

BOARD COMMITTEE ON HUMAN RESOURCES SERVICES
Tuesday, July 14, 2009, 11:00 a.m.

MINUTES

TRUSTEES

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Gloria Castillo
Nancy Clawson
Ralph Moore
Terry Newman
Rev. Albert Tyson III
Anthony Chungath

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Perry Buckley
Sonia Powell
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Audrey Butler
Kimberly Nishimoto
Jennifer Seldon
Helen Henry
Eugene Nichols
Shawn Koestering
Jane Barnes
Ralph Passarelli
Danielle Kerry
Kimberly Matthews
Juana Arauz
Aaron Allen
Eugenia Krzyzanski

Committee Chair Gloria Castillo called the Board Committee meeting on Human Resources to order at 11:09 a.m. During the meeting it was reported that:

Cost Controls

We ended the fiscal year with a 2.8% increase in benefits cost which represents an increase of \$705,000. The small growth percentage we experienced this fiscal year is attributed to several factors:

- A 2.5% decrease in PPO claims
- Our continued participation in the City Agency Health Coalition which substantially reduced administrative expenses for Blue Cross Blue Shield PPO and dental
- We negotiated holding administrative costs fixed with guaranteed rates over the life of the contract such as our vision, life insurance, dental, and PPO providers.
- We competitively bid Life Insurance and Accidental Death and Dismemberment insurance coverage which reduced premiums, and
- We experienced a 2.5% reduction in Blue Cross Blue Shield retiree membership

Continuing to be aggressive in our cost control efforts allows us to provide other benefits to our workforce such as the Employer Assisted Housing Program and Tuition Reimbursement.

Our Benefits Unit also accounts for COBRA subsidy that is currently allowed through the American Recovery and Reinvestment Act of 2009. There were 12 employees whose COBRA payments we are subsidizing at 65%. We expect to report this subsidy as a credit on our quarterly federal payroll tax return.

Compliance

Enclosed in the addendum folder you will find our annual EEO report pursuant to Article 2.8 of our Board Rules. This document was authored by our EEO Office Danielle Kerry. I have to give Danielle a full vote of confidence for a continued excellent job in providing professional services not only in grievance matters, EEO matters, training, managing drug testing and background checks, but also pulling together policies for the district. They are always well written, researched and well thought out. In addition, all Labor Relations matters were delegated to this office so we assist managers throughout the district on matters related to disciplinary actions. I want to thank Danielle Kerry and Aaron Allen, EEO Investigator, for their continued professional body of work on behalf of the district.

That said, there were 35 EEO complaints for FY 2009. In the previous year there were 52 which begs the question why did we go from 52 to 35? In 2008 we had an aggressive training program in which we trained over 1,000 managers and employees as well as students on their rights. With this training came an increased number of complaints. But bear in mind we also trained managers on how to better manage

issues related to discrimination and sexual harassment. In 2009 we trained over 550 employees. Of all the cases reviewed, 67% were not sustained meaning there was no evidence to sustain the accusation. Of the 8 cases that were sustained in FY 2009, 2 led to termination, 1 was a student expulsion, 2 suspensions, and 3 written warnings.

Workforce Development

Targeted Customer Service training was provided to all HR personnel both at the district office and the colleges. This seminar reinforced the expectation of providing excellent customer service to all our constituents both internal and external. A total of 24 human resources employees attended the training.

Given the State economic climate, we drafted a letter that the colleges and district office distributed to employees whose positions may be affected by grants that will **not** be renewed due to funding issues. Approximately 1,050 letters were distributed to potentially affected employees. We continue to monitor Springfield activities so that we can appropriately respond to changes in the workforce.

The upgraded version of PeopleSoft HR system we now have, gives us the ability to capture data with respect to a category of associates called "Persons of Interest" by PeopleSoft. These 'persons of interest' may be volunteers, or working with City Colleges but paid by a third party such an instructor or contractor who do not appear on our books.

Tracking persons of interest has never been done before. We have embarked on this project to ensure we have full disclosure of those coming into contact with our students, Child Development Centers, and potentially sensitive information. We want to ensure background checks and drug testing screening occurs for all persons of interest. We have targeted 8/31/09 as the completion date of this project.

Our Compensation and Classification Unit has been busy preparing over 2,600 compensation rate changes for union employees that were effective July 1, 2009.