
71

Pay and Classification Systems


Human Resources holds responsibility for the maintenance of the classification and pay system. The FY22 salary increases are shown below for each employee group.

Salary Increases for FY22	%
Faculty Average	2.525%
On Schedule Average	2.55%
Off Schedule Average	2.359%
Admin/Professional	2.50%
ESA Support Staff (Including longevity pay)	2.50%
Increase on base salaries	2.41%
Non-bargaining Support Staff (Confidential Clerical & Trail Point Support)	2.50%
Temporary Pay Rates	Unchanged
Adjunct Pay Rates	1%

Pay schedules can be accessed on the [Payroll Information](#) web page.

Other activities:

- Reported Cobra Subsidy credit per Families First Coronavirus Response Act on quarterly 941. Set up new unemployment system in Banner for 15 states
- Ended all deduction codes and direct deposits for annual file clean-up for 296 terminated employees
- Assisted with testing on PeopleAdmin crossover to Banner project
- Assisted with Ellucian upgrade to Banner 9 Self Service project – launched Employee Profile



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.

