

APRIL 18, 2018 ICCCF0 EMERGING LEADERS

- I. 9:00am – 9:15am
 - **Review Agenda and Introductions** (Julia Guiney)

- II. 9:15am **Ground Rules** (Julia Guiney)

- III. 9:15am – 11:30am
 - **Overview of CFO/Chief Administrative Affairs Leader Functional Areas** (presentations by current Leaders)
 - Accounting, Finance & Budgeting; Internal and External Audit (Jill Janssen, Highland)
 - Risk Management including Property & Casualty, workers comp and Health & Safety/OSHA (Bob Tenuta MCC)
 - Facilities and Campus Master Plan Construction Projects (Bob Tenuta MCC)
 - IT (Doug Minter, Heartland)
 - Break (10 min)
 - Police/Campus Security (Edwin Chandrasekar, Oakton)
 - Auxiliary Services: Bookstore, Print Services & Food Services (Ken Gotsch, CLC)
 - Procurement and Contracts (Sean Sullivan, Triton)
 - Human Resources and Labor Relations; Ethics (Julia Guiney)

- IV. 11:30am-11:45am
 - **Q&A of Administrative Affairs Leaders**

- IV. 11:45am **Spring 2018 Preview - Assignment for Fall 2019 – Prep and Recap for Fall 2018**

ICCCFO Emerging Leaders

Accounting & Finance

Treasury

Internal & External Audit

ICCCFO Emerging Leaders
Highland Community College
Organizational Chart

VICE PRESIDENT, ADMINISTRATIVE SERVICES

Jill Janssen

MANAGER, ACCOUNTING – Mary Lloyd
COORDINATOR, ACCOUNTING – Andria Cornelius
STUDENT ACCOUNTS SPECIALIST II – Ellen Conway
STUDENT ACCOUNTS SPECIALIST I – Angie Willson (P.T.)

DIRECTOR, FINANCIAL AID – Kathy Bangasser
FINANCIAL AID SPECIALIST II – Sandy Dunmore
FINANCIAL AID SPECIALIST I – Barb Price
FINANCIAL AID ASSISTANT – Lisa Elsner

DIRECTOR, INFORMATION TECHNOLOGY SERVICES – Pete Fink
ITS SUPPORT SPECIALIST, LEAD – Brian Leahy
ITS SUPPORT SPECIALIST – Kathy Zellweger
AUDIO VISUAL SPECIALIST – Michael Gunderson
ADMINISTRATIVE APPLICATIONS ADMINISTRATOR – Patti Potter
DATABASE ADMINISTRATOR/SYSTEM ADMINISTRATOR – Kevin Li
NETWORK ADMINISTRATOR – Vacant

DIRECTOR, FACILITIES AND SAFETY – Kurt Simpson (Security)

BOOKSTORE MANAGER – Madonna Keeney
BOOKSTORE ASSISTANTS – Angela Johnston (P.T.)
Carolyn Talbert (P.T.)

**COORDINATOR, CONFERENCE CENTER AND BUSINESS INSTITUTE – Deb Hayenga
(Conference Center)**

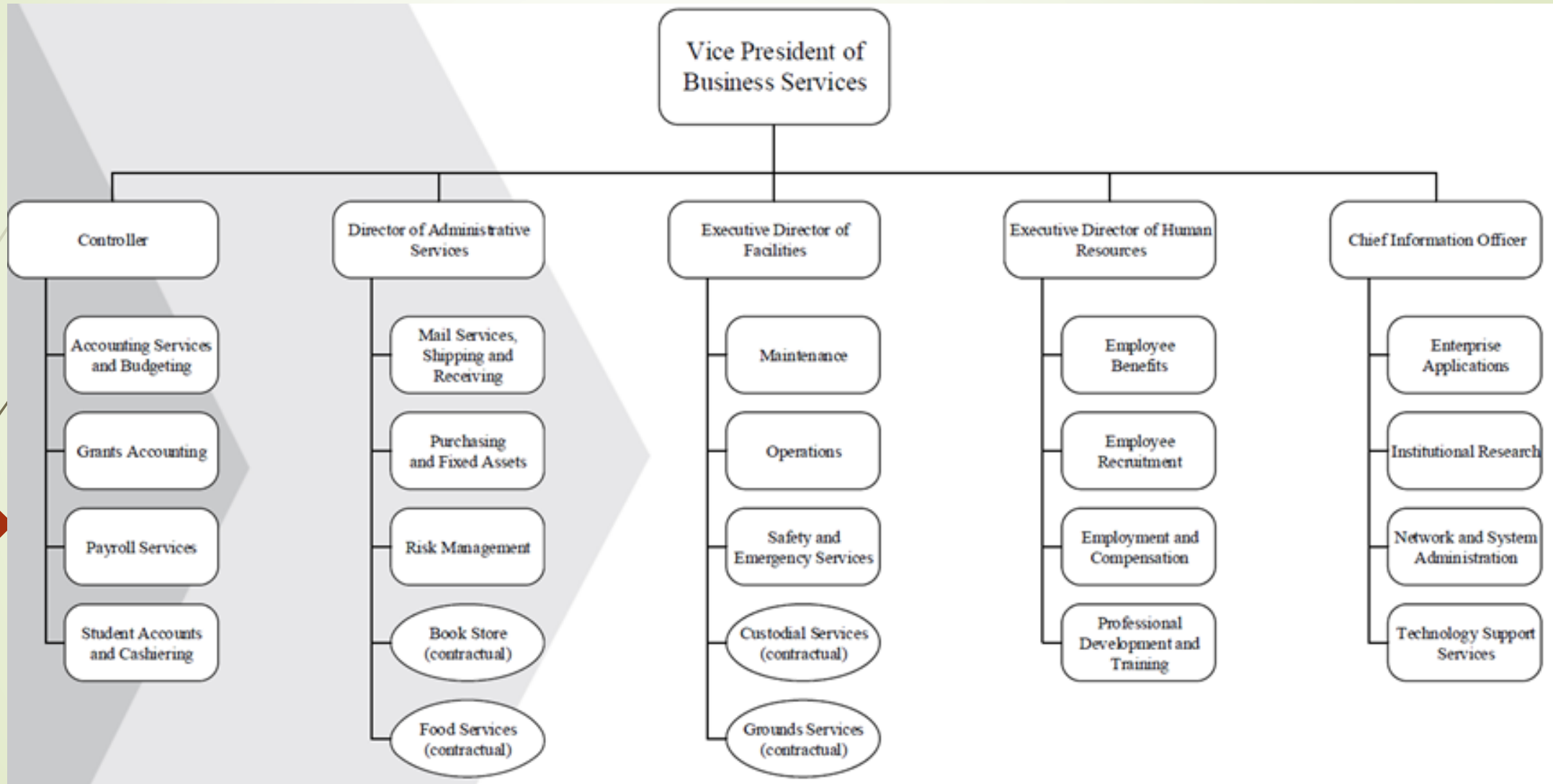
CAFETERIA MANAGER – Shelly Perkins
CAFETERIA ASSISTANT MANAGER – Julie Atz (P.T.)
CAFETERIA CASHIER – Sylvia Flack (P.T.)
CAFETERIA ASSISTANT – Melissa Duvall (P.T.)
CAFETERIA ASSISTANT – Dakotah Wolf (P.T.)
CAFETERIA ASSISTANT – Marjorie Wilkens (P.T.)

