

BOARD COMMITTEE ON HUMAN RESOURCES SERVICES
Thursday, February 5, 2009, 11:00 a.m.

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Committee Chair Gloria Castillo called the Board Committee meeting on Human Resources to order at 11:04 a.m. During the meeting it was reported that:

Cost Controls

The year-to-date benefits costs increased only .3% through December 2008. We continue to be guardedly optimistic that we will show a single digit increase by the end of the fiscal year.

Workforce Development

On January 28 over 8,000 W2s were mailed to current and former employees ahead of the January 31 deadline. Sometimes I am asked why W2s are not mailed immediately after December 31. It is our goal to get W2 information to our employees as early as

possible. Each year we improve our mail time as we refine our process, but items that impact our mail time are:

- Tax updates received from Oracle have to be tested
- Imputed income processing must be run for all employee groups
- All adjustments and year-end off-cycle payroll processing must be completed
- W2s are then audited, printed, sent to a vendor for folding, stuffing & mailing

All year-end Federal and State taxes were completed prior to January 31.

We have implemented NEO on-line. As a result of our high tech orientation program, we decided to have receptions for our new faculty hires. This January we held our first reception for 27 new faculty members. The new faculty members were addressed by the Chancellor, Union President Perry Buckley, and Michael Mutz, Vice Chancellor-Development, who encouraged employees to give to the City Colleges foundation. One of the issues raised by faculty members was a concern that in this market they are unable to sell their homes and only have 12 months to move into the city.

Our Recruitment Division represented City Colleges at the City of Chicago Job Fair held at the Cultural Center for displaced management level employees.

Compliance

We continue working on compliance issues with respect to new 403(b) regulations including revising our tax shelter annuity link on the CCC website to include 403(b) plan meaningful notice, contact list for our eight authorized plan vendors and the revised Salary Reduction Agreement forms.

We submitted to the Cook County Clerk, David Orr, a list of 411 eligible active employees. That office will mail the annual statement of Economic Interest to employees and the trustees.