



HUMAN RESOURCES

Illinois State University

FY 2022

Annual Report



A Message from the Associate Vice President

Fiscal year 2022 was again a challenging one in many regards across the University, state, and country. The return of face-to-face learning gave the campus community an opportunity to build and grow forward, keeping employee safety and success at the forefront of new efforts.

Our office played a significant role in several efforts over the year (employee testing updates, policy updates on Flexible Work and Remote Work, expanded learning platform) and worked with campus leaders to support faculty, staff, and student employees.

I am incredibly proud of our team and how our efforts both proactively and reactively have aligned with *Educate, Connect, Elevate* (the University's strategic plan) and enhanced the University's flexibility and position as a preferred employer both in Illinois and throughout higher education.



**Janice
Bonneville**

Associate VP,
Human Resources

Our Mission

As a strategic partner with the University leadership, Human Resources will develop and deliver innovative, efficient and cost-effective human resource programs and services designed to support the core values of Illinois State University. Through collaborative efforts we will succeed by increasing individual and institutional effectiveness and by earning the respect and trust of those who govern us, support us, and do business with us.

Our Vision

Human Resources collaborates actively with University leadership to maximize organizational performance and engage world-class faculty and staff in advancing the University core values and mission.

Equity, Diversity & Inclusion Statement

Illinois State University is committed to and accountable for advancing diversity, equity, and inclusion in all of its forms. We embrace individual uniqueness, foster a culture of inclusion that supports both broad and specific diversity initiatives, leverage the educational and institutional benefits of diversity, and engage all individuals to help them thrive. We value inclusion as a core strength and an essential element of our mission.

Campus at a glance during FY22

Applicants for employment	FY21	FY22
Staff	3,644	4,086
Faculty and Faculty Associates	1,039	2,996
Extra Help	1,183	1,013
Student Employment and Graduate Assistantships	6,784	8,192
Total	12,614	16,287

Total Posted jobs (includes posted for pools)	FY21	FY22
Staff	334	644
Faculty and Faculty Associates	67	175
Extra Help	137	137
Student Employment and Graduate Assistantships	881	1,120
Total	1,419	2,076

Staff Hires	FY21	FY22
Staff	268	397
Faculty and Faculty Associates	282	295
Extra Help	356	418
Student Employment and Graduate Assistantships	3,255	3,955
Grand Total	4,161	5,065

Executive Searches and searches using Executive Search Services: 5

Estimated savings by not using a search firm on these: \$350,000

* Illinois State University Human Resources continues to offer a paperless recruitment process for candidates in a mobile friendly environment from application to interview and selection. In addition to the reduction of paper waste, campus saw mobile applications jump by 1,500 from 2021 to 2022 and the total number of non-student applications grow by nearly one-third.

Human Resources Services



Benefits

Assistance in navigating a broad range of benefits for employees and their dependents beyond the Department of Central Management Services (CMS) administered group health, vision, dental, and life insurance benefits to leaves, time away from work, retirement and savings counseling, education assistance, and general workshops.



Employment

Assistance in classification, compensation, recruiting, screening, testing, and onboarding across faculty, staff, and student (undergraduate and graduate) employees. Hosting and participating in career fairs and administering search committee training and immigration services.



Information and Systems

Assistance in navigating online self-service for time reporting, personnel data, and benefits records along with the platforms for employment candidates and search committees. Maintaining personnel records for compliance and integration with other campus systems.



Learning and Development

Coordinating and collaborating with subject matter experts to offer training and workshops to campus from the individual needs (e.g. financial planning) to group and common activities (managing leaves, leadership development, diversity, equity and inclusion).



Employee Relations

Negotiating and administering labor contracts for the University and aiding supervisors in employee improvement.

FY 2022 Continued COVID Impact and Response

Though at times the pandemic felt like it was loosening its grip on Illinois State University, the return to campus saw testing, vaccine adoption rates, and continued need for leave usage increase.



By the Numbers

Leaves

Over 740
COVID-related leaves

24,517.95
hours
of additional COVID paid
sick leave time

2,143
benefits hours returned to
faculty and staff as a result
of Public Act 102-0697

Employment

152 students
and extra help
hired to support testing

Search Advocate Program Launched

Launched in fall of 2021, Illinois State University's Search Advocate Program is modeled after Oregon State University's program and designed to support the recruitment and selection processes for faculty and staff across campus. Key priorities are ensuring equitable and inclusive processes throughout the recruitment and selection cycle, increasing the diversity of candidate pools, and enhancement of compliance with search and selection policies and procedures. In FY22, this collaborative effort trained 28 volunteers to serve throughout the hiring process, from the initial position description review through the onboarding of a new employee

LinkedIn Learning Partnership Brings New Development Opportunities



Human Resources at Illinois State University announced LinkedIn Learning as a new and exciting personal and professional development resource in Illinois State University's e-learning portfolio. LinkedIn Learning is available to faculty and staff.

LinkedIn Learning is an award-winning industry leader in online training, with a digital library of more than 16,000 courses, covering a wide range of topics that encompass equity and inclusion, technical aptitude and application, leadership, mindfulness, and so much more. Course can be accessed through [My.IllinoisState.edu](https://my.illinoisstate.edu) and are available 24/7 from a desktop or mobile device allowing for self-pace and on-demand learning.

Lifelong learning reflects Illinois State University's core values, and LinkedIn Learning offers content aligned with [Educate Connect Elevate: Illinois State – The Strategic Plan for Illinois' First Public University 2018-2023](#).

Updates to Remote Work and Flexible Work Week

Human Resources worked ahead of the Staff Success Survey to help modify the policy on Flexible Work Schedule (3.6.25 and 3.4.12) and give guidance to the recently updated policy on Remote Work for Staff (3.1.31) to support staff and supervisors in efforts to sustain recruitment, retention, and an engaged workforce. These efforts, along with a broader campus adoption of “dress for your day,” saw staff across the University embracing more elastic policies and procedures to promote wider success and better work-life integration.

- By the numbers – 16% of staff on campus utilizing Flexible Work Week or Remote Work Agreements as of June 2022.
- Agreements range from 1-5 days remote, and flexible work-weeks were adopted for both summer of 2022 and beyond.

CS Testing

e-Test	384
Credentials Assessment	907
Paper	79
Pre-tests	10
Total	1,380

Additional Stats



Tuition Waivers issued for Faculty, Staff, and Dependents

Dependents Attending ISU

Fall '21 – **128**

Spring '22 – **126**

Summer '22 – **48**

Dependents Attending other state schools: **49**

Employees Attending ISU

Fall '21 – **183**

Spring '22 – **180**

Summer '22 – **116**

Employees Attending other state schools: **22**

The accomplishments and work contained in this report are in support of Objectives from Illinois State University's Strategic Plan *Educate, Connect, Elevate*, and represent efforts in support of Objectives I.B.2, I.B.3, I.D.3, I.D.5, II.C.3, III.A.1, III.A.2, III.A.3, IV.C.3, and IV.C.5



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This document is available in alternative formats upon request by contacting Human Resources at (309) 438-8311.

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