ICCCFO Emerging Leaders
Joliet Junior College
Organizational Chart

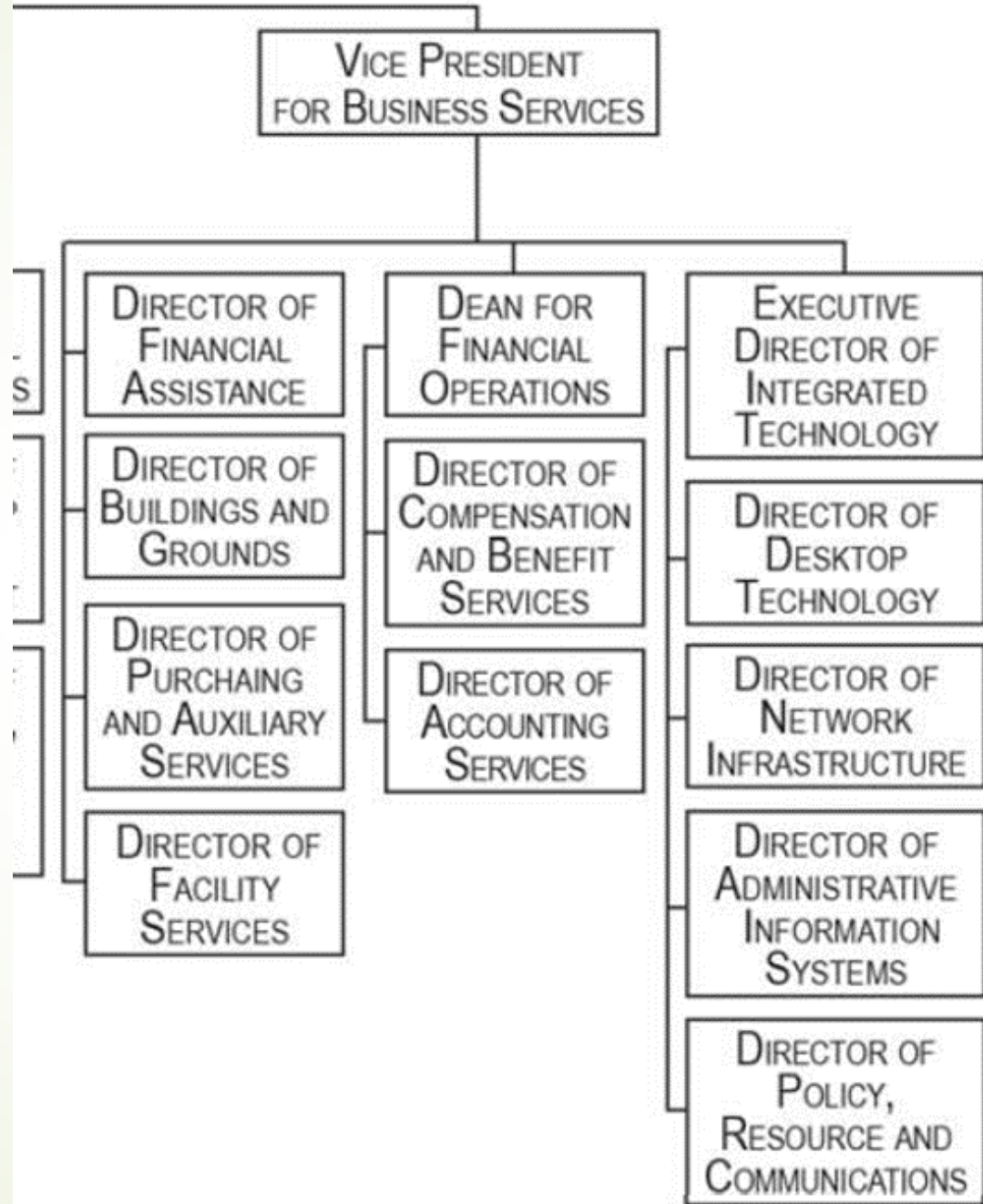


Vice President Administrative Services 01-82111	Director Business & Auxiliary Services 01-82113
	Director Campus Safety & Police Chief 02-74204 05-93204
	Director Facility Services 02-76206, 02-78208, 02-92209, Fund 03
	Director Financial Services & Controller 01-42602 01-82112, 12-82112
	Manager Environmental Health & Safety 02-79109

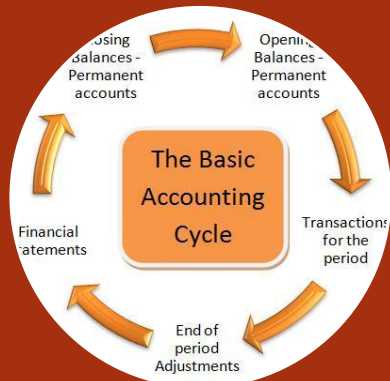
ICCCFO Emerging Leaders Heartland Community College Organizational Chart



ICCCFO Emerging Leaders
John A. Logan Community
College
Organizational Chart



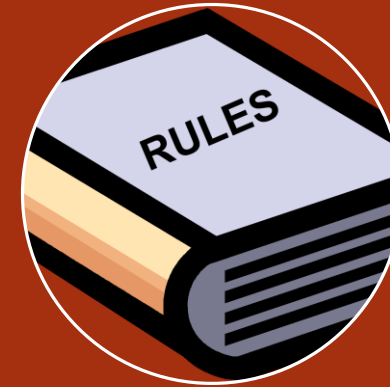
ICCCFO Emerging Leaders



Accounting &
Finance
(Budget)

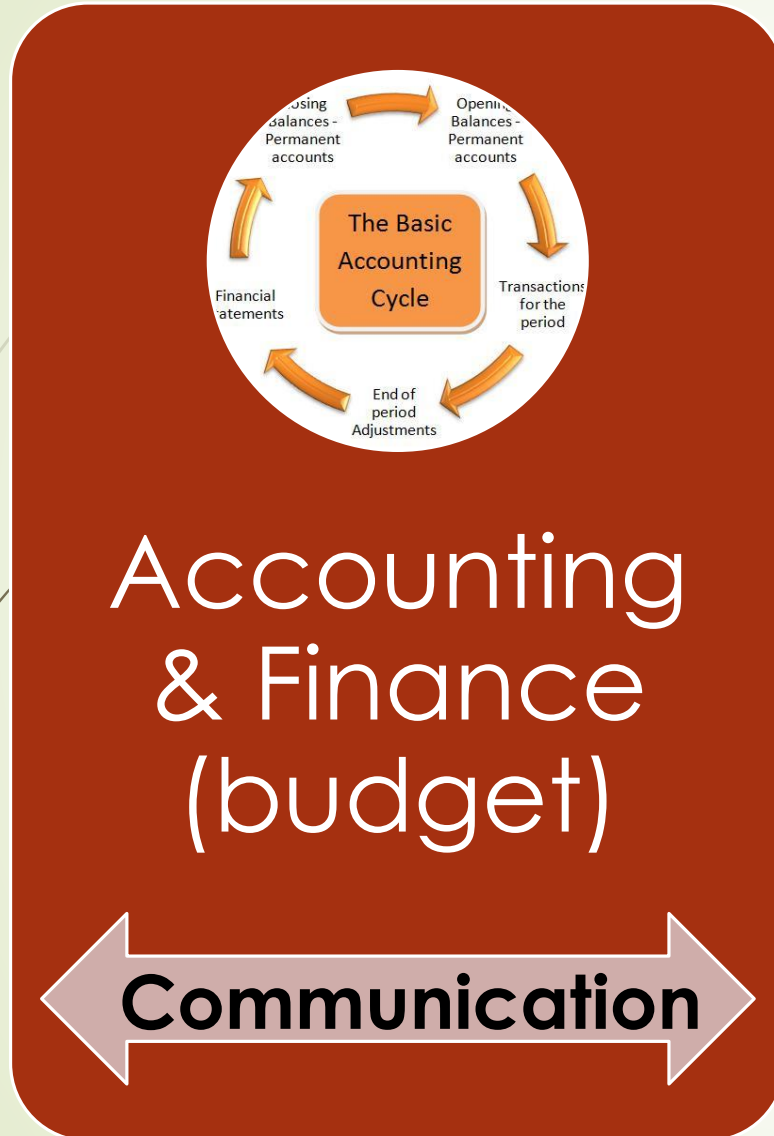


Treasury



Internal/External
Audit

Communication



- Resources:
 - ICCB (Ellen Andres, Kris Pickford, Jared Ebel)
 - ICCB Fiscal Management Manual
 - ICCB Administrative Rules Manual
 - CFO list serve
 - Higher Learning Commission
- Data:
 - HCC historical
 - HCC Institutional research
 - ICCB Operating Budget and Technical Appendix

Key Issue – Accounting & Finance (budgeting)



- Maintain financial health of the institution
- Allocate resources strategically
- Do more with less staff



Treasury

Communication

- College investments are addressed in Section 3-47 of the Public Community College Act
- ICCB Fiscal Management Manual
- Board Policy

Key Issue – Treasury



- Invest realizing funds may need to be utilized



Internal/External
Audit



- GATA
- Other state laws
- GASB
- ICCB Fiscal Management Manual
 - Guidelines for External Auditors

Key Issue – Internal/External Audit



- Ensure internal control is strong.
- Keep up with changing laws/regulations.

