



HRS PLANNING COUNCIL MINUTES

November 16, 2010

The meeting of the Human Resource Services Planning Council was held on Tuesday, November 16, 2010 in room LL-112. John Tortarolo called the meeting to order at 4:02 pm upon establishment of a quorum.

Roll Call

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

Members Absent: Lisa Hornsby, Daniel Sourbeer

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the November 2, 2010 meeting were approved as amended (MSC: Andre/Faulkner). The minutes will be posted on the Palomar webpage as follows:

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

II. 2010-11 Projects

• Strategic Plan Development:

At the November 23rd meeting, the SPC will start looking at the Planning Councils' documents for funding of the Strategic Plan. The implementation of PeopleAdmin is linked to the EEO Plan as it provides applicant tracking, capturing and maintaining EEO status for each applicant for each position. Currently this data is gathered manually at the end of each fiscal year. The new software will allow us to have the data at any point in time. Additionally, the new software will maintain the tracking of all classified employee evaluations which links to the Accreditation Self Study for all non-faculty evaluations. Currently evaluations are done manually and the new automated system will be much more effective. All data on the electronic forms will remain strictly confidential. On-line applications will be implemented, allowing us to reach out to diverse communities and streamline the process which is currently all done by hand. HR plans to cover the continuing costs with funds from a categorical budget and by shifting some funds from the advertising budget. HR is currently looking for other funding sources as well. It was suggested that this information be added to the final planning documents before they are submitted to the SPC.

The implementation of a PeopleSoft position control module will tie vacancies and open positions to the allocation process. Steps/columns for all active employees will be automatically tracked as well as funding for all vacant positions, thus providing a much more effective tracking method and eliminating the need to rely upon "institutional memory". I.S. will cover the continuing costs for the new program and it was suggested that this information be added to the final planning documents before they are submitted to the SPC. A question was raised if these new processes would somehow be linked to SLO's. The implementation of these new processes will improve HR's service area outcomes (SAO's) which are distinct and separate from student learning outcomes (SLO's).

III. Standing Reports

- ***EEO Advisory Committee***

The theme for the FY 10-11 EEO Event will be "Human Rights Advocacy, Locally & Globally". The evening event is being planned for March and there will be a guest keynote speaker with five panelists for an outstanding debate. The committee hopes to select two new at large community members by January 2011. The re-write of the EEO section of Title 5 has been completed and goes to the Consultation Council on November 18th for review. It will become law after the second reading in March 2011.

- ***Team Life***

The annual Poker Walk event is being held on Thursday, November 18th. Employees will meet at the clock tower, then walk around campus to various stations where they will pick up cards. Healthy snacks will be provided for all participants. John reminded everyone to contact Kelly Falcon for information on an individual exercise program at the Wellness Center.

IV. Adjournment

The meeting was adjourned at 4:55 pm.