

31238

**APPROVED – BOARD OF TRUSTEES COMMUNITY COLLEGE DISTRICT
NO. 508**

DECEMBER 1, 2011

Executive Committee November 3, 2011

Prepared by
Department of Human Resources
& Staff Development



CITY COLLEGES
of CHICAGO
Education that Works

Executive Summary

- Update on Time and Attendance
- Overview of Benefits and Strategy
- Update on Performance Evaluations
- Staff On-boarding Needs

Time and Attendance

- Current state
 - Manual and paper-based process
 - Inefficiencies in payroll processing
 - Lack of consistent procedures
 - Timing of payroll
- Plan of Action
 - Internal audit review of controls
 - Implement a workflow based, electronic time and attendance system
 - Issued RFP
 - Nine vendors responded
 - December board approval

Employee Population Enrolled in Benefits

Category	Description	Number of Employees
Administrators	Middle and Upper Management, non-union	273
Non-Bargained For (NBF)	Non-management, non-union, confidential employees	98
Local 1600 Faculty	Full-time Instructional Staff for general education courses and Librarians	560
Local 1600 Training Specialists	Full-time Instructional Staff for vocational programs, e.g., Culinary Arts, Cosmetology	17
Local 1708 – Unit I and Unit II	Clerical Support staff Unit I – Fund I Unit II – Grant Funded	402
Local 1220	Operational staff at WYCC	15
Local 73	Janitorial Staff	171
Local 399	Building Engineers	68
Local 7	Building Fireman	1

Current Benefit Offerings

Benefit	Term	FY2011 Actual	FY 2012 Budget	Participants (Full-Time)
BlueCross/BlueShield PPO	1/1/2012 – 12/31/2012*	\$12,155,107	\$11,227,382	Administrators, 1600, 1708, NBF
BlueCross/BlueShield HMO	1/1/2012 – 12/31/2012*	\$9,985,234	\$11,605,985	Administrators, 1600, 1708, NBF
CVS/Caremark (Rx)	1/1/2011 – 12/31/2013	\$1,982,357	\$4,376,490	Administrators, 1600, 1708, NBF
CompBenefits Dental	1/1/2008 – 12/31/2012	\$1,550,441	\$1,937,790	Administrators, 1600, 1708, NBF
Vision Service Plan	1/1/2009 – 6/30/2013	\$275,000	\$359,010	Administrators, 1600, 1708, NBF
Sun Life Insurance	10/1/2010 – 9/30/2013	\$528,833	\$525,000	Administrators, 1600, 1708, NBF

Optional Benefit Offerings

Benefit	Details	Participants (Full-Time)
Optional Life and Voluntary AD&D	Coverage amount up to 5x annual salary not to exceed \$750,000.	Administrators, 1600, 1708, NBF
Voluntary Long Term Disability	Benefit amount equal to 65% of monthly salary not to exceed \$8,000.	All Full-time Employees
Flexible Spending Account	Healthcare maximum \$2,500 Dependent care maximum \$5,000	Administrators, 1600, 1708, NBF
Travelers Homeowners Insurance	\$100 reimbursement	Administrators, 1600, 1708, NBF
Travelers Auto Insurance	\$200 reimbursement	Administrators, 1600, 1708, NBF
403(b) and 457(b)*	Retirement Savings Plans	Administrators, 1600, 1708, NBF
Tuition Reimbursement	Maximum reimbursement of <ul style="list-style-type: none"> • \$4,000 for graduate level courses • \$2,000 for undergraduate level courses 	Administrators, NBF

Benefit Plan Restructuring

- In alignment with the marketplace and to promote employee ownership the following changes will only affect 20% of the insurable population
 - Increase in:
 - Co-Pay for Office & Emergency Room Visit
 - Deductible
 - Out-of-Pocket Maximum
 - Preventative health services covered at 100%
 - No co-insurance
 - No co-pay
 - No deductible
- HMO Medical Plan Changes Resulted in Overall Increase of 10% vs. 16%
 - Network Change to Blue Advantage
 - Maintain HMO Illinois network for small population
- PPO Medical Plan Changes resulted in premium decrease of 7%
- Employee contribution remains constant

Benefit Plan of Action

- Conduct Dependent Eligibility Audit to decrease costs
- Implement Wellness Program to reduce medical costs
- Obtain Stop Loss Insurance to limit financial exposure
- Changes to Executive Medical Reimbursement Plan
- Review Plan offerings under 403(b) and 457(b)

Performance Management & Professional Development

Current State:

- Minimal to zero performance evaluations conducted inconsistently over past 2 years
- Lack of performance evaluations inclusive of accountability and measurements
- Inconsistent job titles/descriptions within District and colleges
- Non-automated platform for tracking and reporting of reviews
- Deficient and inconsistent professional development programs offered
- No clearly defined career paths
- No personnel devoted to performance evaluations or professional development

Performance Management & Professional Development

Future State:

- Clear job mobility patterns established for all jobs based on core competencies
- A performance evaluation system tied to measurements and accountability for entire staff engagement
- Staff dedicated to ongoing professional development offerings
- Complete analysis of all positions with link to core competencies
- On-line automated database of job descriptions
- Annually scheduled performance evaluations
- Institutional commitment to nurture staff

Performance Management & Professional Development

Action Plan:

- Implement automated tracking system
 - February Board approval
 - Finalizing ratings system, outcomes and verbiage
 - Working with Academic Affairs on professional development
 - Develop training plan

- Working to fill Staff Development positions

- Developing implementation plan inclusive of pilot program
 - Senior Staff
 - Department heads
 - Faculty

Employee On-Boarding

➤ Policies and Training

- Employee Manual
- Drug Free Workplace
- Employee Reimbursement Policy
- Ethics Policy
- Responsible Computer Use
- Collective Bargaining Agreements
- Board Rules
- Equal Employment Opportunity Policy
- Sexual Harassment
- Reasonable Accommodations
- Pre-Disciplinary Process
- Disciplinary Actions and Documentation
- Terminations
- Lawful Interviewing

➤ Orientation

- Currently designed to introduce new employee to City Colleges
- Informs new employee of policies and procedures and benefit offerings

➤ On-Boarding

- Need formal orientation for all new hires
- Need consistent training tailored to individual job functions
- Work with various department to develop comprehensive training plan

Questions or Comments?