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**APPROVED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
APRIL 15, 2010**

**Office of Human Resources Board Report
Thursday, March 4, 2010, 9:30 a.m.**

Minutes

Cost Controls

The January year-to-date Benefits increase remains in the single digit at 5.4% compared to the same period last year.

At the January board meeting I did not have the opportunity to wave the \$43,000 check we received for the Employer Assisted Housing Program. This program generates tax credits but since we do not pay state taxes, we are able to sell these credits on the secondary market at 50% of its value. The \$43,000 represents tax credits for FY 2006 through 2008 that were sold. There were 29 closings for that time period amounting to \$87,000 but with this reimbursement our program only cost \$44,000.

Workforce Development

The implementation of a new Performance Management Program is progressing. The new evaluation system will apply to all Non-Bargained-For (NBF) employees. To date, all the Presidents have been privately briefed to ensure all their concerns are addressed. In addition, all administrators were introduced to the evaluation system during the district-wide Administrators meeting. Now our work begins creating job standards for all the NBF employee population.

In concert with our mission to develop and train our workforce and to be proactive against lost prevention, Risk Management has met with all the Executive Business Directors to discuss issues related to Vehicle Maintenance as well as Swimming Pool Safety. Each Director was given a Pool Safety DVD to share with appropriate personnel at the Colleges.

Risk Management has also provided training to all participants involved in the travel abroad program to ensure the safety and well-being of participants.

The EEO Officer conducted training for approximately 68 employees of WYCC, WKCC, and Distance Learning Center at Kennedy-King College covering the handling of Title VII issues.

On February 25, City Colleges of Chicago along with representatives from Daley and Wright Colleges were represented at the Illinois Institute of Technology job fair. Our focus was to find full-time math and biology, and part-time computer information instructors for fall 2010 semester. From the pool of interested candidates, two strong candidates have been identified for vacancies. The others were eligible to be placed in our candidate pool.

We are pleased to announce a new benefits program for our employees. Announcements for the Voluntary Long Term Disability (LTD) plan have been sent to full-time employees. Our intention is to roll out the new LTD plan effective 4/1/10. Open enrollment for the plan will take place this month.

- The LTD plan is part of a consortium of 16 Illinois community colleges which allows us to get excellent rates for our employees.
- This plan coordinates benefits with the SURS disability plan:
 - a) You must be a SURS participant for 2 years before you qualify for disability (except for an accidental injury). This plan will cover you at 65% of salary during this non-qualifying period.
 - b) If you qualify for SURS disability, you are entitled to 50% of your income. This plan will supplement your disability income with another 15%.

Compliance

Just a brief reminder that May 1 is the deadline for submitting your Statement of Economic Interest to the Cook County Clerk, Department of Ethics.

THIS REPORT IS DEFERRED FROM THE MARCH 4, 2010 MEETING TO THE APRIL 15, 2010 MEETING.