

BOARD COMMITTEE ON HUMAN RESOURCES SERVICES
Thursday, October 2, 2008, 10:30 a.m.

MINUTES

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Rev. Albert Tyson III
Shamil Clay

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Board Chair James Tyree called the Board Committee meeting on Human Resources to order at 10:20 a.m. During the meeting it was reported that:

Cost Controls

The Office of Human Resources is pleased to report that total benefits costs for the two months in this fiscal year increased by 4.2%. Benefits are costs we monitor closely. Last year we implemented every cost cutting strategy at our disposal without compromising program quality offered to employees and we will continue to do so this fiscal year.

To date, SURS has submitted 29 bills totaling over \$367,000 in potential liability. These bills pertain to retirees who received salary increases greater than 6% in the last four years prior to retirement. The Compensation Department continues to challenge these

claims and successfully avoided payment of over \$222,000 since July 2007. The balance of approximately \$135,000 is still under investigation and review by our office.

Workforce Development

All retro pays were processed for Locals 399 engineers, 1600 part-time professionals, and 1708 part-timers.

This month the EEO office conducted training of 115 faculty and administrators in Title VII and related issues at Harold Washington College.

Compliance

In accordance with the Local 1600 collective bargaining agreement, faculty can submit their retirement notification in advance in order to be paid a portion of their sick days while in active status. Faculty, Training Specialists and Professionals represented by Local 1600 must have at least 10 years of service with CCC and must be eligible to retire from SURS. Approximately 268 Salary Enhancement notices and applications were prepared by Human Resources to be distributed by each College HR Administrator to qualified employees. The initial deadline to submit retirement notification is October 15, 2008.

Currently, we are focusing energy and resources on implementing government requirements for all 403(b) programs. The federal government now requires the employer to take an active role in the administration of 403(b) plans effective January 1, 2009. When we first learned of the new administrative role of employers we began to take the necessary steps to implement a new program. We established an internal committee responsible for carefully screening three vendors who provide technical support to assist in the administration of 403(b) programs. The most advance technical support program offered was by AIG. But given the recent instability of this organization, we decided to continue the search for administrative technical provider assistance elsewhere.

Other Business

PeopleSoft update: While the upgrade was successful, we are now dealing with small issues that have arisen after going live. We are one of approximately 40 users in the entire country – 13 of which are institutions of higher education. We have been in contact with Indiana University and Williams College in Massachusetts who have also upgraded to PeopleSoft 9.0 to determine if our issues are unique.

Some issues we encountered are:

- Self-service paycheck issue is admittedly a PeopleSoft issue as we come to find out by speaking to our counterparts. This issue resulted in us having to partially disable this functionality to ensure employee confidentiality when viewing their paycheck. Employees can view their paychecks and

advices since we found a solution that works and we are testing a solution we want.

- Holiday time is not consistently being generated and paid across all employee groups. This will be fixed with the application of the maintenance pack provided by PeopleSoft. These maintenance packs are provided periodically throughout the year by the vendor to correct system imperfections. We are currently implementing maintenance pack #5 to ensure resolution before the next holiday.
- We have determined that A Time and Labor Administration functionality is not as efficient as we anticipated. Accordingly, we are reviewing the issue to determine if it is our business process or a systems issue. At this time we believe it to be a business process issue.

These issues are to be expected when you are on the leading edge of technology.