



HRS PLANNING COUNCIL Minutes

October 21, 2008

The meeting of the Human Resource Services Planning Council was held on Tuesday, October 21, 2008, in room AA-109. The meeting was called to order by John Tortarolo at 4:10 p.m.

Roll Call

Members Present: Debbie Allen, Dan Finkenthal, Shawna Hearn, Kelley Hudson-MacIsaac; Sue Norton, John Tortarolo

Members Absent: Peggy Richardson, Lisa Romain

Recorder: Shawna Hearn

I. Approval of Minutes from October 7, 2008

It was moved and seconded that the minutes from the October 7, 2008 meeting be approved. Since Dan Finkenthal was unable to attend this meeting, he requested copies of the handouts that Michelle Barton provided.

II. 2008-2009 Projects

- *Position Announcement Redesign:*

Shawna Hearn presented a mockup of the new position announcement brochure for classified positions to the council. The intent of the redesign is to use the brochure as a marketing tool to attract candidates and increase diversity of applicant pools, highlight Palomar College's culture and what makes the College unique, and present positions to potential candidates in a format that is more interesting and easier to read. John Tortarolo requested that Shawna bring a prototype of a brochure for faculty positions to the next meeting on Tuesday, November 4. John also mentioned that in order to begin using the brochure, HRS would need to obtain permission to use the graphics and likenesses of District employees. Dan Finkenthal suggested that as part of the announcement redesign, the council discuss changing the District's logo. John suggested that since changing the logo would be a District-wide decision, the recommendation could be forwarded to SPC as part of a discussion of "branding" the District's image and culture for the public.

- *Equal Employment Opportunity Plan:*

John discussed the status of the District's EEO Plan with the council. HRS has finished drafting all of the required sections of the District's EEO Plan except for those requiring availability data of potential candidates, and this draft was forwarded to HRSPC and the EEO Advisory Committee for readings during the spring semester. UCLA's report on the data sets was recently submitted to the System Office for review and the identified data sets were deemed inappropriate by the Chief Human Resources Officers of many districts. At the upcoming Association of Chief Human Resource Officers conference, attendees will discuss the EEO Model Plan requirements and Title 5 regulations are

appropriate for regulating availability data and analysis. Pending changes to Title 5 and a decision about the use of availability data by the System Office, the District will publish the completed sections of the EEO Plan. After the System Office creates appropriate data sets, the District will draft and implement the remaining sections of the Plan.

- *Institutional Review and Planning:*

John notified the council that the data needed to complete the HRS department's Institutional Review report has been compiled, including appropriate survey items from the District's Accreditation Employee Survey, and an initial draft of the report has been prepared. The draft of the report will first be shared with HRS staff and will then be forwarded to HRSPC for review.

III. Standing Reports

- *Team Life:*

Shawna mentioned that Team Life would be hosting two events for employees in October.

- *SPC:*

John discussed some of the agenda items at the SPC meeting on Tuesday, October 21. The state budget passed with a 0.68% COLA, and currently, the state budget is under by \$1 billion; by the end of the year, the shortfall could be between \$3 and \$7 billion. The System Office has mentioned the possibility of mid-year budget cut and is considering holding the 2008-09 full-time faculty obligation at the 2007-08 level. Consequently, the District has opted to suspend the 10 faculty positions approved by IPC this month until more is known about the future state budget situation; however, the transitioning of an ROP faculty in the Upholstery program will be forwarded to the Governing Board in November for approval.

- *Other:*

John mentioned that the standing reports of other committees that report to HRSPC will be presented at future meetings based on availability of information.

IV. Adjournment

The meeting was adjourned at 5:00 p.m.