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TRUSTEES COMMUNITY COLLEGE DISTRICT NO. 508
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SUMMARIZATION OF THE JANUARY 16, 2008 HUMAN RESOURCES SERVICES COMMITTEE MINUTES

Benefits Activity:
The fiscal year-to-date benefits costs through December 2007 are lower in comparison to December 2006 by approximately $206,000 resulting in a decrease of 1.6%. Increases in HMO and dental claims were offset by decreases in PPO claims, PPO administrative costs, and the new Life Insurance rates that were purchased in October.

Open enrollment meetings were held at each college and at the District Office resulting in 460 changes in benefit coverage.

Payroll
One way to measure performance in the Payroll Department is the creation of off-cycle checks. In 2005, the first full year Payroll was under HR administration, 1,365 off-cycle checks were issued. With hiring more qualified people, training, and reviewing each error with field personnel, the number of off-cycle check has been dramatically reduced. In 2006 the number was reduced to 592 checks and in 2007 the number of off-cycle checks produced rose slightly to 614.

In December we completed the pilot program to discontinue the printing of 4,000 advices. In general, employees have accepted responsibility for printing their own advices. However, we are checking issues associated with instructors at off-site locations.

EEO
For calendar year 2007, Human Resources processed approximately 2,000 drug tests and over 2,000 background checks.

Other Business
PeopleSoft Update: We remain on target with the 9.0 upgrade plan.

This concludes my report.