

DACC NCA-HLC Self Study
Criterion Two: Preparing for the Future
Committee Meeting Minutes
Date: December 4, 2006
Location: Laura Lee, Lincoln Hall

Criterion Statement: “The organization’s allocation of resources and its processes for evaluation and planning demonstrate its capacity to fulfill its mission, improve the quality of its education, and respond to future challenges and opportunities.”

Present: Mike Cunningham, Suzie Hobick, Debbie Knight, Susie Landers, Janet Redenbaugh, Sarah Robison

Guests/Resource Persons: Rebecca Schlecht, Human Resources

Agenda/Objectives

The committee’s objective is to develop a better understanding of campus Human Resources and the functions carried out by that office.

Core Component:

- Discussion Summary

Rebecca Schlecht distributed a handout she provided to the board in September, 2005. She presented information on full time DACC employees broken down by job classification – total employee numbers, distribution by ethnicity, distribution by gender, employee educational levels, average age and years of service, and numbers resigning and retiring. Data provided varied from a two to four year time span. She also provided total dollars spent through the awarding of tuition waivers and tuition reimbursements each year between 2000 and 2005, as well as employee United Way contributions for each of the past five years. Discussion ensued regarding the turn-over rate in our child-care area, the exit interview process, and the hiring procedure.

- Key questions for future discussion:
What are the socio-economic trends in our district and how will DACC respond to these trends? There is a process in place to

insure that the process of selecting the candidate for a position is fair and equitable. But what can we do to attract a diverse population of applicants? What happened to the “grow your own” concept?

- Resources
 - July 2005 Human Resources Board Report
 - ICCB website (www.iccb.state.il.us) C1 and C2 reports
 - Collective bargaining agreement

- Action Steps and Activities
 - As a result of our discussions, the committee will gather more information on the following:
 - Money spent on employee training – examine budgets/ledgers across campus .
 - Illinois community college data found in the C1 and C2 reports located on the ICCB website (www.iccb.state.il.us). (Rebecca Schlecht provided us with these web-based resources.)
 - The procedures followed in the hiring process.
 - The exit interview.

Meeting Adjourned: 2:25 pm

Next Meeting: Date/Time/Location
Wednesday, January 10,2007, 11:45-12:15 (Inservice)