



## HRS PLANNING COUNCIL *Minutes*

*April 1, 2008*

The meeting of the Human Resource Services Planning Council was held on Tuesday, April 1, 2008, in room A-1C. The meeting was called to order by John Tortarolo at 4:06 p.m.

### **Roll Call**

Members Present: Debbie Allen, Shawna Hearn, Kelley Hudson-MacIsaac, Craig Thompson, John Tortarolo, Chris Wick

Members Absent: Sue Norton

Recorder: Shawna Hearn

#### I. Approval of Minutes from March 4, 2008

It was moved and seconded that the minutes from the March 18, 2008 meeting be approved with minor changes.

#### II. 2007-2008 Projects

- Redesign of Position Announcements

Laura Gropen gave a presentation on employment branding. The need for a consistent message in our employment materials to attract diverse, highly qualified candidates was discussed. Current position announcements and the HR website do not convey a clear image of the District. They are traditionally formatted and information-dense, and do not effectively communicate Palomar's culture and attraction to applicants. Changing these materials will be a long-term and constantly-changing process.

- EEO Plan (First Reading)

The draft of the EEO plan that was handed out at the March 18<sup>th</sup> meeting was discussed. The plan is specifically designed for Palomar and modifies the model that the Chancellor's Office gave to community college districts. A first reading was held. The committee was requested to review the plan and make recommendations for any changes. A second reading will be conducted at the April 15<sup>th</sup> meeting and any changes or corrections will be discussed at that time. Once the plan is approved by HRSPC it will go to SPC as an information item.

The plan may be taken to the Governing Board for approval without the applicant availability data, and then updated when the data is provided by the Chancellor's Office.

- Staff Development and Training Proposal and Rubric (Second Reading)

The committee conducted the second reading of the grant proposal and rubric. Kelley Hudson-MacIsaac made a motion to approve and Shawna Hearn seconded. The motion was approved. The item will be taken to SPC as an information item. The SD&TC will inform constituent groups of the grant opportunity in the coming months.

### III. Standing Reports

#### SPC

A joint SPC/Budget Committee meeting will be held on April 15, 2008 to discuss 2007-2008 and 2008-2009 budget matters. It is uncertain at this time as to the College receiving COLA for next year. The holiday calendar was approved.

### IV. Other

Institutional review will be discussed at the next meeting. Debbie Allen will discuss further research she has completed on the Gooder Colleges.

### V. Adjournment

The meeting was adjourned at 5:04 p.m.