



# Peralta Community College District

## Meeting Minutes

<b>DATE OF MEETING</b>	09/09/2010
<b>TIME</b>	10:00 A.M
<b>PLACE</b>	I.T Conference Room
<b>ATTENDEES</b>	David Betts, Ruby Andrews, Julie Huang, Denise Fontenot, Isabel Cabrera, Teofila Castro, Michelle Lenh, Minh Lam and Raghuvir Goradia.

**Agenda:**

<b>DISCUSSION</b>	01. Long Term disability Status  - Updated all on the status of LTD Implementation.
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<b>CONCLUSIONS</b>	01. David will complete CONF and PFTF by today. 02. Job Code will updated later for CONF and PFTF is completed. 03. After Job Code, Job Data will be updated for respective employees with an Effective date 09/01/2010 row.
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<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>
01. Conf and PFTF Table updates – David completed (09/10/10); 02. Job Code and Job Data updates (Job Code – updates completed – 09/10/10)	01. David 02. Raghuvir	01. 09/09/10 02. 09/13/10

<b>DISCUSSION</b>	02. New enrollment Rates – Medical/Dental Insurance
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<b>CONCLUSIONS</b>	Tables will be updated by the end of Business tomorrow – Jennifer.
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<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>
Review with Jennifer before Paysheets are created	Raghuvir	09/13/2010

<b>DISCUSSION</b>	03. Define new report for Medical enrollment for all employees (Active + Retirees)
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	I.T will design and write an new program to get the data as expected by Benefits after recent projects are completed.
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<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>
New Program to be designed	Jennifer/Raghuvir	N/A

<b>DISCUSSION</b>	04. Demo of T&L Update and PAF update	
<b>CONCLUSIONS</b>	01. Minh updated that he will provide the Contact at Oracle to Bob (HR) so he can coordinate the event. 02. Minh requested for more inputs on PAF Forms and any documents previously designed or expected. He also requested the Vendor contacts. (information was requested from HR)	
<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>
Time and Labor Demo - Contact Person at Oracle ( Bob will co-ordinate with HR/Benefits/Payroll/I.T and Finance to be at the demo so they can understand the impacts of Time and Labor )	Minh will give to Bob (HR)	
PAF forms		
<b>DISCUSSION</b>	05. Adjunct leave update	
<b>CONCLUSIONS</b>	I.T will update everyone and have HR review before pay sheets are created.	
<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>
I.T will update all adjunct leave(s) on Leave Accrual table	Minh/Raghuvir	09/15/2010
<b>DISCUSSION</b>	06. Brief overview on other projects was provided. – a. Workers Compensation, Other Post employment Benefits. b. Fringe Benefits. c. New Hire - Two new tax benefits are now available to employers hiring workers who were previously unemployed or only working part time. These provisions are part of the Hiring Incentives to Restore Employment (HIRE) Act enacted into law today. (IR-2010-33, March 18, 2010) d. We need to co-ordinate the event of any changes between Benefits groups which may result due to change in pay groups. For ex: Faculty who may become Administrator and vice-versa.	
<b>CONCLUSION</b>	We will discuss more on point's c, d mentioned on discussion point 06 and other issues we encounter during the month in next Monthly Meeting.	
<b>MISC. ITEMS</b>	<b>RESPONSIBILITY</b>	
Messages will be drafted by Benefits to printed on Paystubs this month	Jennifer/Raghuvir	
<b>SPECIAL NOTES</b>	Previous Meetings Status on respective points: -	
	Please use Footprint to log any issues.	