

**SUMMARIZATION OF THE MARCH 6, 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 year-to-date benefits costs decreased by 1.5% for the fiscal year. Life insurance and participation in the City Agency Health Coalition contribute to the cost savings.

Unemployment Claims payouts have been reduced by 26.2% for FY 07, which translates into a \$175,000 savings.

Workforce Development

To date, the Employer Assisted Housing Program for FY 08 resulted in seven closings totaling \$21,000. The next Home Buyer workshop is scheduled for March 6 at Harold Washington College.

Human Resources continues to train field personnel in all aspects of HR business transactions. This month we addressed the hiring process at all seven colleges.

The EEO Officer conducted training for 72 employees at Olive-Harvey College on Title VII issues.

The presidential searches for Malcolm X and Truman Colleges have begun: positions posted online, search committees formed, and kickoff meeting scheduled for March 7.

Compliance

In working with Ethics Officer Bernetta Bush, we have reduced our non-compliance number from 2.4% for 2006 to 0.7% in 2007.

Off-cycle check payment errors rose to 1.09% for the month; the American Payroll Association industry standard is 0.9%. Payroll personnel were deployed to the colleges to resolve these issues.

This concludes my report.