

**25021**

**BOARD COMMITTEE ON HUMAN RESOURCES SERVICES**

December 2, 2003, 11:30 a.m.

**SUMMARY**

The meeting of the Board Committee on Human Resources was held on Tuesday, December 2, 2003. Board Chairman Tyree called the meeting to order at 11:30 a.m. Minutes of the November 4, 2003 Board Committee meeting were approved. During the meeting it was reported that:

The Office of Human Resources worked with the colleges to identify a diverse pool of candidates for faculty employment consideration. A total of 14 faculty candidates were recommended for hire in the December board report.

In addition, staff has been preparing for the upcoming union raises in January. Staff also met several times during the preceding month regarding the payroll process redesign project and developed a spring payroll calendar template.

The position of President for Harold Washington College was announced and posted on the City Colleges website. The position will be advertised in various periodicals during the months of December and January. Letters of invitation to establish a Selection Committee were prepared and mailed in accordance with Board Rule 17162.

On November 5<sup>th</sup>, the Living Leadership Program was kicked off and presented to 50 administrators. The six-month program of study will culminate with the Quality Improvement Associate examination scheduled for June 2004.

The medical Open Enrollment was implemented as planned. Staff from the Benefits Unit attended open enrollment meetings at all colleges and the District Office. The deadline for any changes in enrollment is Friday, December 5<sup>th</sup>.

This concludes my report.