



HRS PLANNING COUNCIL *Minutes*

December 2, 2008

The meeting of the Human Resource Services Planning Council was held on Tuesday, December 2, 2008 in room LL-112. The meeting was called to order by John Tortarolo at 4:05 p.m.

Roll Call

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

Members Absent: Peggy Richardson

Recorder: Shawna Hearn

I. Approval of Minutes from November 4, 2008

It was moved and seconded that the minutes from the November 4, 2008 meeting be approved.

II. 2008-2009 Projects

- *Position Announcement Redesign:*

Shawna Hearn distributed a draft of new position announcement brochure for faculty positions. The committee reviewed the draft and made some suggestions for ways in which the brochure might be improved. John Tortarolo indicated that the other visual media used for recruiting, including the HRS website and employment ads, should also be reviewed for potential improvements consistent with “branding” the District’s image. He requested that the committee begin by reviewing the HRS website, and asked all members to prepare to discuss their comments and suggestions at the first meeting of the Spring 2009 semester. Debbie Allen suggested asking someone outside of the District with expert web development knowledge for recommendations.

- *Equal Employment Opportunity Plan:*

John discussed the status of the District’s EEO Plan with the council. The System Office may be considering asking districts to use the candidate availability data developed by UCLA for classified employees and part-time faculty. Due to the potential issues with the data, the District is considering developing a survey to distribute to recently-hired faculty and staff that asks questions about their experience as applicants as a way to determine the appropriateness of the District’s recruiting practices. The survey would be legally defensible and relevant to Palomar, and could be “piloted” through the Community College League of California for possible use by other districts. The Faculty Senate will be consulted regarding the survey. Once developed, the survey will be brought to HRSPC and SPC. Once complete, the survey will be forwarded to SPC and the Governing Board for approval. The committee discussed the need to select an appropriate cohort to complete the survey based on the District’s history and expert advice. Dan Finkenthal mentioned that the hiring practices at

Palomar changed in 2002 due to the System Office's response to Prop. 209 and suggested using that timeframe as a guideline in the selection of appropriate recent hires.

- *Institutional Review and Planning:*

John distributed the HRS Department's draft of its Institutional Review report to the committee for review and feedback. John pointed some of the highlights of the report, including analyzing HRS' current staffing levels against those of community colleges and considering future growth at Palomar to determine future staffing needs; EEO data collection; the need for backup of crucial department data and files; and cross-training and written procedures for all HRS staff. Shawna is working on writing an analysis of the recruiting statistics. Sue Norton and Dan Finkenthal asked questions about page 2 of the report, which offers a comparison of FTES and the staffing levels in human resources departments of the Gooder Colleges. Sue asked why the FTES for Palomar were listed as going down because they have risen, and Dan was concerned about the reported number of FTES per faculty member due to the goal of achieving the 75/25 full-time to part-time faculty ratio. Debbie said that the data was derived from the OCB database and she will review the data again and request additional information from Michelle Barton.

III. Standing Reports

- *Staff Development and Training Committee:*

John said that the committee received approximately \$350,000 in grant requests. The committee is in the process of reviewing the requests and is hopeful that awards will be issued soon.

IV. Adjournment

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