

**SUMMARIZATION OF THE APRIL 3, 2008
HUMAN RESOURCES SERVICES COMMITTEE MINUTES**

The Office of Human Resources is charged with three challenges: 1) Cost control of administrative expenses; 2) Attract, hire and retain the best workforce; & 3) Compliance with laws, policies and board rules.

Cost Controls

The February 2008 year-to-date benefits costs is up by 0.3% caused by expenses not billed in January but adjusted in the February billing by Blue Cross Blue Shield.

The benefits bills reflect continued savings in Life Insurance, Dental, and BCBS Administrative fees. However, these savings are offset by increases in HMO premiums and in PPO claims.

Workforce Development

Our EEO Officer Danielle Kerry participated as a panelist at the Academic Deans' meeting, as a subject matter expert on disciplinary process: to ensure the Deans are aware of and in compliance with the CBA requirements and CCC policies and practices. There were 35 Deans and Administrators in attendance.

The Truman and MX President Search Committees have met twice to create a work plan, review the resumes of all applicants, and finalize interview schedules. We received a total of 72 resumes of which the committees have selected 5 candidates to interview for Truman College and 4 for Malcolm X College.

The kick-off with the vendor and HR of the on-line New Employee Orientation has taken place – with projected completion by July.

HR has undergone an extensive review of all active job titles to ensure we are in compliance with federal labor laws with respect to jobs titles which are exempt or non-exempt from overtime. We will ensure that overtime is paid appropriately, PeopleSoft is updated, and a business process implemented so that this review is ongoing.

Compliance

On January 28, Section 585(a) of the National Defense Authorization Act amended the Family Medical Leave Act (FMLA) to provide eligible employees working for covered employers two important new leave rights related to military service. These changes were shared with all HR Administrators at the colleges and posters were provided.

All EEO complaints and grievances are current and responded to within required time lines.

Other Business

The CIP legislation sponsored by Senator Trotter is currently in second reading in the Senate Chamber. The City Colleges team of Joelle Isidore, Ralph Passarelli and I continue working with our coalition to ensure its passage. We are awaiting additional cost analysis from the State's Budget Office regarding revised program costs in light of plan design changes.

This concludes my report.