



HRS PLANNING COUNCIL MINUTES

October 19, 2010

The meeting of the Human Resource Services Planning Council was held on Tuesday, October 19, 2010 in room LL-112. John Tortarolo called the meeting to order at 4:08 pm upon establishment of a quorum.

Roll Call

Members Present: Sandra Andre, Molly Faulkner, Shawna Hearn, Kimberly Word

Members Absent: Lisa Hornsby, Anna Morrison, Daniel Sourbeer

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the October 5, 2010 meeting were approved as amended (MSC: Hearn/Faulkner). The minutes will be posted on the Palomar webpage as follows:

<http://www.palomar.edu/strategicplanning/hrspc>

II. 2010-11 Projects

- **Redesign of Position Announcements:**

Shawna will bring examples of the new position announcements to the next meeting.

- **Accreditation Recommendations**

John distributed the following handouts:

- Palomar College Planning Agendas – Accreditation Self-Study 2009
- ACCJC Recommendation – June 30, 2010 for the Follow-Up Report in March 2011
- ACCJC Recommendations from Follow-Up Report 2010 to be addressed and to reflect implementation and evaluation in Follow-Up Report 2011
- ACCJC Recommendations – June 30, 2010 for the Midterm Report in March 2012
- Palomar College Strategic Plan 2013

- **Staffing Plan**

Shawna gave a PowerPoint presentation on the trainings that she is currently providing to the Planning Councils regarding developing staffing recommendations to integrate with the Staffing Plan. She distributed handouts of the slides and will email them to the HRSPC members as well. The Staffing Plan ties to Strategic Plan 2013 under **Goal 4: Recruit, hire, and support diverse faculty and staff to meet the needs of students** and specifically relates to Objectives 4.2 and 4.3.

- Objective 4.1: Complete an EEO plan
- Objective 4.2: Develop a staffing plan that identifies minimum and optimum staffing levels throughout the district.
- Objective 4.3: Evaluate the extent to which staffing plans and decisions reflect the needs expressed in the Council and College-wide priorities.

Key points in the overview of the Staffing Plan are:

- Minimum & Optimum Staffing Level: How Many?
- Prioritization: In What Order, When, and Why?
- Planning Council and Data Driven: Effectiveness & Efficiency
- Linked to and Informed by Relevant Plans & Processes
- Rolling 6-Year Plan (Budget Year + 5 Future Years); Annual Update

Staff planning packets given to the five (5) Planning Councils include:

- Org Chart Template
- Budgeted & Actual Positions
- Growth & Attrition Rates
- Prioritization Form Template
- Prioritizations Worksheet for Vacant and Proposed Positions

The focus for staffing recommendations is on the division level. Staffing recommendations are determined by the Planning Councils so that recommendations are in alignment with each division's staffing needs; also, ensuring that the process is tied to shared governance due to the Planning Council's involvement. Faculty positions are included in the total minimum and optimum headcount for the appropriate divisions; however, due to the established faculty prioritization process, vacant faculty positions will not be included as a part of the prioritization/new position component. Once the Planning Councils have completed the org chart, prioritization form (indicating priority factors for position ranking) and prioritization worksheet, their recommendations will be integrated into the Staffing Plan for SPC review. This process is ongoing and will be updated annually.

The timeline for the Staffing Plan is:

- Train Councils and Initiate Council Recommendation Process (10/10)
- Complete Plan Document (12/10)
- Integrate Council Recommendations into Plan Document (2/11)
- Review with SPC (3/11)
- Implement (4/11)

Questions were raised as to what the District's incentive is to go beyond the minimum staffing level and what criteria will be used in determining vacant positions. The minimum staffing level is the current employee headcount. The number of budgeted positions includes both current employee headcount plus the number of vacant budgeted positions for the current fiscal year. Fiscal Services maintains information about vacant positions in the budget for the current fiscal year. All vacancies created since the 2008 hiring freeze will be considered. The Planning Councils will determine whether additional positions are needed based on planning assumptions to identify optimum staffing levels. Once the Staffing Plan is implemented, the Planning Councils' recommendations will be used as a guideline to determine hiring within the individual divisions. An update on the progress of the Staffing Plan will be provided in early November.

A question was asked about the priority factors that will be used for HR's staffing recommendations. Proposed priority factors will be brought to the next HRSPC meeting.

III. Standing Reports

- ***Benefits Committee***

An update will be provided at the next meeting.

IV. Adjournment

The meeting was adjourned at 5:08 pm.