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APPROVED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
DECEMBER 3, 2009

BOARD COMMITTEE ON HUMAN RESOURCES SERVICES
Monday, November 2, 2009, 11:00 a.m.

MINUTES

Chairman James Tyree stated that the Human Resources committee report will be placed on file. Listed below was the report to be given by Human Resources.

Cost Controls

As of September 2009, the YTD benefits costs increase is 6.2% in comparison to the same time period last year. This increase represents only 3 months of experience.

In the final cost reconciliation for Medicare Part D, City Colleges received an additional subsidy payment of over \$10,000 bringing the total subsidy amount for FY '08 to over \$460,000.

In your purple folder you will find a report showing tuition reimbursement expenditures by college and district office for Administrators/Non-Bargained For employees, Local 1708, and Local 1600. Total expenditures amounted to approximately \$39,000 for this fiscal year.

Federal, Illinois, Wisconsin and South Carolina 941 Quarterly Taxes have been filed prior to the deadline.

Senate Bill 49 or the SURS 6% rule, became law on July 31, 2006. Over the past three years, the District has been able obtain exemptions from paying bills, received from SURS because the earnings in excess of 6% were paid based in part on a collective bargaining agreement signed prior to June 1, 2005. At this time, the majority of our collective bargaining agreements have been re-negotiated and signed subsequent to 2005, therefore, earnings paid in excess of 6% based on a current collective bargaining agreement will not be excluded.

Workforce Development

We continue our aggressive training initiative in response to the needs of the organization. Thirty-six managers and supervisors from Truman College attended the Lawful Interviewing and Disciplinary Process presented by our EEO office. We want to ensure that those who are responsible for managing others adhere to proper disciplinary process and documentation. In addition, 7 Administrators from Truman were also offered Hearing Officer Training. Our goal is to train all personnel involved in serving as hearing officers.

All the College HR Administrators attended a query training session which we requested OIT to provide. The session introduced the group to query and how to run reports. Additional training will follow. The importance of this training is to empower our College HR Administrators to be able to analyze HR trends at their colleges.

Ethics Training was opened to all active employees October 12 and ending Nov 13th. As of October 29th, 50.2% of our employees have completed the on-line training.

The Recruiting Department held its CCC Faculty Career Fair at Arturo Velazquez Tech Center on October 8th. We had approximately 224 attendees. Advertising for the event was done electronically through CCC website and Career Builder and the Red Eye. It should be noted that 70% of the attendees learned of our event through the websites. Only 7% learned it from the print media. Of the attendees,

60% had Masters Degrees, 16% had PhDs. Of the all the registrants, 65% were currently employed and 35% were unemployed.

With the introduction of On-line Employee Orientation, which we consider high-tech, we added a high-touch by having an Employee Reception that was attended by 44 new employees. The Chancellor spoke and answered questions for over an hour. The population of employees in attendance was a mix of faculty and non-faculty. New employees had an opportunity to network and meet other CCC staff and administrators.

The Presidential Search Committees for Daley and Kennedy-King Colleges are well underway. The positions were advertised, the Committees have already identified candidates to interview and the interviews have been scheduled. We hope to be able to forward finalists to the Chancellor to interview this month.

Compliance

The EEO office has finalized the Registered Sex Offender Policy covering employees. This policy will be presented to the board for approval as part of the Board Rules.

In addition, pursuant to Public Act 96-574, posters were sent to the colleges regarding student sexual harassment issues. The new Act requires that postings are placed in common student areas. As an extra measure, effective Nov 21, students who register on-line will have to acknowledge the sexual harassment notification. Thank you OIT for you help in this.

EEO Policy revision was made to include “genetic information” as a protected category, in compliance with the Genetic Information Non-discrimination Act which is now federal law.