ICCCFO Emerging Leaders
Overall Advice





RISK MANAGEMENT

Robert Tenuta

McHenry County College

Emerging Leader Session

DEFINITIONS

- **Risk:** effect of uncertainty on objectives
- **Risk Management:** coordinated activities to direct and control an organization with regard to *risk*
- **Stakeholder:** person or organization that can affect, be affected by, or perceive themselves to be affected by a decision or activity
- **Risk Source:** element which alone or in combination has the potential to give rise to *risk*
- **Event:** occurrence or change of a particular set of circumstances
- **Consequence:** outcome of an *event* affecting objectives
- **Likelihood:** chance of something happening
- **Control:** measure that maintains and/or modifies *risk*

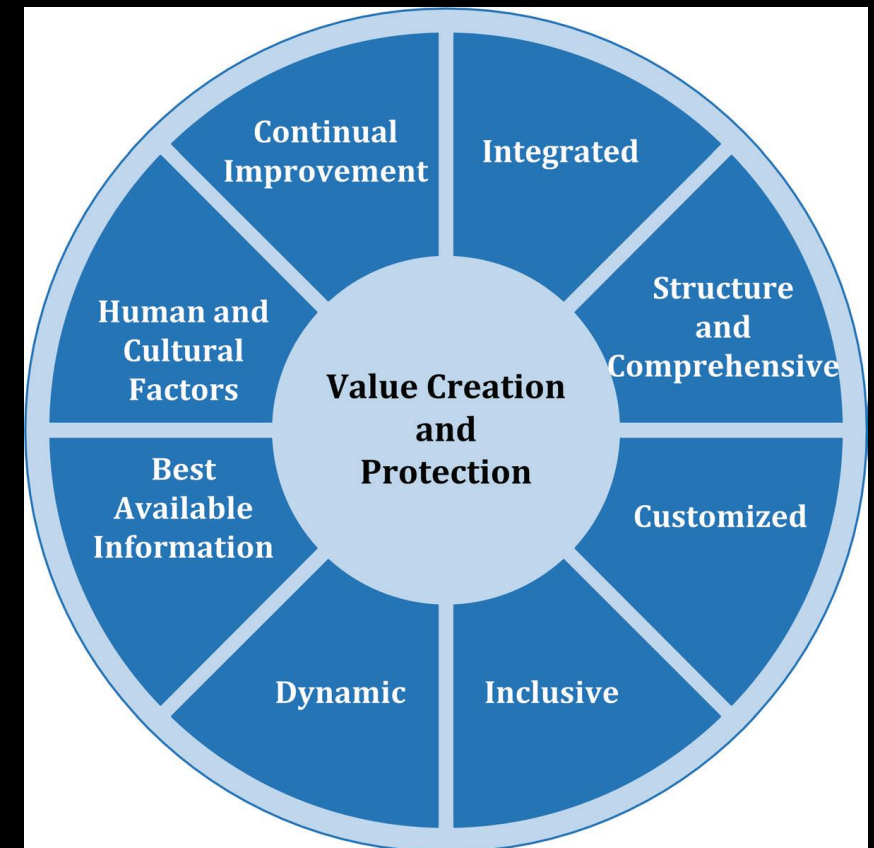


PRINCIPLES

- The purpose of risk management is the creation and protection of value. It improves performance, encourages innovation and supports the achievement of objectives.

PRINCIPLES

- The principles outlined herein provide guidance on the characteristics of effective and efficient risk management, communicating its value and explaining its intention and purpose.
- The principles are the foundation for managing risk and should be considered when establishing the organization's risk management framework and processes. These principles should enable an organization to manage the effects of uncertainty on its objectives.



FRAMEWORK

- The purpose of the risk management framework is to assist the organization in integrating risk management into significant activities and functions.
- The effectiveness of risk management will depend on its integration into the governance of the organization, including decision-making.
- This requires support from stakeholders, particularly top management.



LEADERSHIP AND COMMITMENT

- Top management and oversight bodies, where applicable, should ensure that risk management is integrated into all organizational activities and should demonstrate leadership and commitment by:
 - customizing and implementing all components of the framework;
 - issuing a statement or policy that establishes a risk management approach, plan or course of action;
 - ensuring that the necessary resources are allocated to managing risk;
 - assigning authority, responsibility and accountability at appropriate levels within the organization.

LEADERSHIP AND COMMITMENT

- This will help the organization to:
 - align risk management with its objectives, strategy and culture;
 - recognize and address all obligations, as well as its voluntary commitments;
 - establish the amount and type of risk that may or may not be taken to guide the development of risk criteria, ensuring that they are communicated to the organization and its stakeholders;
 - communicate the value of risk management to the organization and its stakeholders;
 - promote systematic monitoring of risks;
 - ensure that the risk management framework remains appropriate to the context of the organization.

LEADERSHIP AND COMMITMENT

- Top management is accountable for managing risk while oversight bodies are accountable for overseeing risk management. Oversight bodies are often expected or required to:
 - ensure that risks are adequately considered when setting the organization's objectives;
 - understand the risks facing the organization in pursuit of its objectives;
 - ensure that systems to manage such risks are implemented and operating effectively;
 - ensure that such risks are appropriate in the context of the organization's objectives;
 - ensure that information about such risks and their management is properly communicated.

INTEGRATION

- Integrating risk management relies on an understanding of organizational structures and context. Structures differ depending on the organization's purpose, goals and complexity. Risk is managed in every part of the organization's structure. Everyone in an organization has responsibility for managing risk.
- Governance guides the course of the organization, its external and internal relationships, and the rules, processes and practices needed to achieve its purpose. Management structures translate governance direction into the strategy and associated objectives required to achieve desired levels of sustainable performance and long-term viability. Determining risk management accountability and oversight roles within an organization are integral parts of the organization's governance.
- Integrating risk management into an organization is a dynamic and iterative process, and should be customized to the organization's needs and culture. Risk management should be a part of, and not separate from, the organizational purpose, governance, leadership and commitment, strategy, objectives and operations.

DESIGN

- Understanding the organization and its context
 - When designing the framework for managing risk, the organization should examine and understand its external and internal context.
- An organization's internal context is the environment in which it aims to achieve its objectives.
 - Internal context can include its approach to governance, its contractual relationships with customers, and its interested parties.
 - Things that need to be considered are related to the culture, beliefs, values, or principles inside the organization, as well as complexity of processes and organizational structure.
- To determine external context, you should consider issues arising from its social, technological, environmental, ethical, political, legal, and economic environment. Examples of external context may include:
 - Government regulations and changes in the law
 - Economic shifts in the organization's market
 - The organization's competition
 - Events that may affect corporate image
 - Changes in technology

ARTICULATING RISK MANAGEMENT COMMITMENT

- Top management and oversight bodies, where applicable, should demonstrate and articulate their continual commitment to risk management through a policy, a statement or other forms that clearly convey an organization's objectives and commitment to risk management.

ASSIGNING ORGANIZATIONAL ROLES, AUTHORITIES, RESPONSIBILITIES AND ACCOUNTABILITIES

- Top management and oversight bodies, where applicable, should ensure that the authorities, responsibilities and accountabilities for relevant roles with respect to risk management are assigned and communicated at all levels of the organization...
 - emphasize that risk management is a core responsibility;
 - identify individuals who have the accountability and authority to manage risk (risk owners).

ALLOCATING RESOURCES

- Top management and oversight bodies, where applicable, should ensure allocation of appropriate resources for risk management, which can include, but are not limited to:
 - people, skills, experience and competence;
 - the organization's processes, methods and tools to be used for managing risk;
 - documented processes and procedures;
 - information and knowledge management systems;
 - professional development and training needs.
- The organization should consider the capabilities of, and constraints on, existing resources

ESTABLISHING COMMUNICATION AND CONSULTATION

- The organization should establish an approved approach to communication and consultation in order to support the framework and facilitate the effective application of risk management.
- Communication and consultation should be timely and ensure that relevant information is collected, collated, synthesized and shared, as appropriate, and that feedback is provided and improvements are made.



IMPLEMENTATION

- Successful implementation of the framework requires the engagement and awareness of stakeholders.
- This enables organizations to explicitly address uncertainty in decision-making, while also ensuring that any new or subsequent uncertainty can be taken into account as it arises.

