

**SUMMARIZATION OF THE FEBRUARY 7, 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 January 2008 year-to-date benefits costs is down by 1.5% reflecting a \$225,000 cost savings. Life insurance savings amounted to approximately \$23,000 due to a change in our service provider to Fort Dearborn Life. There will be no premium increases during the three-year life of the contract. Fort Dearborn Life paid \$390,000 in death claims this fiscal year, while City Colleges of Chicago paid \$190,000 in premiums.

Workforce Development

New hires/promotions for the Spring 2008 semester totaled 22 full-time faculty and 14 full-time non-faculty.

New Employee Orientation surveys indicate that over 50% of our employees learned about CCC jobs from the internet or from employees.

Resolution 1B: HR Management Partners reviewed the competitiveness of the NBF salary structure and recommend changes that will be implemented incrementally.

Compliance

Agreement 4H: Rogers Park Community Development Corporation will provide administrative support and housing counseling for employees eligible to participate in the Employer Assisted Housing Program. For FY 08, we have provided five loans to employees totaling \$15,000.

8,200 W2s for 2007 were processed, printed, and mailed to current and past employees on January 28 – ahead of the January 31 deadline.

All 941 & 941C quarterly taxes were submitted to General Accounting for approval. We anticipate a \$514,000 reimbursement from the IRS: \$309,000 to CCC and \$205,000 in refunds paid to retirees.

Over 400 names were submitted to the Office of the County Clerk to receive a Statement of Economic Interest form in the near future.

If an employee's earnings for any academic year used to determine their final rate of earnings exceeds the previous year's earnings by more than 6%, SURS will bill CCC for the present value of the increase in their benefits. To date, we received 9 bills totaling over \$62,000 in potential employer liability. To date, 3 are still being researched, 1 was voided by SURS, 1 was successfully challenged, and 4 have been submitted to SURS for further review.

The Compensation Unit submitted data to IPED (Integrated Post Secondary Education System) on January 18.

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

This concludes my report.