



## HRS PLANNING COUNCIL Minutes

March 3, 2009

The meeting of the Human Resource Services Planning Council was held on Tuesday, March 3, 2009 in room LL-112. The meeting was called to order by John Tortarolo at 4:15 p.m.

### Roll Call

Members Present: Dan Finkenthal, Shawna Hearn, Zeb Navarro, Sue Norton, John Tortarolo

Members Absent: Debbie Allen, Kelley Hudson-MacIsaac, Lisa Romain

Recorder: Shawna Hearn

#### I. Approval of Minutes from February 3, 2009

It was moved and seconded that the minutes from the February 3, 2009 meeting be approved.

#### II. Other

- *Planning Agenda Items:*

The council discussed the planning agenda items listed in the 2009 accreditation self-study report. Planning agenda 7 recommends that the District develop formalized staffing plans, and the council needs clarification as to which types of positions will be affected by this recommendation. John Tortarolo asked the council to research staffing models within other colleges, organizations, and industries to generate ideas for plans that could be developed for Palomar's staffing needs, and to bring these findings to the next meeting. John will contact members of ACHRO for ideas, and Dan Finkenthal will review staffing of science department at other colleges.

- *Service Pins/Employee Recognition Programs:*

The council discussed the District's service pin program, which is currently the primary means of recognizing employees' years of service. The program costs \$6,000-\$9,000 per year. John requested that the council identify other types of awards to commemorate service, as employees might prefer to be recognized in different ways. Dan suggested conducting an employee survey to find out what opinions employees have about the service pin program and to learn if there are alternate preferences that the council could explore.

#### III. Standing Reports

- *SPC/Budget:*

John updated the council on budget information discussed at SPC. All planning councils have been asked to brainstorm ways to save costs during the budget crisis. John asked that the council come up with ideas, which could be discussed during

meetings or emailed to the entire committee, and these ideas would be forwarded to SPC for consideration.

#### IV. 2008-2009 Projects

- *EEO Plan:*

John briefly reported on recent developments regarding the candidate availability data developed by UCLA. The CHROs and System Office have nullified the faculty data. On March 25, 2009, a teleconference with all CHROs will be held to discuss the classified data.

- *Redesign of Position Announcements:*

The council discussed the HRS department's website and ways in which it might be improved to be more attractive to potential candidates. Zeb Navarro said that he had reviewed both Palomar's HRS website and those of some outside organizations. He thinks that the information and organization of the website is good; however, he has noticed that industry HRS websites are usually more people-friendly. The council discussed some items that could be included in the future redesign of the website to make it more attractive to candidates, including more information about the community and college, as well as student clubs and campus activities. Laura Gropen will be contacted to discuss how to put these ideas into practice.

- *Institutional Review:*

John mentioned that the latest draft of HRS' Institutional Review and Planning report was sent to Michelle Barton for review and recommendations. HRS will be giving out point of service surveys to various groups it serves, such as those who receive assistance at the HRS front desk and employment applicants, to determine the level of service currently being provided and to identify potential areas of improvement.

#### V. Adjournment

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