EVALUATION

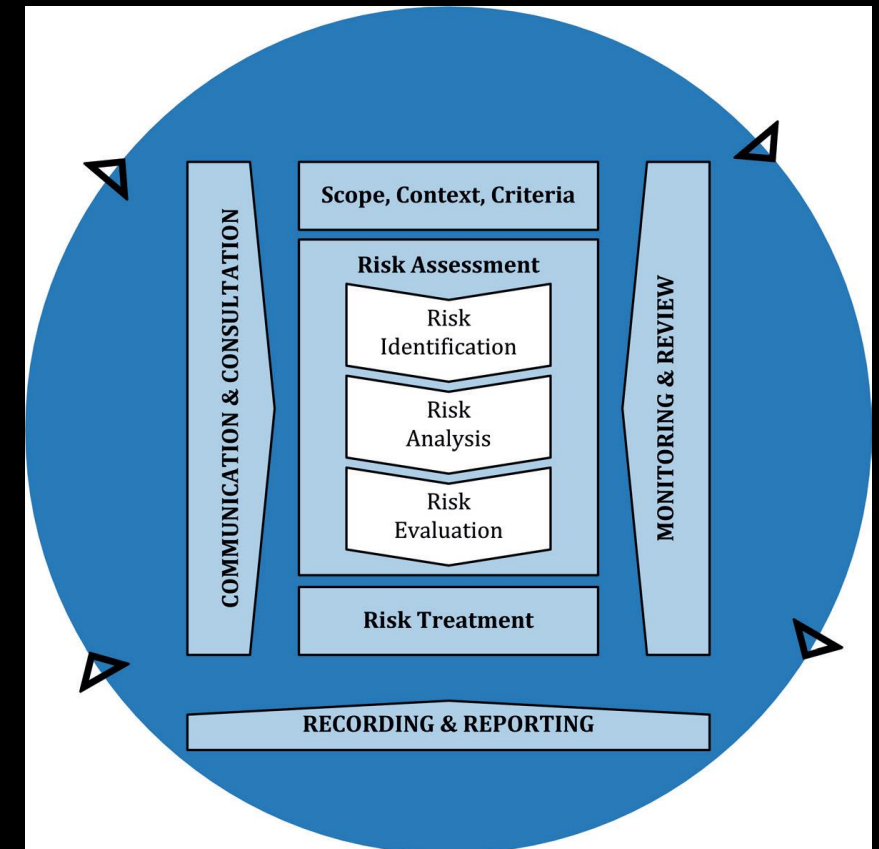
- In order to evaluate the effectiveness of the risk management framework, the organization should:
 - periodically measure risk management framework performance against its purpose, implementation plans, indicators and expected behavior;
 - determine whether it remains suitable to support achieving the objectives of the organization.

IMPROVEMENT

- **Adapting**
 - The organization should continually monitor and adapt the risk management framework to address external and internal changes. In doing so, the organization can improve its value.
- **Continually improving**
 - The organization should continually improve the suitability, adequacy and effectiveness of the risk management framework and the way the risk management process is integrated.

PROCESS

- The risk management process involves the systematic application of policies, procedures and practices to the activities of communicating and consulting, establishing the context and assessing, treating, monitoring, reviewing, recording and reporting risk.
- The risk management process should be an integral part of management and decision-making and integrated into the structure, operations and processes of the organization. It can be applied at strategic, operational, program or project levels.



RISK ASSESSMENT: QUALITATIVE VS QUANTITATIVE

- Qualitative
 - At its simplest involves only a description of the obvious project risks;
 - In some circumstances risk identification may be all the risk analysis that is required, in other cases more in-depth analysis will be warranted.
 - Risk analysis is qualitative and comprises qualifying and prioritizing the risks that have been identified in terms of **likelihood** and **impact** on the construction project undertaking
- Quantitative:
 - Generally follows on from the qualitative risk analysis.
 - The quantitative risk analysis process aims to numerically analyze the probability of each risk and its consequences on the project objectives as well as the extent of overall project risk.
 - Quantitative risk analysis provides more objective information and data than the qualitative analysis.

QUALITATIVE: PROBABILITY/IMPACT MODELING

<i>Catastrophic</i>	5	5	10	15	20	25
<i>Disastrous</i>	4	4	8	12	16	20
<i>Serious</i>	3	3	6	9	12	15
<i>Minor</i>	2	2	4	6	8	10
<i>Insignificant</i>	1	1	2	3	4	5
IMPACT		1	2	3	4	5
	Likelihood	<i>Rare</i>	<i>Unlikely</i>	<i>Possible</i>	<i>Likely</i>	<i>Almost Certain</i>

QUANTITATIVE RISK ANALYSIS

- This process uses such techniques as ‘Monte Carlo*’ simulation and decision theory (for example, in a construction based project) to:
 - determine the probability of achieving a specific project objective;
 - quantify the risk exposure for the project and determine the size of cost and schedule contingency reserves that may be needed;
 - identify the risks which require the most attention by quantifying their relative contributions to project risk;
 - identify realistic and achievable costs, schedule, or scope of work targets.

*Monte Carlo analysis involves determining the impact of the identified risks by running simulations to identify the range of possible outcomes for a number of scenarios

RISK TREATMENT

INSURANCE!!!!

Illinois Community College Risk Management Consortium

- Boiler & Machinery
- Property
- General Liability
- Law Enforcement Liability
- Campus Security
- Employee Benefits
- Student Practices
- Auto Liability
- Educators Legal Liability
- Employers Liability
- Foreign Liability
- Workers Compensation
- Identity Protection
- Crime
- Fund Transfer Fraud
- Crisis Response
- Student Accident

QUESTIONS?

Source: ISO 3000

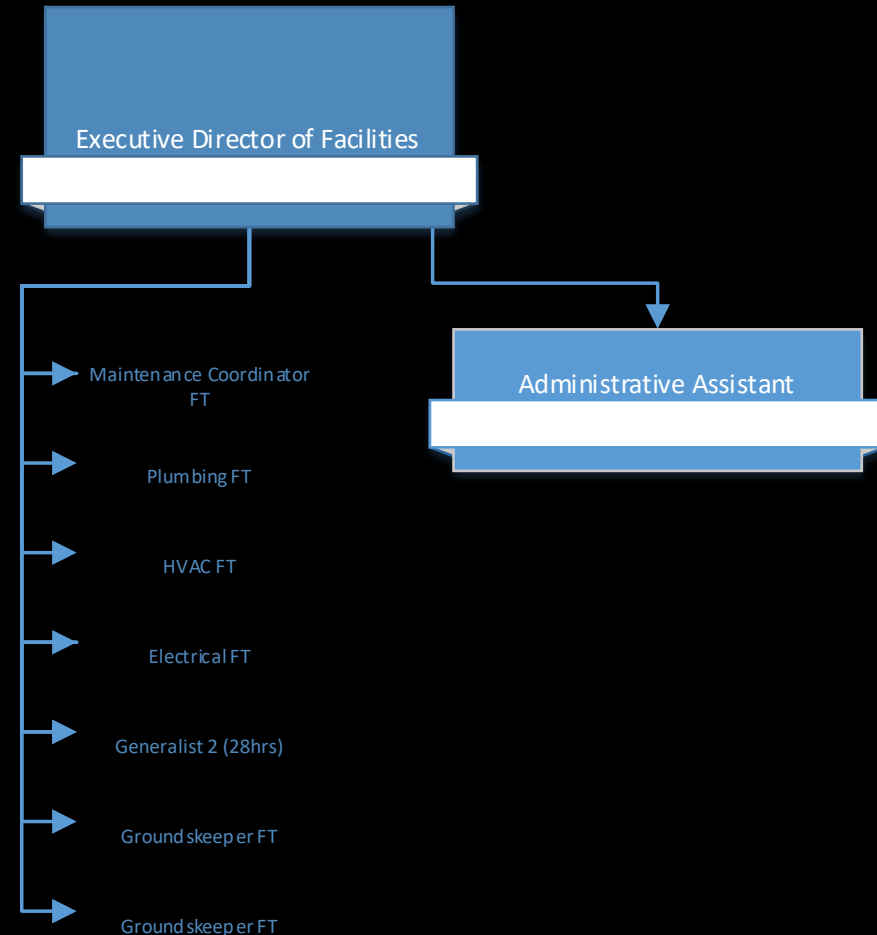


FACILITIES

Robert Tenuta
McHenry County College
Emerging Leader Session

ORGANIZATION CHART

- Each institution is unique and will build their structure accordingly
- Based on needs and cost
 - Cheaper to outsource vs in-house
 - Janitorial
 - HVAC
 - Plumbing
 - Electrical
 - Landscaping
 - Snow Removal



RESPONSIBILITIES

- Facilities
 - Physical Buildings and Grounds
- Maintenance
 - Janitorial
 - Work Orders (School Dude)
 - Furniture
 - Plumbing
 - Heating/Cooling
 - Electrical
 - Grounds
 - Set ups/take downs for events

RESPONSIBILITIES CON'T

- Deferred Maintenance
- Compliance
 - Illinois Department of Health and Safety
 - Illinois Department of Labor
 - Occupational Safety & Health Administration (OSHA) ILCS 820 ILCS 219
 - Joint Committee on Administrative Rules Title 56: Labor and Employment
- Building Automation Systems (BAS)
- Five year capital plans

