

**SUMMARIZATION OF THE NOVEMBER 6, 2007  
HUMAN RESOURCES SERVICES COMMITTEE MINUTES**

**Benefits Activity**

Total benefits are down by 2.7% in comparison to September of last due to a decrease in PPO claims and associated administrative fees.

The Health Care Coalition selected Blue Cross Blue Shield as the PPO & HMO vendor for fiscal year 2008.

Because RDS (Retiree Drug Subsidy) underestimated the reimbursement due to CCC, we received a refund of over \$230,000 for Medicare Part D Prescription Drug subsidy payments.

For fiscal year 2007, CCC awarded 14 loans for first-time home buyers totaling \$42,000 as part of the Employer Assisted Housing Program. So far this fiscal year, 3 loans were awarded and 2 are pending.

**Payroll**

Due to an IRS audit, CCC issued 131 FICA refund checks to retirees amounting to \$217,000 for the years 2003 through 2006. FICA deductions in 2007 will be refunded via payroll this month.

HR has notified employees in the self-service pilot program that they will now have to go on-line and print their own advices. Advices will be available on-line for two years.

Payroll staff trained 40 managers, administrators, and support staff at Daley College in line with our initiative to ensure quality business processes.

**Staffing**

As of today, 52% of CCC employees have completed the State-required on-line Ethics Training.

**Recruitment**

The Recruitment Division has received 470 applications for Spring Semester faculty positions. All posted job descriptions contain the language that employees "must adhere to CCC Customer Service excellence standards" in keeping with the District's Service Excellence initiative.

**EEO**

The EEO office has conducted Title VII training for over 100 Adult Educators at Daley College, which brings the total to 800 employees for 2007 that have been trained on Title VII issues. The EEO office has filed the District's EEO report with the federal government as required.

**Compensation**

HR has identified and created job titles exclusive to students and have set standards by which they can be hired into these titles. This has eliminated confusion regarding the students' SURS status, union membership implications, and pay issues.

**Other Business**

HR staff has devoted 33 hours in fit gap sessions in October to determine how our existing People-Soft business practices coincide with the new 9.0 version. These sessions allow us to identify potential customizations and forces us to review/change our internal business practices as needed.

This concludes my report.