



HRS PLANNING COUNCIL Minutes

February 3, 2009

The meeting of the Human Resource Services Planning Council was held on Tuesday, February 3, 2009 in room LL-112. The meeting was called to order by John Tortarolo at 4:03 p.m.

Roll Call

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

Members Absent: Dan Finkenthal

Recorder: Shawna Hearn

I. Approval of Minutes from December 2, 2008

It was moved and seconded that the minutes from the December 2, 2008 meeting be approved.

II. 2008-2009 Projects

- *Equal Employment Opportunity Plan:*

John Tortarolo provided an overview on the status of the EEO Plan to the council. The System Office held a teleconference recently for all of the CHROs to discuss the applicant availability data developed by UCLA. The data on potential full-time and part-time faculty candidates has been deemed unusable, and the feasibility of using the data on potential classified candidates is still under discussion. UCLA is continuing to work on the data for classified candidates.

Due to the lack of faculty availability data, Karen Robinson has been drafting a survey for Palomar College faculty that will help determine methodology for identifying and attracting future faculty candidates. SDICCA and CCLC have expressed potential interest in piloting the survey.

- *Institutional Review:*

The council reviewed and discussed the latest draft of HRS' Institutional Review and Planning report. Debbie Allen and Karen Robinson are working on updating the Gooder College comparison data on HR staffing levels. Budget data is currently unavailable and therefore not included, but may be introduced in another planning cycle. Once finalized, the document will be forwarded to SPC for review and then implemented by the HRS department. HRS staff have already begun some of the projects indicated in the report, including cross-training.

- *Redesign of Position Announcements/Employment Marketing:*

The council discussed future improvements to the HRS website to enhance the District's potential for attracting job applicants. John requested that the council review the HRS website and be prepared to discuss their comments and suggestions at the March meeting. Shawna Hearn distributed screenshots of some pages of the current website for the council to review. Lisa Romain suggested enlisting the faculty, deans, and vice presidents for their ideas about web outreach to candidates.

III. Standing Reports

- *Staff Development and Training Committee:*

John reported that all of the grant funds have been awarded for approximately 37 grants developed by faculty and staff. A report will be given at a future Governing Board meeting on the status progress of the grants.

- *SPC/Budget:*

John updated the council on budget information discussed at SPC. No COLAs will be awarded for FY 2008-2009 or 2009-2010; the District will likely receive growth; and there will be no cuts to apportionment. If growth is received, the District's reserve will remain in place. The furlough recently imposed on state employees does not include staff at the System Office.

IV. Adjournment

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