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BOARD COMMITTEE ON HUMAN RESOURCES SERVICES

November 4, 2003, 9:55 a.m.

SUMMARY

The meeting of the Board Committee on Human Resources was held on Tuesday, November 4, 2003. Committee Chair Rudy Mendez called the meeting to order at 9:54 a.m. Minutes of the October 7, 2003 Board Committee meeting were approved. During the meeting it was reported that:

The City Colleges of Chicago Faculty Career Fair was held at Malcolm X College on October 16 and was attended by 391 job seekers. Their resumes, along with our existing source of resumes maintained in the HRRC system, help to support a diverse pool of candidates for future faculty employment considerations.

Also, a delegation of staff from the District which included the President of Daley College and the Vice Chancellor of Human Resources, attended the Hispanic Association of Colleges and Universities (HACU) annual conference in Anaheim, California. Because City Colleges is considered a leader among community college districts, our presence at the conference was viewed positively by attendees and coordinators. CCC is confident that our partnership with the organization will yield positive results.

Staff coordinated training sessions on October 28 for all college HR and Payroll Liaisons to view a demonstration of Employee Self Service features in the HR PeopleSoft system. Additionally, staff worked with OIT to develop new forms to support the new features.

The Staff Development Academy delivered two on-site Customer Service training programs at Olive-Harvey College for approximately 45 employees, including administrators and staff. Continuous improvement efforts in the payroll process area were supported by the facilitation of an electronic focus group with staff from the HR and Finance Departments. Future sessions are also planned for college payroll staff.

The medical Open Enrollment has been scheduled for November 17 through December 5. Employee information packets will be mailed the week of November 10. College meetings for the enrollment have been scheduled during this same period. A total of 2700 full and part-time eligible employees will be able to exercise their options regarding benefits at this time.

The Domestic Partner benefit implementation is planned for the beginning of January. The Office of Information Technology is presently programming the HR system to accommodate this new initiative. A communication regarding the initiative will be sent to all employees in December.

This concludes my report.