RESPONSIBILITIES CON'T

- Construction Management
 - In-house vs Outsourced
 - Cost
 - In-house personnel
 - Construction Manager (CM) at Risk vs CM Agency (Advisory)
 - “At risk” CM is a delivery method whereas the CM is “at risk” to complete the project for a Guaranteed Maximum Price (GMP) and within an agreed upon schedule. In this delivery process, the owner knows the cost of the project before construction begins.
 - “CM Agency” is a fee-based service in which the construction manager is responsible exclusively to the owner and acts in the owner's interest. The CM offers advice on project delivery but has no financial guarantee of responsibility to the owner. Using a CM Agency delivery, the owner holds the subcontracts and assumes the risks of delivery including cost and schedule.
 - CM Agent has overhead and construction fee (profit)
 - General Contractor (GC)
 - College individually bid out all jobs including GC or
 - General contractor bids on entire job including prime trades

DEFERRED MAINTENANCE

- What is Deferred Maintenance?
 - ...is the practice of postponing maintenance activities such as repairs on both real property (i.e. infrastructure) and personal property (i.e. machinery) in order to save costs, meet budget funding levels, or realign available budget monies.
 - Typically this expense is the first items cut from budgets when funds are tight
- Complete facilities assessment
 - ISES Corporation
 - \$40+ million outstanding costs

CAMPUS MASTER PLAN

- Capital Projects Manual Section 1501.602 Approval of Capital Projects
- An updated District Site and Construction Master Plan shall be filed with the ICCB by July 1 of the year in which the district undergoes its recognition evaluation.
- The purpose of the plan is to apprise the ICCB of possible primary site new construction and secondary site acquisition/construction plans for the next five years throughout the district.
- The plan should be updated, as needed, to ensure that any project submitted for approval has been reflected in the district plan on file with the ICCB at least two months prior to submission of the project.
- Any primary site new construction or secondary site acquisition/construction projects must be reflected in the plan in order to receive consideration for approval.
- Locally funded projects do not require ICCB approval **Public Act 099-0655**

CAMPUS MASTER PLAN CON'T

- The plan, at a minimum, shall consist of a map of the district showing the location of all facilities owned by the district or leased for a period exceeding five years and a narrative describing the district's:
 - Current permanent facilities where additions are planned
 - General plans for future site acquisition or acquisition/construction of permanent facilities either on the primary site or secondary sites. The location may be identified in terms of the general geographic area within the district.
 - Proposed schedule for acquiring additional sites, constructing additions to existing facilities, or acquiring/constructing new permanent facilities.
 - The intended use of all proposed site acquisitions and facility acquisition/construction.
- Know your district and your Board when creating your facilities master plan
 - Do not construct a Taj Mahal of plans going out 40+ years and costing over \$500 million unless that is what your district, Board, and taxpayers want and support



QUESTIONS?

Information Technology

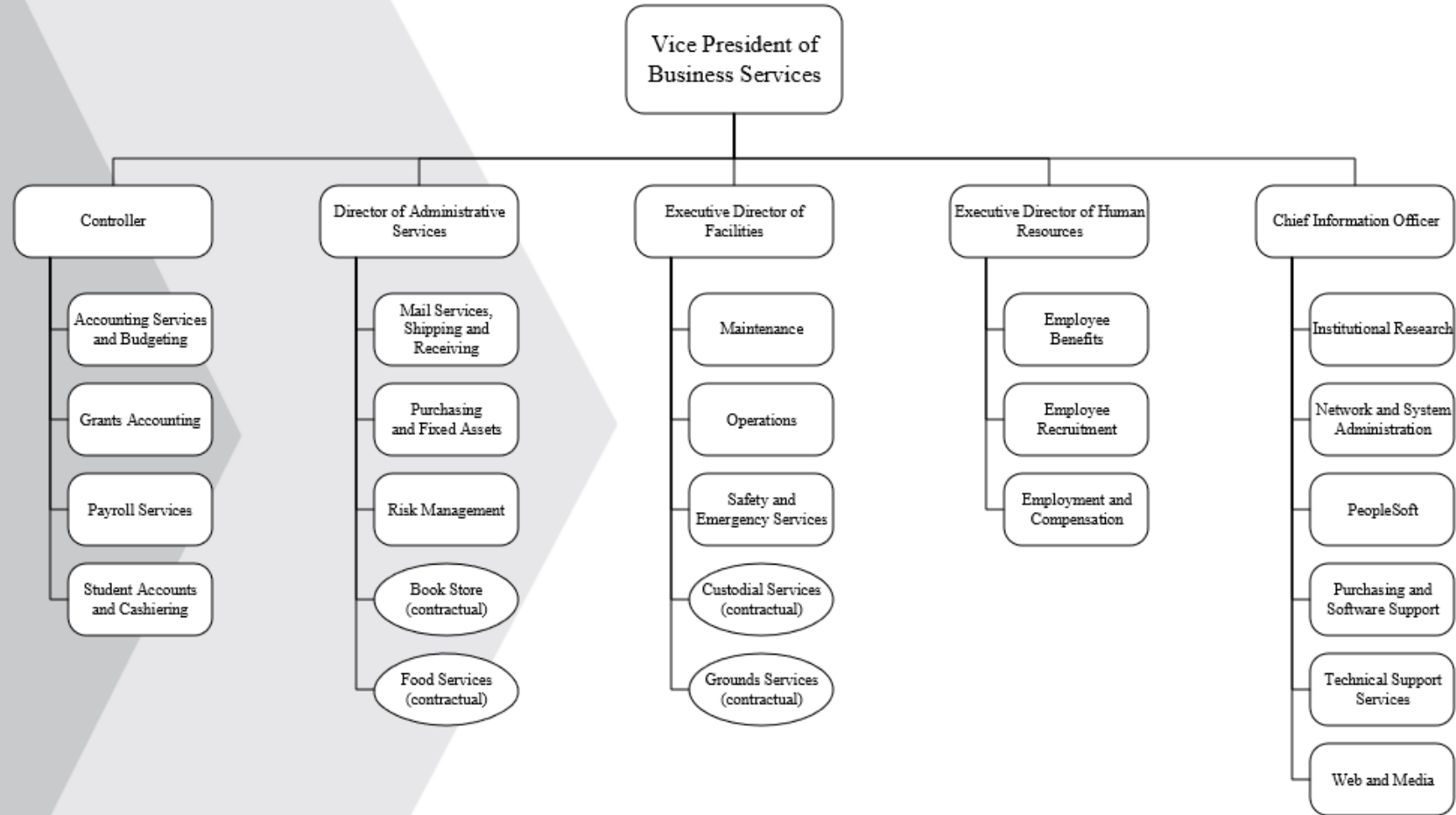
ICCCFO Emerging Leaders

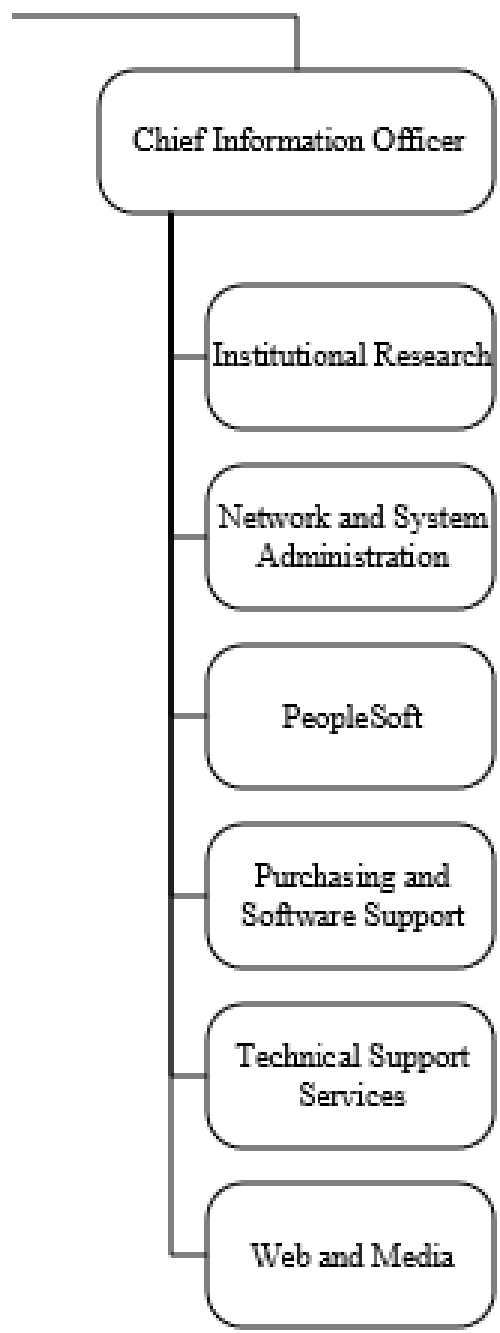
April 18, 2018

Doug Minter

Heartland Community College









Institutional Research



Home

SEARCH THIS SITE

Welcome to the Heartland Business Intelligence (BI) site.

