

**Board Committee on Human Resources
December 3, 2009**

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

Cost Controls

As of October 2009 health benefits costs have increased to 8.5% in comparison to the same time period last year. This increase represents only four months of experience.

In other related benefits activity, we are working with the City Agency Health Coalition to evaluate the results of the prescription drug RFP that was issued. To date, four bidders have submitted responses: Walgreens, Caremark, MedCo and Save-Rx. Respondents to the RFP have been invited to give presentations mid-December. The prescription drug program has the potential of resulting in extensive savings for City Colleges. We anticipate selecting a vendor in January 2010. The Board Union Insurance Committee members made up of Local 1600 and Local 1708 were invited to review the RFPs as well.

Workforce Development

We kicked off our annual benefits open enrollment on Nov 30. The open enrollment period will close Dec 11th. We sent letters to eligible employees and retirees as well as used email as another means of notification. During the open enrollment, representatives from BCBS, CompBenefits our dental carrier, Rogers Park for the Employer Housing Assistance Program and Lambert Risk Management for the Auto/Home Reimbursement Program will be available at each college during this period to address employees' questions.

We held our Third Annual Banking Services Expo at each campus and District Office. The goal is to provide employees the ability to shop for banking services conveniently. There were 12 banks that participated. We collected a \$100 fee for each vendor participant. The \$1200 collected was targeted for the Chancellor's Fund for Excellence Scholarship.

The president search committee for Daley College chaired by President Clyde El-Amin is concluded. Candidates were referred to the Chancellor for interviews. The Kennedy-King search committee chaired by President Ghingo Brooks will hold its final meeting on December 4, 2009.

Required Ethics Training was opened to all active employees October 12 and ended Nov 13. The chart in your file details the participation results. In summery, there was 97% completion rate. Those who did not comply will be subject to disciplinary action. The EEO officer has taken the initiative to prepare template disciplinary letters for the colleges to issue to those who did not comply.

The CCC Alert which is our Emergency Notification System is our attempt to update emergency contact information through PeopleSoft self-service. We provided a report in your folder showing the results of obtaining emergency information as well as the promotional flyer used to communicate this initiative. More work has to be done to bring this task to completion. Currently we are working with all the HR Administrators to continue pursuing the conclusion of this project.

On Nov 23 we posted the Chancellor position on City Colleges' website and in Inside Higher Education, Chronicle for Higher Education, Hispanic Outlook in Higher Education, Journal of Blacks in Higher Education and Career Builder. The posting closes December 11.

We attended the 'Advance for Nurse' Career Fair and we were issued a disk with over 100 resumes. We shared this information with all the Directors of Nursing. Of those that visited our booth we did recruit one strong candidate who is being interviewed for Olive-Harvey College.

We are projecting our unemployment cost to go up. There are three factors contributing to the projected increase: 1) Former employees are on the unemployment role longer 2) The cost of unemployment payouts have increased 3) The number of employees collection unemployment insurance has increased. We are projecting YTD cost of \$1.5M, compared to our previous year budget of \$600K. These projects can be found graphically represented in your folder.

Compliance

Pursuant to the ratification of the new IEA-NEA bargaining agreement, the Office of HR worked closely with OIT to automate a process to calculate and pay retro-activity to all IEA-NEA members assigned to work effective the beginning of the Fall 2009 semester. Approximately 681 members received retro pay Nov 20, 2009. The new business process introduced efficiency in that colleges were not required to submit revised lectureship assignment forms. A chart depicting the IEA-NEA population at City Colleges is provided in your folder.