

BOARD COMMITTEE ON HUMAN RESOURCES SERVICES

September 28, 2004, 10:30 a.m.

SUMMARY

The meeting of the Board Committee on Human Resources was held on Tuesday, September 28, 2004. Committee Chair Rudy Mendez called the HR committee meeting to order at 11:39 a.m. The minutes of the September 7, 2004 meeting were approved. During the meeting it was reported:

Benefits Activity: We continue to remain vigilant with benefits vendors with respect to billing. We identified billing inaccuracies with Humana HMO and UnumProvident, our disability insurance provider, and have brought these matters to their attention for correction.

In May we created an automated Direct Billing System in anticipation of increased activity. Through the direct billing system we bill all benefit program participants whose income does not cover the cost of benefit coverage. To date, we have 123 subscribers and we currently collect over \$48,000 a month.

Blue Cross/Blue Shield has informed us that effective November 1, 2004 they will change prescription mail order providers from Walgreen's to PrimeMail. Letters went out to all plan participants explaining the change.

Contracts up for renewal by the end of the year are: CoreSource for dental coverage, BCBS for medical coverage, Humana Gold Plus for retirees' medical coverage and Ceridian for the flexible spending account. We are currently negotiating with these vendors.

Union Activity: Human Resources identified a total of 255 additional part-time faculty members who qualify for membership in the IEA-NEA union. This brings total IEA-NEA membership to 530.

Compensation Activity: There are six professional employees who obtained their Master's Degrees and who will receive a \$500 incentive added to base pay as per the Local 1600 Professional agreement.

Recruitment Activity: Since July 2004, 64% of our new hires have been in compliance with our diversity goals. An advertisement was placed for faculty positions in the Chicago Tribune and on-line in the Chronicle for Higher Education as we continue to search for the best and the brightest faculty.

This concludes my report.

**Summary
OF THE
BOARD COMMITTEE MEETING
ON
ACADEMIC AND STUDENT SERVICES**

Tuesday, September 28, 2004

The Board Committee on Academic and Student Services met on Tuesday, September 28, 2004 to hear staff reports.

Staff Reports:

FY 2004 Accomplishments and Goals for FY 2005: Associate Vice Chancellor Bill McMillan presented the City Colleges of Chicago (CCC) FY 2004 Accomplishments and Goals for FY 2005. An overview of Enrollment Trends, Award Trends, Baccalaureate/Transfer, Workforce Development, major training contracts sold and administered by the District Office, Adult Education, Student Services, Research and Evaluation, Financial challenges and the impact on CCC and new and ongoing initiatives. The statistics and trends in each of these areas were reviewed.

Workforce Preparation Academy Interim President Valerie Roberson and Executive Director Cynthia Barnes presented an overview of the Workforce Preparation Academy (WPA). WPA was developed to address high unemployment and industry critical skill shortage areas. WPA determines student eligibility and provides courses in Employment Readiness, Career Assessment and Exploration and a Workforce "Bridge" course.

WYCC Update WYCC's November's salute is on Senate President Emil Jones. On October 2nd, the station conducted a live voter registration drive at Olive Harvey College hosted by Cliff Kelley from WVON radio.

On October 22nd, WYCC will produce a conversation between Jesse Jackson and Louis Farakahn to be aired in primetime in November.

The station is working on details for 3.5 hours live Election Coverage on November 2nd with partners Northwestern University and Columbia College.

The station reported on a successful live broadcast at Kennedy King on September 14th promoting the college and its programs.

In partnership with the Field Museum, WYCC will be conducting a day-long membership marathon on Halloween featuring the series Secrets of the Dead.

Item 4B was put forward for board consideration. It is an agreement with US Digital Television who wish to lease 6 megabits of WYCC's digital signal in order to offer subscription programming service in Chicago.

Office of Development Update: Vice Chancellor Michael Mutz reported the data preparation and conversion for the Contributor Relations system is scheduled for completion in approximately one month. The Office of Development is working with four donors on programs to support student scholarships. These scholarships will support scholarships at the colleges.

DJL:jg

**SUMMARY OF THE MEETING OF
THE BOARD COMMITTEE ON FINANCE & ADMINISTRATIVE SERVICES**

September 28, 2004

In attendance:**Chairman**

James Tyree

Chancellor:

Wayne Watson

Board Members:

James Dyson

Terry Newman

Ralph Moore

Nancy Clawson

Rev. Albert Tyson

Rudy Mendez

Student Board Member:

Tonya Cody-Robinson

Assistant Board Secretary:

Regina Hawkins

Vice Chancellors:

Yolande Bourgeois

William Donahue

Abe Eshkenazi

Claudine Jones

Michael Mutz

Xiomara Metcalfe

Treasurer:

Dolores Javier

Presidents/Representatives:

John Wozniak, HW

Charles Guengerich, WR

Marguerite Boyd, TR

Zerrie Campbell, MX

Clyde El-Amin, KK

Sylvia Ramos, DA

District Office Staff:

Cynthia Armster

Jose Aybar

J. Randall Dempsey

Kevin Fair

Juliette Ferguson

Maggie Garcia

Janis Gertrude

James Gonsiorek

Shawn Koestering

Eugenia Krzyzanski

Diana Madrzyk

Bill McMillan

Maria Moore

Jennifer Seldon

Ruth Arias

Debra Terrell

Kathy Mazur

Steve Jenkins

Valerie Highsmith

Office of Finance Report

- The following resolution were presented for board approval:
 - 1D – Resolution: Investment Policies [Article 5 and Appendices 27 and 27]
- The following agreement were presented for board approval:
 - 4A – DOCUTECH MAINTENANCE– Wright College – \$30.720.00
- The following presentation were presented to the board by the Treasurer, Dolores Javier and Associate Chief Financial Officer, J. Randall Dempsey:
 - City Colleges of Chicago Budget FY 2005

Office of Information Technology

- The following update was provided on the PeopleSoft Student System:
 - The PeopleSoft System rollout one: system testing and end user training material on track. We have targeted end user training to start in November.
 - The library system celebrated it first anniversary at City Colleges. It is fully functional for Cataloging, Circulation, Serials, and web access to the public catalog. We are finalizing the on line database access. Feedback from the colleges is positive and the system in working well for their staff and students.
 - Library staff members were trained on ProQuest's Lion (literature on-line) database access and usage. These tools are available to all students for research and use for class assignments. This training was performed at each library with the goal of increasing usage and ensuring that support for students in using the tool was readily available. The response for the training was positive and we will be reviewing usage statistics over the next few months.

Office of Administrative Services

- The following purchase were presented for board approval:
 - 6A- Gas Utility Contract
- The following updates were presented to the board:
 - Kennedy-King Update: The Alderman signed off on the street vacations, and the transportation committee approved the vacations yesterday. It goes to full Council Wednesday. The release of the RFP for the re-bid of the project is anticipated by mid-October. We should see a draft within the next week.
 - South Shore Culinary: Construction is in process. The restrooms and stairwell are complete. The third floor classroom area is approximately 85% complete. We are approximately 75% complete in the 4th floor kitchens. We are on schedule. We anticipated being completed by Thanksgiving.