



HRS PLANNING COUNCIL MINUTES

September 19, 2006

The meeting of the Human Resource Services Planning Council was held on Tuesday, September 19, 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 May 2, 2006 meeting were reviewed and approved.

II. Reorder Agenda

A. (MSC) to reorder agenda and move Team Life presentation to item II b.

III. Old Business

A. Human Resources Organizations (Mandated Cost Position)

John Tortarolo reported that the Human Resources staff has been reduced over the years and the department needs assistance with negotiations and class studies which are analysis duties. The mandated costs which are reimbursable by the State are available to be used. There is a lag between reporting funds and reimbursement by the State. Within the next few months the review of the department needs can determine the use of these funds. Other duty reallocation will be necessary to minimize the need for additional staff.

IV. New Business

A. Team Life Presentation

The governance structure was provided for the Team Life Committee. Jo Anne Giese presented a PE 47 class for faculty and staff. Faculty and staff that join the class can be tested on Micro Fit Assessment Equipment at no charge. A request to purchase the Micro Fit Assessment Equipment, which administers a variety of health tests, was submitted for approval. The cost of the equipment is \$12,706. \$5,000 has been previously committed to this project, and an additional \$7,706 will be needed to purchase the equipment. \$300/ per year will be needed the maintenance agreement. Team Life members went to Scripps to view the equipment. Kelly Falcone described the testing indicating that only one person is needed to run the machine and provide

computerized printouts. Kelly also indicated that the equipment has at least a 15 years life span if properly maintained. She also indicated that the equipment is used by the military. Patti Waterman supporting having her students that are PE majors trained on the equipment so they can administer the tests.

Other College wide activities that will be sponsored by the Team Life Committee to promote the health of faculty and staff during the fall semester will include a treasure hunt and a turkey trot.

B. General Purpose Funds

The district has available \$5 million in one time funds which the majority of the funds have been designated for specific purposes. There is \$1.75 million that will be available for general purpose use and to be divided among the four divisions. John Tortarolo proposed that Human Resource SPC recommend funding to support a classification study for the Classified, CAST, and Administration Association as well as a Faculty Salary Survey. An allocation of \$8,000 was also proposed to support Team Life's purchase of the Micro Fit Assessment Equipment noted in the Team Life proposal.

Jo Anne Giese asked what the timeline for funds distribution would be. John Tortarolo indicated that the one-time funding should be spent within the current fiscal year, but because the classification studies would take some time the studies may need to be designated projects to insure continued funding after the one time funds have been distributed.

V. Other

A. Strategic Plan 2009

John Tortarolo discussed what HRSPC's involvement would be. He discussed that the State Chancellors office has issued a new model EEO Plan. The model EEO plan will involve the EEO Advisory Committee, the Faculty Senate, HRSPC, and SPC. John will be talking to the Senate about the plan and seeking their input. One of the goals will be to increase the number of diverse faculty. Funds may be required to implement the plan. The link for the EEO plan will be sent to the committee members via email. John reiterated that the plan is a model and as we implement the plan will need to take into consideration the Palomar's uniqueness.

VI. Adjournment

The meeting was adjourned at 4:50 p.m.