

JANUARY 6, 2005

26503

BOARD COMMITTEE ON HUMAN RESOURCES SERVICES

January 4, 2005, 9:30 a.m.

SUMMARY

The meeting of the Board Committee on Human Resources was held on Tuesday, January 4, 2005. Chair James Tyree called the meeting to order at 9:37 a.m. Due to a lack of quorum, minutes of the November 30, 2004 Board Committee meeting will be approved at the regular board meeting on January 6, 2005. During the meeting it was reported that:

Core Business Activities

December was an active month for the Office of Human Resources in terms of implementing year-end changes and preparing for the Spring semester as follows:

Benefits Activities

Year-to-date benefits costs increased 4/83% from \$9.5M to \$9.9M for the period ending November, 2004.

All contract renewals were implemented. Those renewals were for BCBS, Human HMO, Humana Gold Plus HMO, CoreSource for dental, Ceridian for flexible spending account, VSP for vision and UnumProvident for short-term disability.

An open enrollment web page was created on the CCC website. Letters announcing the web-based benefits enrollment were sent to over 2800 eligible employees and 15 COBRA participants with the assistance of the Office of Information Technology.

Over 1400 retirees were sent open enrollment brochures and notified that forms were available on the website. Web-based enrollment saved an estimated \$7,500 in printing, postage, and time.

Representatives from the Office of Human Resources were available at designated times and dates at every college and the district office along with representatives from Humana and BCBS to conduct open enrollment meetings.

There were approximately 941 unique visits to the Open Enrollment website.

Compensation Activities

The Compensation Unit reviewed approximately 160 position questionnaires submitted by part-time employees as part of our contract agreement with Local 1600. Once the data was reviewed and compiled, a total of 16 job descriptions were created reflecting the different categories of part-time positions. A chart listing the position audits and copies of all the job descriptions were sent to Local 1600 for review.

Of the 180 Local 1600 employees who qualified for the Salary Enhancement program, 17 applied for and were processed and paid for sick day entitlement on December 22, 2004.

Recruitment Activities

In cooperation with WYCC, Human Resources is running advertisements for part-time and full-time faculty positions. The advertisement will run 144 times from December 10, 2004 through January 6, 2005.

As a result of all the advertisements – on-line, Chicago Tribune, other print media, television – we have been able to send close to 600 resumes of qualified faculty candidates with masters' degrees to the colleges for interview and selection.

We have made inroads by also posting part-time and full-time faculty positions on the Latino Network which reaches an audience of over 20,000 mainly professional Latinos.

EEO Activities

There are 23 cases under review by the EEO officer. Of these, nine (9) are in the final states of completion. The others are at varying stages in the investigation process.

This concludes my report.