

FEB 5 - 1998

BOARD COMMITTEE ON HUMAN RESOURCE SERVICES

Tuesday, February 3, 1998, 10:00 a.m.

SUMMARY

The Board Committee on Human Resource Services was held on Tuesday, February 3, 1998, at 10:00am. Board Vice Chairman Dyson chaired the meeting.

The Monthly Activity Report was given by Vice Chancellor Jack L. Calabro.

Staff Reports

Insurance — continuing improvement in cost containment, but some increasing costs, e.g., death benefits for both active employees and retirees. Health insurance costs are holding steady. Concern over life insurance rates when the current policy expires next year.

New SURS pension options. New options introduced: two defined benefit and one defined contribution plan. If approved, SURS will be available during April 1998 to meet with all employees. After obtaining a commitment from the board (and college unions), seeking support for the project.

W2's were mailed by Genesys. Discussion regarding social security numbers printed on mailing labels; Mr. Dyson requested that they not be included in the future.

Outside employment forms have been distributed and are due back from employees by March 2.

Responding to a Board request, Mr. Calabro reported on staff training and development; presentation and general discussion followed. Trustee Moore questioned the number of hours of training and suggested expanded availability. Board Chairman Gidwitz suggested we coordinate training programs with courses already available through colleges. He also requested that we separate staff development from skills programs. Mr. Calabro suggested that the use of the new performance review system would help identify areas where additional training programs could be developed to remedy deficiencies, making training more meaningful and supportive of District and College plans.

Human Resources is also working on developing a new employee guide; Mr. Calabro explained how it would be introduced. The guide will be available in draft form on the intranet with the use of an access code. Legal concerns regarding contractual implications, disclaimer, title of document were discussed. For now, the draft guide will be distributed to the Officers of the District for comments and further discussion.

The Committee referred Personnel Report Addenda and several legal settlements to the full Board for consideration at the Board Meeting on February 5, 1998.