

BREWTON-PARKER COLLEGE

HUMAN RESOURCES SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08

DEPARTMENT PURPOSE

The purpose of the Human Resources Department is to assist the Division of Finance and Administration and the college fulfill its goal of securing financial stability and institutional viability.

OBJECTIVE 1

The Human Resources Department will assist the college in its goal of securing financial stability and institutional viability by improving operational efficiency.

ACTION PLAN

- A.** Compare benefits and costs with similar institutions
- B.** Host an annual Benefits and Health Fair

ASSESSMENT

- A1.** Employee satisfaction survey
- A2.** Comparison of benefits and costs with 3 similar institutions
- B.** Participation analysis

RESPONSIBILITY

Director of Human Resources, and Vice President for Finance and Administration

TIME FRAME

Annually

RESOURCES REQUIRED

Time

RELATED TO

Institutional Goal No. 1

BREWTON-PARKER COLLEGE

HUMAN RESOURCES SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08

RESULTS & RESPONSES—2002-03

OBJECTIVE 1

The Human Resources Department will assist the college in its goal of securing financial stability and institutional viability by improving operational efficiency.

ACTION PLAN

- A.** Compare benefits and costs with similar institutions.
- B.** Host an annual Benefits and Health Fair.

RESULTS

A1. Out of 152 full time employees, 59 staff/administrators and 35 faculty responded to the survey. Satisfaction with reduced meals were rated the highest among staff/administrators and second highest among faculty. Dental insurance showed the lowest mean of satisfaction for both groups. On a scale of one to six (with six being the most satisfied) the median shows all except two categories were rated five (dental insurance was four and reduced meals was six).

A2. A comparison of benefits was conducted with several similar institutions. The results were as follows:

- Health Insurance - Mercer and Shorter's health premiums for individual coverage were less expensive but the deductible was higher than Brewton-Parker. Family premiums and deductibles at the two institutions were a good bit higher than Brewton-Parker.
- Dental Insurance – Mercer, Shorter and Truett-McConnell's dental premiums were less than Brewton-Parker's
- Life Insurance – The other institutions paid this premium while Brewton-Parker employees pay their own premiums.
- Disability Insurance – All institutions compared, pay the premium for disability insurance on their employees.
- Annuity Plans – The plans varied with some institutions contributing for employees whether the employee chose to or not.
- Employee Scholarship – All institutions compared have an Employee Scholarship Plan, there were different lengths of time as to the waiting period.
- Dining Hall Privileges – Brewton-Parker has a better dining hall privilege than the other institutions. Brewton-Parker meals are \$2.14 while Truett-

McConnell is \$3.00 per meal. Shorter and Georgia Southwestern has no special privileges.

- Holidays – These were basically the same at all the institutions.
- Vacation and Sick Leave – This was fairly similar at all institutions.

Overall Brewton-Parker's benefits and costs were found to be competitive with other institutions.

B. There were over eighteen different booths. One hundred fifty-four people registered (some people were there that did not register)

RESPONSE

A1. Review dental insurance to see what can be done to improve the plan and rates. As always, continue to review and modify the other benefits annually, or as needed.

A2. Overall Brewton-Parker's benefits and costs were found to be competitive with other institutions. We will continue to compare Brewton-Parker's benefits with similar institutions annually.

B. A lot of good comments on the fair were received. In the past it was a Benefits Fair where only employees were invited with very few turning out. This was the first year we included health and invited the student body. The fair was held in a centralized location, the Student Center, where the traffic flow is greater. Hopefully the fair will continue to grow.

BREWTON-PARKER COLLEGE

HUMAN RESOURCES & PAYROLL SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08

RESULTS & RESPONSES—2003-04

OBJECTIVE 1

The Human Resources Department will assist the college in its goal of securing financial stability and institutional viability by improving operational efficiency.

ACTION PLAN

- A.** Compare benefits and costs with similar institutions.
- B.** Host an annual Benefits and Health Fair.

RESULTS

A1. Out of 145 full time employees, 68 staff/administrators and 44 faculty responded to the survey. Satisfaction with reduced meals were rated the highest among staff/administrators and second highest among faculty. Dental insurance showed the lowest mean of satisfaction for both groups. On a scale of one to six (with six being the most satisfied) the median shows all except two categories were rated five (dental insurance was four and reduced meals was six).

A2. A comparison of benefits was not conducted in 2003-04.

B. There were twenty-two different booths. 151 people registered (others participated without signing in).

C. Athletic insurance was let to bid to five companies. A new company was chosen with a 30% increase in premiums over 2002-03.

D. Upon changing of benefit status and hiring of new employees, we promote the use of direct deposit.

RESPONSE

A1. Review dental insurance to see what can be done to improve the plan and rates. as always, continue to review and modify the other benefits annually, or as needed.

A2. A comparison of benefits and costs will be done in 2004-05.

B. Numerous comments were made concerning the benefits fair. The student body as well as employees seemed to get beneficial information from the participating vendors. The fair was held in a centralized location, the Phillips Student Center, where the traffic flow is greater.

C. Athletic insurance will be carefully monitored to ensure abuses do not happen.

D. Continue to encourage new employees to take advantage of direct deposit and encourage others who are being paid by check to consider changing over.

BREWTON-PARKER COLLEGE

HUMAN RESOURCES SIX-YEAR STRATEGIC PLAN 2002-03 THROUGH 2007-08

RESULTS & RESPONSES—2004-05

OBJECTIVE 1

The Human Resources Department will assist the college in its goal of securing financial stability and institutional viability by improving operational efficiency.

ACTION PLAN

- A. Compare benefits and costs with similar institutions.
- B. Host an annual Benefits and Health Fair.

RESULTS

A1. 144 staff and faculty responded to the 2005 Survey. General response was neutral with a few exceptions. Please see 2005 Survey for details.

A2. Two other colleges were compared to Brewton Parker College. The results were as follows:

- Health Insurance- Of the colleges surveyed, Brewton Parker College was competitive in regard to cost of insurance to employees and coverage to employees.
- Dental Insurance- Brewton Parker College dental plan was higher than those surveyed.
- Life Insurance- Brewton Parker College employees paid their own premiums while the other schools insurance was paid by school.
- Disability- Insurance was same as Brewton Parker College.
- Annuity Plans- Varied, depending on institutions.
- All Employees' Scholarships were consistent between the schools.
- Dining Hall Privileges- Brewton Parker College had the better plan.
- Holidays, Vacations and Sick Leave- Varied between the schools.

B. Sixty-two employees attended Health Fair. Benefits Fair is to be held November 15, 2005.

RESPONSE

A. Overall Brewton Parker College's benefits and costs were found to be competitive with other institutions. We will continue to compare Brewton Parker College's benefits with similar institutions annually.

B. Numerous good comments on the fair were received. In the past it was a benefit fair where only employees were invited with very few turning out. This year's benefit fair was attended by faculty, staff and students. Reception was positive.