



HRS PLANNING COUNCIL MINUTES

October 3, 2006

The meeting of the Human Resource Services Planning Council was held on Tuesday, October 3, 2006, in room SU-18. The meeting was called to order by John Tortarolo at 4:00 p.m.

Roll Call

Members Present: Ernie Carson, Molly Faulkner, Jo Anne Giese, Shawna Hearn, Lynne Henson, Nancy Horio, Kelley Hudson-Maclsaac, John Tortarolo,

Members Absent: Kathleen Clay-Morrison, Brandon Whearty

Guests: Kelly Falcone, Patti Waterman

I. Minutes

The minutes from the September 19, 2006 meeting were reviewed and approved, with correction.

II. Old Business

A. Human Resources Organizations (Mandated Cost Position)

Shawna Hearn reported that she has been in contact with other community college Human Resource Department inquiring about analyst positions. She indicated that through her research she has found that the majority of colleges do have analyst positions. John Tortarolo asked when she would be able to present to HRSPC a report of her findings. Shawna Hearn indicated that she would be out of town for the HRSPC meeting on October 17 and would give her formal report at the meeting on November 7.

B. General Purpose Allocation

John Tortarolo announced that the College received \$5 million in one-time-funds. All funds were allocated except for \$1.7 million.

a) Class Study

John Tortarolo indicated that it would be prudent to recommend to allocating \$200,000 to a comprehensive class study. Lynne Henson asked for clarification of what consisted of conducting the class study. John Tortarolo indicated that a class study consist of

- Review of position descriptions
- Internally aligning each position
- Determine if duties and skills are equitable
- Establish benchmarks
- Align positions.

He indicated that a study has not been conducted at the college since 1996 and that study only included the classified employees. John Tortarolo indicated that the Class

Study should be considered a one time cost, but that the cost of implementing study recommendation's is a substantial on-going cost.

b) Faculty Salary Survey

John Tortarolo reported that the faculty salary survey and analysis for the full-time faculty would gather data from the fifteen Gooder Colleges and for the part-time faculty data would be gathered from the six (6) local area colleges.

c) Ergonomic Chairs (Reorder Agenda)

Kelley Hudson-Maclsaac indicated that her area is responsible for workstation evaluations. She requested that the one-time funds could be used to replace many outdated chairs across the campus. She distributed a proposal for ergonomic chairs requesting \$15,000 in one-time funds for faculty and staff needing proper chairs. John Tortarolo suggested that since many chairs across campus need to be replaced that the request be increased to \$20,000.

(MSC) to send forward to SPC the request for one-time funds and the distribution of the funds to include:

- \$200,000 Class Study
- \$ 30,000 Faculty Salary Survey & Analysis
- \$ 20,000 Ergonomic Chair
- \$ 8,000 Fitness Assessment for PE 47 (Team Life Committee)

C. Model EEO Plan (Board Presentation)

John Tortarolo informed the committee that Human Resources would print for each HRSPC member a copy of the EEO Plan. He indicated that this Plan will need to be changed to fit the needs of Palomar.

John Tortarolo reported to the committee that he and Shawna Hearn attended the Equal Employment Diversity and Equity Consortium, Model Equal Employment Opportunity Plan and Guidelines for California Community College Workshop. The workshop presented and discussed the EEO Plan.

At the meeting attends voiced their concerns with the Plan, which included lack of local data, the Graduate Assumption Program of Loans for Education (GAPLE) plan and the way the college would need to report on disabled faculty. Currently the Plan does not consist of local data, only State data. Palomar will need to come up with a way to pull local data without holes. One source that could be used is SANDAG data warehouse. John Tortarolo indicated that the GAPLE is a plan that student are encouraged to complete their graduate education and serve as faculty at an accredited California college or university. The concern is that this program and may not be funded in the future yet colleges are encouraged to promote GAPLE. John Tortarolo stated that there are two definitions when it comes to disabilities. The first is that seen by the EEO definition and the second is that at the State level.

John Tortarolo informed the committee that the next step will be to bring back all the pieces of the plan to determine what section to being with.

D. Team Life Committee Presentation

John Tortarolo indicated that the request for the equipment would be forward on to SPC for one-time funds.

III. New Business

- A. Ergonomic Chairs (combined with II. B. General Purpose Allocation)

IV. Information Items

- A. Administrative Systems Project

John Tortarolo informed the committee that the Administrative Systems Projects will be rewriting the STRS reporting program.

- B. Benefits Cost Increase

John Tortarolo informed the committee that the College will see an increase of approximately 23% for PPO's, vision by 8%, and dental by 16%. He further informed the committee that each of the providers would attend the Benefits meetings informing the committee of why the rates are going and what other customers are doing to minimize these costs.

V. Other

- A. Strategic Plan 2009

John Tortarolo indicated that he would have the pages that pertained to Human Resources sent to each member.

- B. 75/25 Funds

John Tortarolo indicated that the 75/25 funds will be discussed at the next meeting.

VI. Adjournment

The meeting was adjourned at 4:56 p.m.