



## HRS PLANNING COUNCIL Minutes

April 7, 2009

The meeting of the Human Resource Services Planning Council was held on Tuesday, April 7, 2009 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, Zeb Navarro, Sue Norton, John Tortarolo

Members Absent: Kelley Hudson-MacIsaac; Lisa Romain

Recorder: Shawna Hearn

#### I. Approval of Minutes from March 17, 2009

It was moved and seconded that the minutes from the March 17, 2009 meeting be approved.

#### II. 2008-2009 Projects

- *EEO Plan:*

John Tortarolo reported that the System Office and CHROs officially rejected all of UCLA's proposed candidate availability data for faculty and classified positions. The System Office has recommended a rewrite of Title 5 and has assembled a committee of CHROs; John will be serving on the committee, which will begin meeting on June 30, 2009.

- *Accreditation:*

John notified the council that the tentative recommendations cited by the visiting team during the exit report have been assigned to specific writing teams. The Standard III-A (Human Resources) writing team is preparing responses to the faculty/staff diversity and performance evaluations recommendations; the College believes that the visiting team may have misinterpreted the evidence provided for these portions of the self-study. All of the planning councils are responsible for tying their individual program review and planning procedures more closely to the Strategic Plan and budgeting in response to the recommendations regarding planning and resource allocation. John is currently working with Monika Brannick and Brent Gowen towards a new process for faculty evaluations of administrators in response to the corresponding recommendation. At future HRSPC meetings, John will report further on the progress of the response to the visiting team's report.

#### III. Standing Reports

- *Strategic Planning Council/Budget:*

John updated the council on potential cost-saving ideas discussed at SPC. The suggestions were somewhat well-received as some items may be contrary to various regulations, including Title 5 and Ed. Code. SPC discussed some items that could be implemented fairly quickly, including installing motion-detector lights throughout the campus and eliminating the grace period for parking tickets at the beginning of each semester.

- *EEO Advisory Committee:*

John reported the following items to the committee:

- John reminded the council that the EEO Advisory Committee's annual Unity in Diversity event will be held on Thursday, April 30, and encouraged all council members to attend.
- Due to the rejection of the candidate availability data, the current version EEO Plan will be sent forward to the Governing Board for approval.
- HRS staff will be meeting with Monika Brannick and Brent Gowen to discuss administering a survey to faculty to assess their experiences with the District's hiring process.

- *Team Life:*

Shawna Hearn reported that Team Life will be issuing a funding request for FY 2009-2010 at a future HRSPC meeting. She mentioned that Team Life will hold a spring walking event for faculty and staff at noon on Thursday, April 16, and encouraged council members to participate.

#### IV. Other

- *Renovation of HRS Offices for ADA Compliance:*

John provided a handout to the council outlining a proposal to renovate the HRS offices to ensure ADA accommodations for disabled employees and job applicants. One of the accreditation team members commented on the lack of space for disabled candidates during the site visit. The current layout of the main HRS office in A-1 is inadequate for those who use wheelchairs, and there is no workstation for disabled individuals to use when completing paperwork. Additionally, the renovation will allow Employment Services staff to move to the office in A-1, which will provide easier, faster access of candidates to Employment Services, and additional space for the anticipated increase in department staff as the District expands. The expected cost for the renovations is \$15,000 and will be paid for with existing restricted funds awarded by the System Office for ADA compliance and recruiting.

- *April 21, 2009 Meeting:*

John requested that the council be prepared to discuss staffing plans for the District. He recently asked other CHROs for their ideas and received no response.

#### V. Adjournment

The meeting was adjourned at 4:40 p.m.