

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

Benefits Activity

For your consideration are Board Resolutions 4C and 4D to approve Fort Dearborn Life Insurance Company as the administrator and insurer for life and disability insurance programs for employees and retirees. The District will realize a guaranteed savings of \$330K for each of the next three years.

The Benefits Division works with the Retiree Drug Subsidy (RDS) federal program to receive a 28% reimbursement for the cost of prescription drugs. Benefits discovered a miscalculation which would have shorted City Colleges over \$245K.

Open enrollment was held in August for 140 eligible IEA-NEA members.

Payroll

The three pay periods in August totaled 13,500 payments, of which only 38 were off-cycle checks. The Payroll Unit shipped 186 boxes of ancient payroll files to Olive-Harvey College for storage.

State minimum wages were loaded and completed for all employees and Work Study Students, as well as increases and retro pay for IBEW employees.

EEO

The EEO Officer's Annual Report for FY 2007 is enclosed for your review. The EEO officer is responsible for the investigation of discrimination complaints filed by employees and students, conducts training in, and has oversight of the pre-employment drug testing and criminal background check.

There were 23 reportable complaints filed last year of which 48% were classified as gender discrimination – including sexual harassment.

Over 1,500 applicants and new hires were screened for background checks and over 1,600 were drug tested.

This concludes my report.