

**31160**  
**APPROVED – BOARD OF TRUSTEES COMMUNITY**  
**COLLEGE DISTRICT NO. 508**  
**OCTOBER 6, 2011**

**Office of Human Resources Report**  
**September Board Meeting**  
**Thursday, September 1, 2011**

Our annual ethics training begins September 12, 2011 and continues through October 14th. This is an interactive on-line training which is required of all employees. With the completion of this training, we expect employees to have a full understanding of what is required of them under our Ethics Policy.

With the completion of faculty hiring for the Fall session, our focus now turns to the processes and procedures that are contained in Human Resources. A task force has been created for each of the areas currently under review. We will start with a review of the hiring process, the on-boarding and off-boarding process and also focus on internal HR processes.

A task force has also been developed to review data collection and data submission to SURS. This will ensure proper reporting of data which may ultimately impact employees' retirement.

We are currently reviewing pricing for the renewal of our HMO healthcare coverage and are undergoing a comprehensive review of our medical plans. We anticipate making some changes to ensure we are in alignment with the market and further ensure that we are able to offer a competitive benefits package.

In working with an executive search firm, our search for the President of Kennedy-King College continues. We have received and vetted a total of 46 candidates to date. We have identified a total of nine (9) candidates which we anticipate interviewing. The Presidential Advisory Search Committee will once again interview and recommend candidates for the Chancellor and Chairman to interview. We expect to complete the process and have a candidate in place shortly.