

BOARD COMMITTEE ON HUMAN RESOURCES SERVICES

Wednesday, September 3, 2008, 10:30 a.m.

MINUTES

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Ralph Moore
Terry Newman
Shamil Clay

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Committee Chair Gloria Castillo called the Board Committee meeting on Human Resources to order at 10:27 a.m. During the meeting it was reported that:

Cost Controls

Total benefits costs for the first month in the fiscal year increased by 9.5%. For the month of July we experienced increases in PPO claims and dental claims.

To date, SURS has submitted 29 bills totaling over \$343,000 in potential liability. The Compensation Department continues to challenge these claims and successfully avoided payments of over \$218,000 to date.

The District has received a follow-up notice of City Colleges' employee indebtedness to the city. Prior notice received May 27, 2008 had 605 employees owning approximately

\$233,000. The August 7 report indicated 329 employees, a substantial drop in the number of employees and a substantial drop in amount owed to the city. Our indebtedness is now \$130,000. Communications have been sent to all colleges to notify employees as our tracking and follow-up continues.

Workforce Development

Hiring and promotions of all staff for FY09 is down approximately 21% in comparison to the same time period last year.

Included in the revision of the Board Rules, the Office of Human Resources submitted revised language to the post employment drug and alcohol testing to allow the district more flexibility in requiring employees to submit to mandatory testing if the situation arises.

Human Resources, in conjunction with the Inspector General's Office, requested a clearer definition of "primary residence." Next month we will be asking the board to consider certain exemptions to the residency requirement.

In the fall of FY2008 we experienced a decrease of 18.4% in lectureship assignments. This trend has continued in this new semester where we have only increased marginally – 1.3% in lectureship assignments awarded. This reduction in lectureship assignments is attributed to the increase in faculty load to 15 hours vs 12 hours.

The Kathy Osterman winners were selected. We are pleased to report that Michael Davis, Harold Washington College physical science faculty member, won the Outstanding Educational Employee award. There were also two finalists – Victoria Walker from Malcolm X College as Outstanding Clerical Employee and Maria Gast from Truman College as Outstanding Executive Employee.

The EEO Officer trained approximately 95 employees which included faculty during Faculty Development Week at Harold Washington College and Olive-Harvey College. In addition, employees of the Washburne Culinary Institute and the engineers and custodial staff of Kennedy-King College also received training in Title VII issues.

Compliance

For this new academic year we have complied with a new IRS ruling which affected all faculty members wishing to spread their salaries over 12 months. All faculty members were required to submit a signed deferred pay form to HR Payroll before the first day of the fall school year per the IRS. Once on deferred pay, employees cannot change to 9 months of pay within the school year. The Payroll Department sent letters of notification and an application to all active faculty members mid-July and a second letter on the first of August to those who did not respond to the first communiqué. We received all but 20 responses from faculty members.