This site is still being developed and organized but for now, the following subsites and information are available to those with the necessary access.

Unit : Business Services (1)

[Business Services](#)

Unit : Continuing Education (1)

[Continuing Education](#)

Unit : Faculty (2)

[Personal Class Schedule & Grade Report](#)

[Personal Semester Workload Sheet](#)

Unit : General Reports (6)

[General Reports](#)

[Current Student Email List](#)

[SUSR and Residency Checks](#)

[FOIA Request Reports](#)

[Current Student Contact Information](#)

[Current Adult Ed student Emails](#)

Unit : Human Resources (2)

[Faculty Workload \(Fulltime\)](#)

[Human Resources](#)

At a Glance

Enrollment = Unduplicated student head count for undergraduate and adult education courses

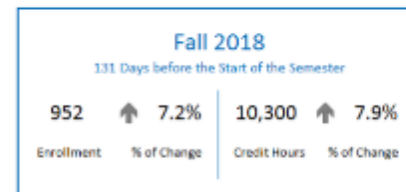
Fall-To-Fall Raw Persistence Rate = Percent of students enrolled in a given Fall semester who also enroll in the following Fall

Fall-To-Spring Raw Persistence Rate = Percent of students enrolled in a given Fall semester who also enroll in the following Spring

Program Completions = Number of students who met the criterion for program completion

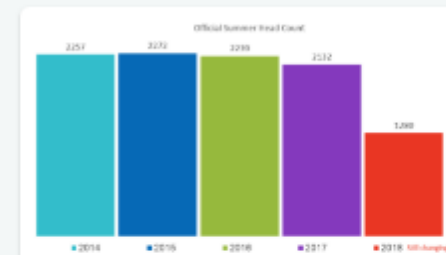


% of Change = Difference from same time last year



Semester Snapshot

Apr 10, 2018



Summer Unduplicated Head Count

Apr 10, 2018





Network and System Administration





PeopleSoft (ERP, SIS, etc.)

The screenshot displays the PeopleSoft Campus Solutions user interface. At the top, the header includes the Heartland Community College logo and the text "Campus Solutions". Below the header, there are navigation and utility options such as "Personalize Content | Layout" and a help icon. The main content area is divided into several sections:

- Menu:** A sidebar menu with a search field and a list of items including "My Favorites", "HCC Custom Pages", "HCC Reports", "NBS Application", "Split Utilities", "Self Service", "Manager Self Service", "Organizational Development", "Campus Community", "Student Recruiting", "Student Admissions", and "Records and Enrollment".
- Main Menu:** A central area with a search field and several categorized folders:
 - HCC Custom Pages:** Includes "HCC Custom Pages", "ARMS Tools", "Human Resource", and "Student Administration".
 - HCC Reports:** Includes "HCC Reports", "Human Resource", "Payroll", "Student Administration", and "Report Dashboard".
 - Split Utilities:** Includes "Campus Solutions / C...", "Instance Separation (aka 'split')", "Utilities for comparing data, finding split impact, and cleaning up data.", "Data Verification Engine", "Data Synchronization Utilities", and "Data Cleanup Utilities".
 - NBS Application:** Described as "All the configuration for NE Application can be managed from here."
 - Self Service:** Includes "Proxy Terms and Cond...", "Review Transactions", and "Share My Information".
 - Careers:** "Create applicant profile, search".
 - Manager Self Service:** "Navigate to self service".
 - Organizational Development:** Represented by a person icon.



Purchasing and Software Support





“I’ve identified our productivity problem. We installed faster computers, but we forgot to install faster computer operators.”



Technical Support Services





Web and Media



Data/Metrics...

Higher Education TechQual+ Project Blog About ▾ Resources ▾ Multimedia ▾ Forums Signup Login

and Access
quality of the Internet service on campus

My Minimum Service Level is

Low	High	Low
1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3

Tell Us How to Improve the Above Service ^^

Tell Us How to Improve the Above Service ^^

Tell Us How to Improve the Above Service ^^

Collect Data

Easy to use survey and reporting tools for collecting and analyzing feedback from IT users.

→

<https://www.techqual.org>



$$P = M \times A$$

Session Break

Oakton Community College Safety and Security

ICCCFO Emerging Leaders

April 18, 2018

Oakton Police Department

- Organization Structure
- Department Activities
- Stakeholder Engagement
- Current Trends
- Next Steps

Organization Structure



Oakton Police Department

- Organization Structure
- Functional Areas
- Stakeholder Engagement
- Current Trends
- Next Steps

Department Activities

FREQUENT

- Traffic Issues
- Lost and Found
- Theft
- Parking Lot Security
- Use of College Vehicles

OCCASIONAL

- Unauthorized Access/ Trespassing
- Vandalism
- Student Misconduct (e.g. illicit drug and alcohol use etc)

SELDOM

- Campus Violence
- Employee-Employee Misconduct
- Crime from Community Coming Onto Campus

Oakton Community College



Oakton
Community College



Baseball / Softball
Fields



Campus

Oakton Police Department

- Organization Structure
- Functional Areas
- Stakeholder Engagement
- Current Trends
- Next Steps

Community Engagement



Cookies with the Cops

Meet Oakton's friendly and helpful police officers!

Thursday, March 22

11 a.m. - 12 p.m.

Student Center, Room 1530, Des Plaines campus

Students are invited to:

- Discuss any safety, legal, or justice issues on campus
- Learn to be safe when walking to your car
- Discover other services the department provides
- Learn safety tips (on campus and off),
- Learn to identify suspicious behavior,
- Ask about the profession of law enforcement,
- Discover opportunities in public safety at Oakton.

Refreshments will be served!



Stakeholder Partnerships

- R.A.D.A.R. (Risk Assessment to Determine Appropriate Response)
- Participation on College-Wide Committees
- Faculty Orientation Presentations
- Law Enforcement Agencies Meet and Greet



