

## **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.

## **BREWTON-PARKER COLLEGE**

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

#### **RESULTS & RESPONSES—2005-06**

##### **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. Request competitive bids for health, dental and life insurance.
- C. Host an annual Benefits and Health Fair.

##### **RESULTS**

**A1.** 101 staff and faculty responded to the 2006 Survey. Our overall rating for health insurance is down for 05-06, largely in the area of claims processing. Please see 2006 Survey for details. For the 2005 calendar year, BPC changed to BlueCross BlueShield of Georgia and showed a substantial savings over our self-insured plan in 2004.

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

- Health Insurance- Of the colleges surveyed, Brewton Parker College **is** competitive in regard to cost of insurance to employees and coverage to employees.
  - Dental Insurance- Brewton Parker College dental plan **is** higher than those surveyed.
  - Life Insurance- Brewton Parker College employees **pay** their own premiums, where the other schools pay the premium as one of their employee benefits.
  - Disability- Insurance is the same as Brewton Parker College.
  - Annuity Plans- Varied, depending on institutions.
  - Employees' Scholarships are consistent between the schools.
  - Dining Hall Privileges- Brewton Parker College has the better plan.
  - Holidays, Vacations and Sick Leave- Varies between the schools.
- B.** Forty-four employees attended the Health Fair and 23 employees attended the Benefits Fair.

**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. This year's benefit fair was attended by faculty, staff and students. Reception was positive.

## **BREWTON-PARKER COLLEGE**

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

#### **RESULTS & RESPONSES—2006-07**

##### **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.** Request competitive bids for health, dental and life insurance.
- C.** Host an annual Benefits and Health Fair.

##### **RESULTS**

**A1.** For the 2007 calendar year, Brewton Parker College changed to Benefit Administrators, a self- insured company, due to the amount of savings potential the college could utilize.

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

- Health Insurance- Brewton Parker College does not offer as many plans as the other colleges; however, in regards to the PPO employee only plan our rates are half as much as the other two colleges.
- Dental Insurance- Brewton Parker College dental plan is higher than those surveyed.
- Life Insurance- Brewton Parker College employees pay their own premiums, where the other schools pay the premium as one of their employee benefits.
- Disability- Insurance is the same as Brewton Parker College.
- Annuity Plans- Varied, depending on institutions.
- Employees' Scholarships are consistent between the schools.
- Dining Hall Privileges- Brewton Parker College has the better plan.
- Holidays, Vacations and Sick Leave- Varies between the schools.

**B.** Twenty-eight employees attended the Health and Benefits Fair.

**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. This year's benefit fair was attended by both faculty and staff. Reception was positive.