Over the past year we’ve talked about struggles, challenges, opportunities, and perseverance. But, as we reflect on this past year, it seems appropriate to once again acknowledge what a year it has been. We made it. You made it. And I want to say thank you.

We can breathe a collective sigh of relief that hopefully the worst of this pandemic is behind us. It was far from a normal year, but you all rose to the challenge that COVID presented us. You exemplified our “D” words of Dedication, Drive, Determination, and Discipline.

Thank you for your resilience and innovative thinking. We appreciate your flexibility and understanding. This was a true example of taking some lemons and making lemonade, and here at DSU, we made some awesome lemonade.

As we move forward, let’s build off this past year. Let’s take the good things that came out of this situation and carry those forward. Let’s continue to check on one another. Let’s continue to go the extra mile for our students. Not all of the pandemic was bad. Figure out the silver linings for you, and make those a part of your daily life in this new normal, both here on campus and in your personal lives.

You, our employees, are key to the success of this university. You are a huge part of what makes this such a special place to work and to receive an education. I hope you know just how important you are!

In conclusion, one more thank you to everyone who chooses to call DSU home. You are True Trojans. I wish you the very best and we look forward to another exciting and successful school year coming up in the fall.

Thank you!

Angi Kappenman
Vice President for Human Resources
by the numbers

DAKOTA STATE EMPLOYEE BREAKDOWNS

AVERAGE YEARS OF SERVICE: 10.12 YRS
NUMBER OF FMLA REPORTS: 31 REPORTS
NUMBER OF FIRST REPORT OF INJURIES: 10 INJURIES
NUMBER OF FACULTY AND STAFF (FULL-TIME AND PART-TIME): 334 EMPLOYEES
NUMBER OF W-2S ISSUED: 785 W-2’S
AVERAGE EMPLOYEE AGE: 46 YRS OLD
TOTAL YEARS OF SERVICE: 3,381 YRS
NUMBER OF FMLA REPORTS: 31 REPORTS
**Breakdown of Faculty & Staff Years of Service**

- Less than 5 years: 151
- 6-10 years: 52
- 11-15 years: 45
- 16-20 years: 35
- 21-25 years: 24
- Greater than 25 years: 27

**Breakdown of Faculty & Staff by Generation**

- Mature/Silent - age 74+: 2
- Baby Boomers - age 55-73: 90
- Generation X - age 39-54: 121
- Millennials - age 19-38: 121
- Boomlets - age 0-18: 0

**Faculty & Staff by Ethnicity**

- Hispanic: 1
- Asian/Pacific Islander: 17
- Black: 17
- Non-Hispanic: 6
- White: 310

**Faculty & Staff by Gender**

- Female: 172
- Male: 162
Faculty at a glance

106 total faculty

103.92 average days to fill for faculty positions

31 adjunct faculty

7.55% total faculty turnover
- Voluntary: 5.66%
- Involuntary: 1.89%

31.15 average number of applicants for faculty positions
### Staff AT A GLANCE

#### STAFF TURNOVER

- **TOTAL:** 14.04%
  - **VOLUNTARY:** 12.28%
  - **INVOLUNTARY:** 1.75%

#### Part-Time Employees

<table>
<thead>
<tr>
<th></th>
<th>Full-Time Employees</th>
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</thead>
<tbody>
<tr>
<td>Employees</td>
<td>17</td>
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<td></td>
<td>211</td>
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#### Average Days to Fill for Staff Position: 67

#### Average Number of Applicants for Staff Positions: 16.77

#### Number of Trainings/Workshops Held: 21
Employee Drive-Thru Event
The employee appreciation event was a success. It showed we could be creative and find ways to recognize our wonderful employees, despite the COVID-19 pandemic. Our employees truly are the pot of gold at the end of the rainbow!

Trojans Helping Trojans Facebook
This has provided engagement opportunities for employees who traditionally would not have interacted with one another.

HR Facebook page
This outreach page allows us to highlight the longevity of our employees to the greater community, and helps showcase what a great workplace DSU is today!
Recruitment Procedures
We developed recruitment procedures, with the assistance of faculty and staff, to ensure our searches run smoothly and voices are heard.

Development of Weekly HR Emails
Not only does this communication format cut down on the number of All-staff emails, but it puts all pertinent information in one spot.

Onboarding
We completed our first in-person DSU Onboarding Experience with new hires. We had continued with onboarding during the height of the pandemic, but moved it to a virtual format for all new hires during those months.

Hybrid Events
We continued to hold many of our traditional in-person employee events, such as the Welcome Back Breakfast and Longevity Reception, but planned hybrid events so everyone was able to attend and participate.

Significant Changes to Benefits
HR was able to work through the process of rolling out new benefits for FY22. Every employee was contacted by the HR office through a variety of communications formats to aid and answer questions. We worked with BHR to monitor and ensure each employee at DSU completed the process to enroll or opt out.

COVID Recruitment
We put together information to virtually interact with job candidates since we were not being able to bring them to campus.
Top Reasons

**People want to work at DSU:**

» People

» New Challenges; Always something new

» Community

» Flexibility

» Always Busy

**People have left DSU:**

» Supervisor

» Pay

» Work/Life Balance – the need for more people
Angi Kappenman
Vice President for Human Resources/EEO Coordinator

Alicia Entringer
Recruitment & Retention Manager

Darla Anderson
Recruitment & Retention Support

Jessica Dold
Payroll/Benefits & Training Manager

Kandy Lurz
Payroll and Training Support

Work Study
Record Retention Support

AREAS UNDER RECRUITMENT AND RETENTION:
- Recruitment
- Retention
- Newsletters
- Policies/Handbook
- Reclassifications
- ADA Accommodations
- True Trojan Recognition/Campus of Kindness
- Supervisor Toolkits and Boot Camp

- Longevity
- Evaluations
- Check-Ins
- Mentoring
- Succession Planning
- Surveys

AREAS UNDER PAYROLL/BENEFITS & TRAINING:
- Payroll
- Benefits
- FMLA
- Work Comp
- Volunteers
- Student Labor
- Training Coordination
- This Week at DSU weekly emails

- Contracts
- Onboarding
- Record Retention
- Exit Interviews
- Org Charts
- Employee Engagement Coordination
- Check-Ins
MARKET COMPETITIVENESS
  › Review of Position Descriptions
  › NFE Classification System for SDBOR

COUNCIL EMPOWERMENT
  › Mentorship program
  › Council Involvement and Feedback

INTRA-CAMPUS COMMUNICATION
  › 30 Day Check Ins
  › Supervisor Check Ins
  › 6 Month Check Ins
  › Annual Check Ins
  › Stay Interviews
  › Department Check Ins
  › This Week at DSU weekly emails
  › Campus and Supervisor Newsletters
  › Trojans Helping Trojans Social Media Engagement

LEADERSHIP DEVELOPMENT
  › DSU Leadership Program
  › Training and Development Opportunities
  › Supervisor Boot Camp
  › Succession Planning