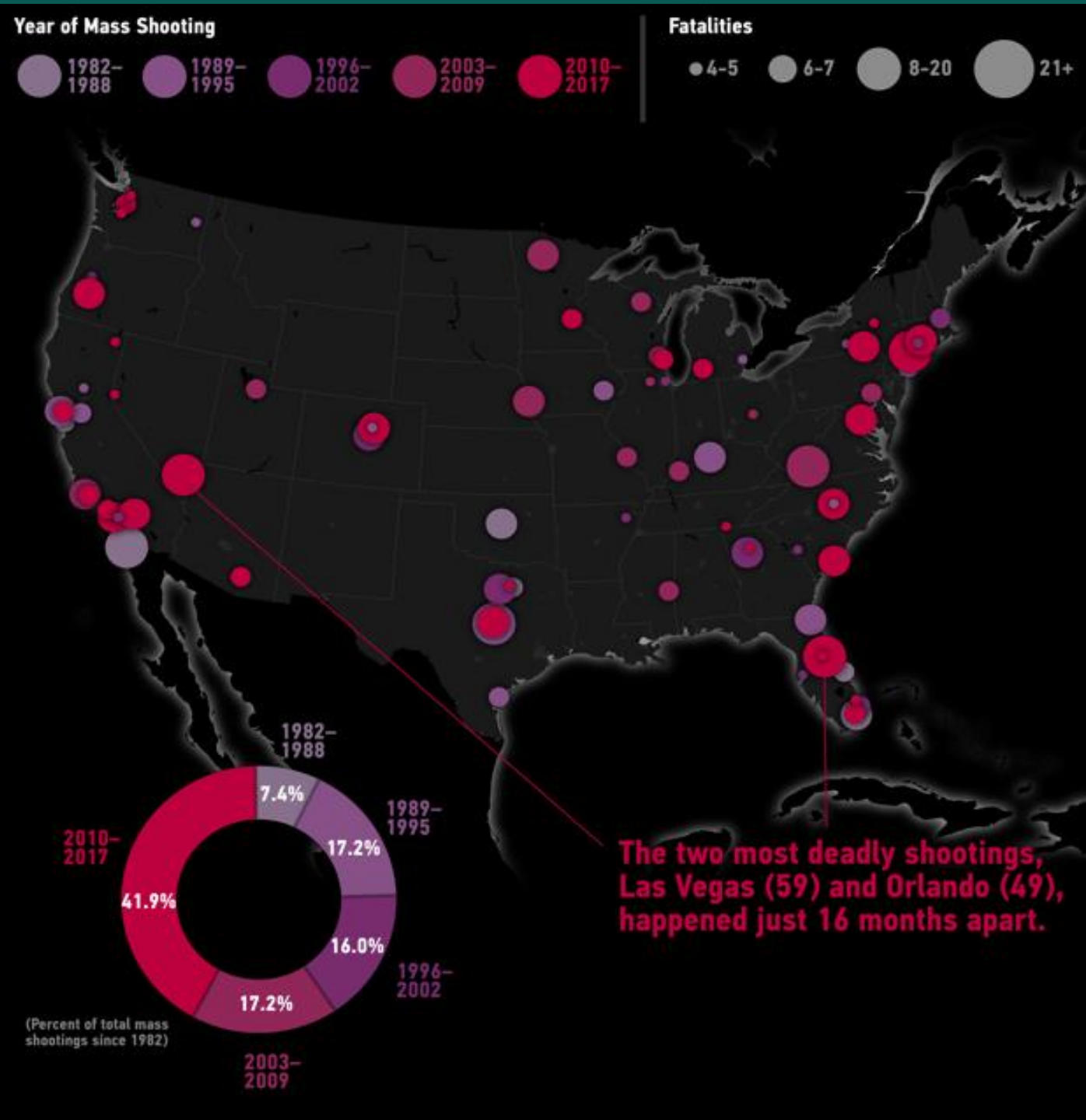
Emergency Events Survey Key Findings

- Many employees have worked at Oakton for over a decade (lots of institutional knowledge).
- Members of the Oakton Community feel mostly prepared for an emergency and confident in their coworkers' preparedness.
- There is an identified need to increase departmental emergency/COOP planning.
- Emergency procedures need to be tested regularly and made more transparent to faculty and staff (PA access code, "Don't forget the papers," Safety Captain System).
- Alert!Oakton is the main source of expected emergency notification, with the PA system a main source as well for on-campus notification.
- Some staff and faculty have not received emergency training in over 5 years.

Oakton Police Department

- Organization Structure
- Functional Areas
- Stakeholder Engagement
- Current Trends
- Next Steps

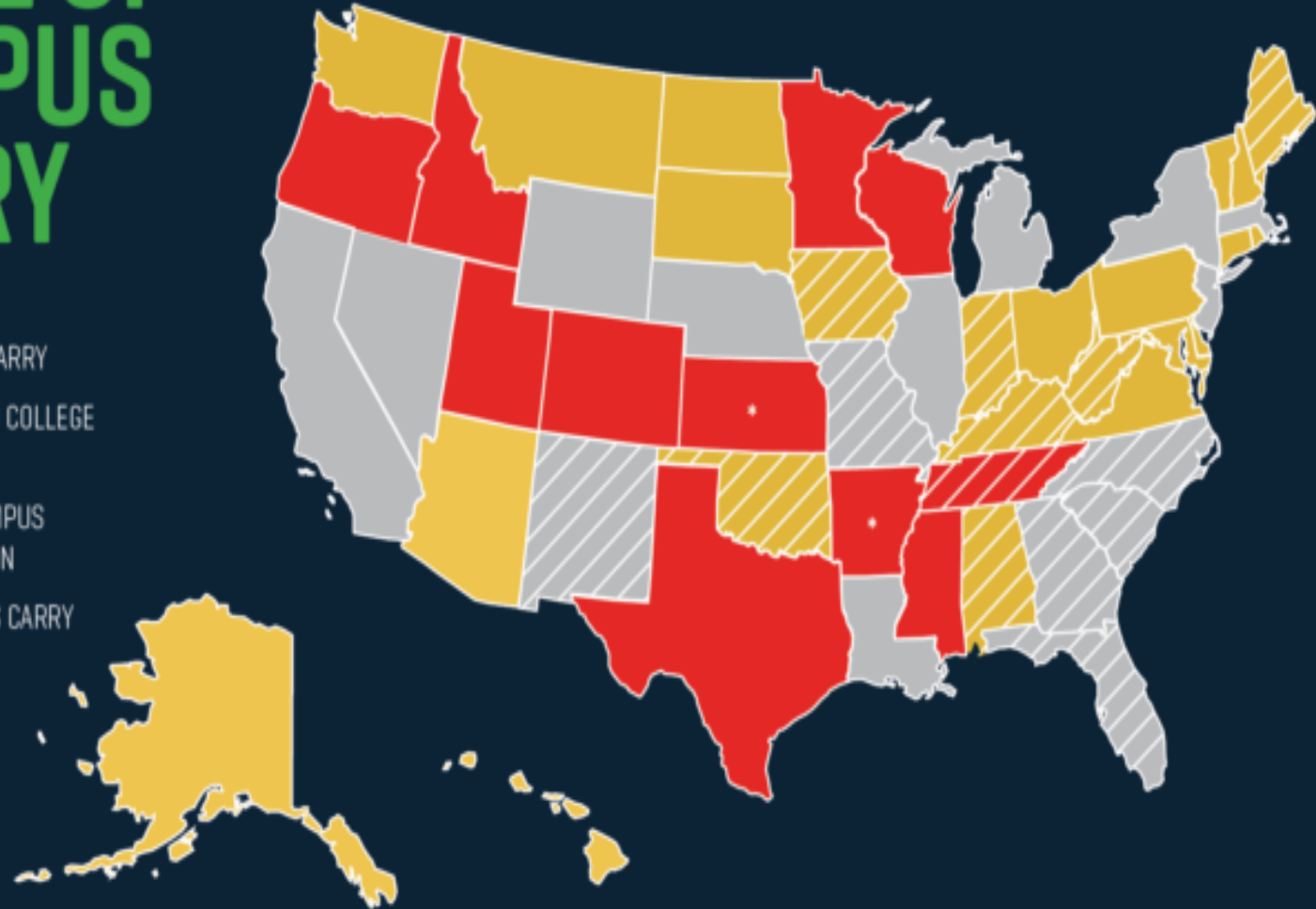
Active Shooter Incidents in Recent History



Navigating the Evolving Landscape of Gun Regulation on Campus

STATE OF CAMPUS CARRY

- ALLOW CAMPUS CARRY
- DECISION IS UP TO COLLEGE OR UNIVERSITY
- ▨ CONSIDERING CAMPUS CARRY LEGISLATION
- PROHIBIT CAMPUS CARRY



Reliability and Interoperability

- **Multi-Channel Emergency Notification Systems**
- **Anonymous Alert Apps**
- **Migration from Analog to IP Video Surveillance**
- **Access Controls Overhaul**
- **Centralized Dispatch**
- **Disaster Readiness/ Emergency Operations Orientations**

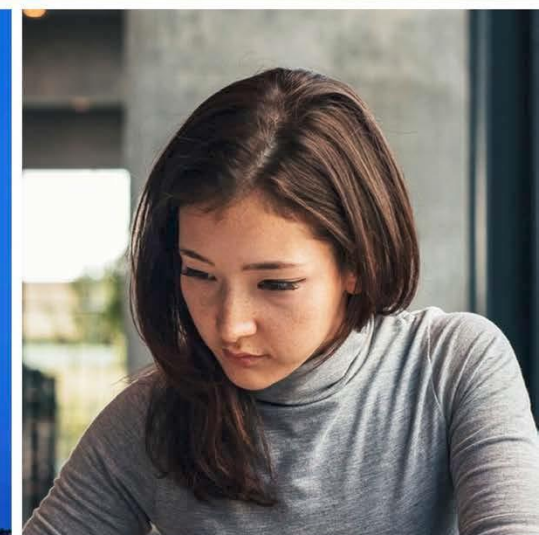
Emergency Operations Plan (EOP)

- Organization Structure
- Functional Areas
- Stakeholder Engagement
- Current Trends
- Next Steps

Emergency Operations & Business Continuity


- Update the college's Emergency Operations Plan (**Completed**)
 - New Board Approved Policy March-2018
- Make the EOP compliant with IEMA requirements (**In-Progress**)
- Conduct training and implementation of Emergency Operations Plan (In-Progress)
- Modify the College's THIRA
- Update Campus Violence Prevention Plan
- Revise Evacuation Plans for Each Campus and Provide Handbooks for Each Classroom
- Develop Department-Specific Emergency Plans
- Develop a Communications Plan for the college
- Create a Continuity of Operations Plan for the entire college

Thank You !



