

MAY 13, 2004

26142

BOARD COMMITTEE ON HUMAN RESOURCES SERVICES

May 11, 2004, 10:30 a.m.

SUMMARY

The meeting of the Board Committee on Human Resources was held on Tuesday, May 11, 2004. Board Chair James Tyree called the HR committee meeting to order at 10:38 a.m. The minutes of the March 30, 2004 meeting were approved. During the meeting it was reported that:

- Finalized the IEA-NEA membership list and ensured that all PeopleSoft records were updated. Conducted research and worked with OIT and Payroll to award retroactive pay to part-time lecturers in the IEA-NEA bargaining unit. Open Enrollment for IEA-NEA bargaining members will be conducted during the last two weeks of May.
- Conducted New Employee Orientation for 12 non-faculty employees.
- Delivered training on Human Resources Resume Center at Olive-Harvey College.
- Updated CCC's Employee Diversity Report for Spring 2004.
- Purged 11 employees from the Employee Indebtedness list.
- Processed approximately 1100 personnel transactions for processing.
- Delivered Payroll Process Training Program to Kennedy-King College.
- Transferred all Level Two grievance hearings from Law Department to Human Resources.
- Met to negotiate renewal of Humana HMO and VSP (Vision Service Plan) with these two companies.
- Researching cost and capabilities of scanner for electronic HR applications.
- Updated employment page on CCC website: adding College Advisor position and full and part-time faculty vacancies for Fall 2004.
- Completed the analysis of retiree benefits costs; worked closely with SURS to correct data.