

**BOARD COMMITTEE ON HUMAN RESOURCES SERVICES**  
Thursday, March 5, 2009, 11:00 a.m.

**MINUTES**

**TRUSTEES  
OFFICE**

James Tyree, Chairman  
Gloria Castillo  
Nancy Clawson  
Ralph Moore  
Terry Newman  
Rev. Albert Tyson III  
Shamil C. Clay

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**GENERAL COUNSEL**

James Reilly

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Edmondson

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Dolores Javier

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John Dozier  
Sylvia Ramos-Ladick  
Clyde El-Amin  
Chris Stinson  
Valerie Roberson  
Lynn Muldrow Walker  
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Sonia Powell  
Delores Withers  
Audrey Butler  
Kimberly Nishimoto  
Sherrie Richardson  
Ukeyco Millsap  
Jennifer Seldon  
Manjhoni

Eugene Nichols, Jr.  
Shawn Koesterling  
Jane Barnes  
Kathy Mazur  
Irene Flores  
Kimberly Matthews  
Michael Long  
Alison Guengerich

Committee Chair Gloria Castillo called the Board Committee meeting on Human Resources to order at 11:26 a.m. During the meeting it was reported that:

**Cost Controls**

The benefits increase through January 2009 is 2.2%. We still have 5 more months until the end of the fiscal year but we continue to be guardedly optimistic that we will end the year showing single digit growth.

In my annual written report to the board, I reported that we had managed an average of \$900,000 decrease in Unemployment claims paid out. As you know, we are self-insured with respect to unemployment claims. While we have managed this account carefully, we have noticed a spike in claims and payments for the 4<sup>th</sup> quarter of 2008. For the last two years our unemployment payouts averaged about \$465,000. For the first two quarters in FY 2009, we have already paid out \$432,000. Now we are seeing the number of claims decreasing in this quarter. With the passage of the Stimulus Package, claimants can remain on the unemployment rolls for 33 weeks rather than 26 weeks and benefits would increase by \$25 a week. Accordingly, our future costs will be impacted.

### **Compliance**

The District is required to provide to all plan participants annual notices entitled: The Newborns' and Mothers' Health Protection Act and the Women's Health and Cancer Rights Act. In addition, every three years we are required to send out HIPAA notices to all plan benefits members. These notices were also completed in January.

### **Workforce Development**

Last month, I reported that we mailed over 8,000 W-2s. Approximately 200 were returned to our office with "address unknown." This is in spite of our efforts to inform all employees to submit change of address forms prior to our issuing W-2 statements. We have distributed the 200 returned envelopes to the HR Administrators at the colleges. We asked that they notify employees to pick up their returned W-2s and complete change of address forms.