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**BOARD COMMITTEE ON HUMAN RESOURCES SERVICES**

June 29, 2000, 9:00 a.m.

**SUMMARY**

The meeting of the Board Committee on Human Resources was held on Thursday, June 29, 2000. Chair James Dyson called the meeting to order at 9:17 a.m. Minutes of the May 30, 2000 Board Committee meeting were approved. During the meeting it was reported that:

Although the PeopleSoft payroll module has been implemented, staff continues to work on correcting problems as they arise. Most of the May issues have been resolved. While the staff is preparing for the next phase of PeopleSoft, they are providing continual training to campus HR liaisons on maneuvering within the payroll module.

Staff also played a key role in developing and designing the District Office retreat held on June 9<sup>th</sup>. It was designed to have key District Office staff learn how all areas within the District Office interconnect and the responsibilities of each department. Team building exercises were a key component of the retreat. As a result of the positive feedback received from the attendees, all colleges and offices have been directed by the Chancellor to hold similar sessions for their employees. The Office of Human Resources is planning its retreat for July 20<sup>th</sup>.

A draft Classification and Pay Plan was prepared and distributed to the Officers of the District for their review and comment. The document contains a consolidated listing of over 400 active titles used within the District. The draft document also contains the compensation guidelines and salary schedules for all City Colleges positions. This document will be used as a reference to identify available job titles and appropriate salary ranges for each position. It will be updated once a year.

Last but not least, staff has worked extensively to prepare the District for collective bargaining. Several staff members have been assigned to management teams on negotiations and have attended several planning sessions to provide information. Their participation will be ongoing until contracts have been settled.

This concludes my report.