EMERGENCY OPERATIONS PLAN

Last Revised: 2/1/2018

The background features abstract, flowing waves in shades of red, orange, and yellow, creating a dynamic and energetic feel. The waves are layered and semi-transparent, giving a sense of depth and movement.

AUXILIARY SERVICES

Ken Gotsch



PROCUREMENT & CONTRACTS

Sean Sullivan

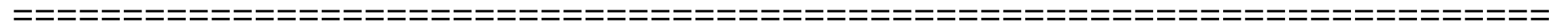


HUMAN RESOURCES

...or 75% of your operating budget!

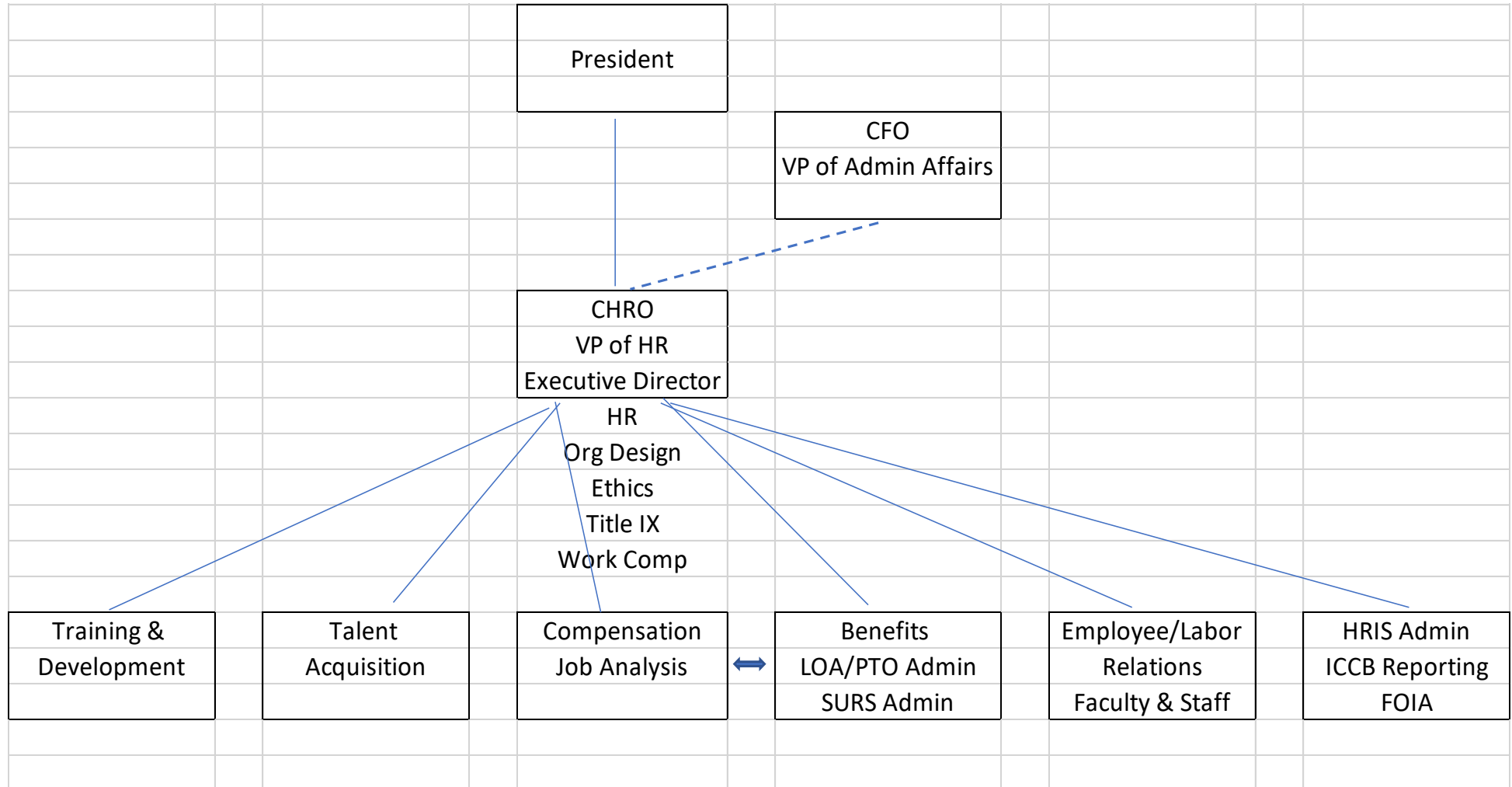
Responsibilities of an HR Leader

Provides leadership for all aspects of the college's human resources, organizational development and diversity programs, including: compensation and benefits, strategic recruitment and selection; employee relations; union contract administration and union relations, organizational communication; employee training and development; performance management, talent and succession planning; workforce analysis; human resources information management; equity issues; compliance and policies. Oversees the Title IX Deputy Coordinator and/or acts as the TIX Deputy Coordinator in Human Resources. Develops the organization from a culture and performance perspective by creating, implementing, and assessing programs which improve the overall health of the institution. The position reports to the College of Lake County President; serves on President's Cabinet and the Executive Staff.



Models College of Lake County Values at all times. Leads efforts to develop and sustain an organizational culture of excellence, collaboration, and student success through employee development, organizational communications, and employee and union relations efforts. Participates in risk management activities.

Sample Community College HR Org Structure





College of Lake County
Human Resources Department

Vision

The Human Resources Department will be a strategic and collaborative business partner that promotes individual and organizational success guided by the college's values and goals.

Mission Statement

- Promoting and recruiting the best qualified people, recognizing and encouraging the values of diversity in the workplace.
- Focused on delivering quality customer service (timely, accurate, complete).
- Provide training & development and education to promote individual success and increase overall value to the college.
- Promoting and administering a competitive total rewards package.
- Fostering a work atmosphere that is safe, healthy, and secure.
- Encourage positive employee morale through employee recognition, effective communication, and regular feedback.
- Establishing, administering and effectively communicating sound policies, rules provides and practices that gain trust, treat employees with dignity and respect at all levels while maintaining compliance.

STAKEHOLDERS

- Public (FOIA, communications, ethical , legal and effective use of public fundings, etc.)
- ICCB and other State agencies for compliance
- HLC and other accrediting agencies
- Board of Trustees
- Administration
- Managers and Front Line Supervisors
- Faculty: Senate and Unions
- Staff: Senate and Unions
- Hiring managers
- Students
- Retirees
- Peer Colleges

TRENDS/ISSUES

- Accountability and ethics of public dollars
- Tying HR programs to the mission, vision and values: strategic approach to Total Compensation and performance management
- SURS funding and implications for local districts
- SURS administration/avoiding fines
- State budget
- OPEB funding
- Employee engagement
- Enrollment trends and implications for staffing levels
- Early retirement considerations
- Technology

METRICS AND APPLICATIONS

- Benefits cost per employee: health and ancillary insurance along with perks and benefits for full “benefits load”
- Turnover including by EEO categories
- Time-to-fill and Cost-to-fill
- Unplanned absences
- Grievance count and time to close
- Alert Line issues by category
- TIX Student/Employee claims
- WC claims
- Total Compensation Statement and communications campaign - employee satisfaction
- Employee relations action plan: review exit interviews, stay interviews; supervisor training; adjust Orientation and Onboarding
- Review steps in hiring process
- Employee relations action plans: identify any root cause; Supervisor training
- Review safety training & enforcement – employees and supervisors



PIECE OF LEADERSHIP ADVICE...

COMMUNICATE!

APRIL 18, 2018 ICCCF O EMERGING LEADERS

Spring 2018 ICCCF O Preview: Fraud and Ethics...deep dive

ICCCFP Fall 2018 Prep and Recap

- Think about what you want to get out of this conference e.g. meet at least 3 new people and ask about what they do and their experience (see below assignment); attend the keynote speaker leadership session, etc.
- Take some time on Friday while its fresh, and jot down a few follow up items with timelines. Put on your calendar to stay on track.

Assignment for ICCCF O Fall 2019:

Interview and/or shadow someone from each of the functional areas covered today, ideally from another community college between now and Fall 2019 ICCCF O conference (use your calendar). Be prepared to do a brief presentation at the Fall 2019 conference of key takeaways learned from each area.