



## HRS PLANNING COUNCIL MINUTES

March 7, 2006

The meeting of the Human Resource Services Planning Council was held on Tuesday, March 7, 2006, in room SU-18. The meeting was called to order by John Tortarolo at 4:00 p.m.

### **Roll Call**

Members Present: Molly Faulkner, Jo Anne Giese, Shawna Hearn, Nancy Horio, Kelley Hudson-Maclsaac, Tawn Gregg, Wendy Metzger, John Tortarolo

Members Absent: Ernie Carson, Suzanna Grenz

### **I. Minutes**

The minutes from the February 21, 2006 meeting were reviewed and approved.

### **II. Old Business**

#### **A. Maximum Vacation Accrual Notification**

John Tortarolo briefed the Council on the presentation of their recommendation to the Strategic Planning Council (SPC) regarding maximum vacation accrual notification. He also discussed the work in progress by Information Services and Payroll to accomplish this notification.

### **III. New Business**

#### **A. Staffing Model and Requirements**

John Tortarolo discussed the staff losses in Human Resource Services over the past few years. The Council was asked for input on a process of addressing the current need for adequate staff to perform Human Resource Services' mission. The Council recommended that our organizational chart be brought to the next meeting to initiate the discussion of staffing. The use of Institutional Review was discussed as a means of identifying and obtaining SPC approval for filling mission-critical positions. Use of *Gooder Colleges* comparison data was also discussed, as well as the perception of staffing levels by the College community.

### **IV. Adjournment**

The meeting was adjourned at 4:30 p.m.