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SUMMARIZATION OF THE DECEMBER 6, 2005  
HUMAN RESOURCES SERVICES COMMITTEE MINUTES

**Benefits Activity**

In October, the overall decrease of 4.8% in benefits costs was offset by increases in vision and dental claims, administrative fees, and Humana HMO premiums.

To further improve efficiency, HR is using the PeopleSoft Direct Billing system for over 100 entries for health insurance. Delinquent payments are determined automatically through a query of the billing system.

For open enrollment in December, notification letters and e-mails were sent to 3,400 participants in mid-November. A separate mailing was sent to 1,600 retirees/surviving spouses. Copies of all materials were made available to Human Resources Administrator at each college on a disk.

Regarding the piloting of the CTA Card Plus Benefit Program conducted at Truman College, 28 employees have enrolled. This piloting program at this one location allows HR to work through all of the electronic and money transfer issues before introducing the program at our other sites.

The required Medicare Part D credible coverage notices were mailed to 950 retirees and Medicare eligible active employees. This program will entitle employers to a 28% subsidy on prescription drug costs for qualified Medical eligible employees.

**EEO Activity:**

Twenty employees and managers received sexual harassment training at Wright College in November. Completion of training for all colleges is anticipated by February 2006.

**Staffing Unit Activity:**

The Staffing Unit is working to improve efficiency and accuracy of data entry. All education credentials for non-faculty hires will be entered into PeopleSoft only after those credentials have been verified by our vendor, HireRight. Ron Antoine, HR Staffing Manager, has implemented an electronic auditing tool to ensure completion of all documents for the personnel records.

HR has identified 110 employees who will become IEA-NEA members in the spring term bringing the total membership to 700.

**Payroll Activity:**

In preparation of the issuance of W-2 forms in January, we are working with the HR Administrators at each college to collect changes of address for input them into the PeopleSoft system.

With the transition of Payroll into Human Resources, our office is redesigning business processes to eliminate paper timesheets and move toward an electronic time and attendance model.

**Other Business:**

In your packet is Resolution 2A for your approval modifying the pre-employment drug testing policy. HR is requesting that all applicants, full-time and part-time, cannot begin work until we have received the results of their pre-employment drug test.