

Dallas County Community College District
Benefits Coordinators Work Group

CHARTER
Effective Spring 2009

CONTEXT

As a workgroup to the Human Resources Director's Council, the Benefits Coordinators group meets regularly for the purpose of discussion of benefits-related issues, services and processes. They play an active role in the monitoring, communicating and recommendations regarding DCCCD benefits offered to employees.

PURPOSE The Benefits Coordinators work group is designed to provide an opportunity for location benefits coordinators and others to meet on a regular basis to address current employee benefits issues and needs, to forecast for future benefits needs and make recommendations forward to the HR Director's Council for processes, policies and procedures to support current and future DCCCD programs and benefits initiatives. Their primary objectives include:

- The sharing of information related to benefits and benefit providers (current and/or future) from a local, state, and federal perspective.
- The communication of changes in rules and/or guidelines that may impact employees and their benefits, including the recommendation/creation of new policy and/or revisions to current policy.
- The promotion and/or recommendation of new benefits/programs and guidelines for implementation.

The Benefits Coordinators work group is sponsored by the Human Resources Director's Council for the purposes of:

- The sharing of information related to benefits and benefit providers (current and/or future) from a local, state, and federal perspective.
- The communication of changes in rules and/or guidelines that may impact employees and their benefits, including the recommendation/creation of new policy and/or revisions to current policy.
- The promotion and/or recommendation of new benefits/programs and guidelines for implementation.

BOUNDARIES

Federal, State and Local Agencies, Benefit Providers, DCCCD policy and procedures, location infrastructure are all key elements.

CONSTRAINTS

Federal, State and Local Agencies, Benefit Providers, DCCCD policy and procedures, location infrastructure are all key elements.

TYPE OF ORGANIZATION:

The Benefits Coordinators Group is a Work Group, sponsored by the Human Resources Director's Council.

WORK GROUP MEMBERS:

FUNCTIONAL ROLE	NAME * DENOTES LEADERSHIP ROLE (I.E. CHAIR, CO-CHAIR, ETC.)	TITLE	HOME LOCATION
Chair	Cynthia Brown	Assoc. Dist. Dir., Human Resources, Compensation/Benefits	District Office
Member	Bobby Hayes	Human Resources Specialist II	North Lake
Member	Bylvia Holloway	Human Resources Specialist	Mt. View
Member	Carla Peacock	Assist. Director, Human Resources II	Brookhaven
Member	Teri Alexander	Benefits Accountant	District Service Center
Member	Dawne McKinley	Human Resources Specialist III	Eastfield
Member	Ann Plappert	District Payroll Manager	District Service Center
Member	Debra Lockhart	Assistant Director, Human Resources	Richland
Member	Kristal Lindsey	Assistant Director, Human Resources	District Service Center
Member	Miriam Medel	Human Resources Assistant	Cedar Valley
Member	Misti Liles	Human Resources Specialist	District Office
Member	Rachel Wossum	Human Resources Specialist	El Centro
Member	Rosalind Gipson	Human Resources Specialist	District Office
Member	Vickie Montgomery	College Director, Human Resources	LeCroy
Member	George Lawson	Manager, Compensation and Benefits	District Office

ORGANIZATION RESOURCES: Other resources to the Benefits Council may include, representatives from District Information Technology—Jamie Templeton and Thomas Thomas, representatives from the HR Council. Resources such as District Legal, Business Affairs, Organizational Development and Risk Management also contribute as needed.

MEETING SCHEDULE and LOCATION: The Benefits Coordinators meet on the 2nd Thursday of each month.

**BENEFITS COORDINATORS
MEETING CALENDAR
2009/2010**

MEETING DATE	LOCATION	TIME
April 9 th	BJP	9 a.m.
May 14 th	TBA	9 a.m.
June 11 th	TBA	9 a.m.
July 9 th	TBA	9 a.m.
August 13 th	TBA	9 a.m.
Sept. 10 th	TBA	9 a.m.
October 8	TBA	9 a.m.
November 12	TBA	9 a.m.
December 10	TBA	9 a.m.
January 14	TBA	9 a.m.
February 11	TBA	9 a.m.
March 11	TBA	9 a.m.
April 8	TBA	9 a.m.
May 13	TBA	9 a.m.
June 10	TBA	9 a.m.
July 8	TBA	9 a.m.
August 12	TBA	9 a.m.

ORGANIZATION SPONSOR: The Benefits Coordinators Group is a Work Group, sponsored by the Human Resources Director’s Council.

DATE FOR REVIEW/RECONFIRMATION: August 2010 and all even years following.

APPROVED BY CHANCELLOR’S STAFF ON 08/03/09.

Signed by the Sponsor or Sponsor’s Representative

Date