



## HRS PLANNING COUNCIL MINUTES

*February 7, 2006*

The meeting of the Human Resource Services Planning Council was held on Tuesday, February 7, 2006, in room SU-18. The meeting was called to order by John Tortarolo at 3:30 p.m.

### **Roll Call**

Members Present: Ernie Carson, Jo Anne Giese, Suzanna Grenz, Shawna Hearn, Nancy Horio, Kelley Hudson-Maclsaac, Wendy Metzger, John Tortarolo

Members Absent: Molly Faulkner, Tawn Gregg

Guest: Becky McCluskey

### **I. Minutes**

The minutes from the December 13, 2005 meeting were reviewed and approved.

### **II. Old Business**

None

### **III. New Business**

#### **A. Catastrophic Leave Bank Crossover**

The committee identified several issues and concerns involved with the potential consolidation or combining of leave banks that are currently separate for Faculty, Classified, CAST and Administrative Association employees. These issues and concerns included equity of leave distribution, potential conflict between groups over leave allocation, and significantly different monetary value of leaves contributed. It was also noted that, for CCE and PFF, leave banks are the subject of collective bargaining. The Council's consensus was to recommend to SPC that the current leave bank system remain unchanged.

#### **B. Maximum Vacation Accrual Notification**

It was noted that the sole method of notification of employee vacation balances and achievement of the maximum vacation accrual is the employee paycheck remittance advice. Employees (and their supervisors) are not informed when they are approaching maximum accrual amounts, and without this information, vacation use planning is difficult. Concern was also expressed that vacation accrual caps may not be uniformly applied and/or monitored for all vacation-eligible employees. It was also noted that vacation accrual level reports which were requested had been deferred pending availability of programming resources.

It was moved, seconded, and approved that the Council forward the following recommendation to SPC:

*“The District should develop reports that provide administration and employees with vacation balances and maximum vacation accrual information, and that these reports should receive high priority for allocation of resources due to the current potential impact of inaccurate vacation balance information on employees and operations.”*

C. Classified Evaluation Process

Nancy Horio provided an update on the detailed evaluation process that was developed and adopted by the Council in 2003. Staff members have designed PeopleSoft reports and data downloads to accommodate the adopted process insofar as system data can support it. It is anticipated that the latest PeopleSoft process will be completed soon, at which time Nancy will bring back a comparison of the features of the new process versus the 2003 adopted process for the Council's review and action.

**IV. Other Discussion**

A. ASG Representation Issue

John Tortarolo reported that Neill Kovrig, the current ASG President, had inquired as to the reasons why there is no student representative on the Council. John volunteered to research the situation and report back to the Council, as well as meet with Mr. Kovrig on this issue.

**V. Adjournment**

The meeting was adjourned at 4:05 p.m.