



## HRS PLANNING COUNCIL MINUTES (*Amended*)

**November 2, 2010**

The meeting of the Human Resource Services Planning Council was held on Tuesday, November 2, 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

Members Absent: Lisa Hornsby, Anna Morrison, Daniel Sourbeer, Kimberly Word

Recorder: Jennie Vastola

### **I. Approval of Minutes**

The minutes from the October 19, 2010 meeting were approved (MSC: Faulkner/Hearn). 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 passed out samples of the new position announcements. They have been redesigned so they are now a better marketing tool to entice a diverse pool of applicants. The new design includes colored pictures that show the diversity of Palomar students and has space where departments can showcase their programs. Boilerplate language is included in a more welcoming format that is easier to understand. Brochures for open positions are placed on the Palomar website and are also mailed to all the California Community College Districts, UC's, CSU's, and institutions designated by the U.S. Dept. of Education as serving historically under-represented students such as Historically Black Colleges and Universities. Employment ads are also placed in a variety of different media including web and print resources. Shawna described a number of the different resources that are used and offered to send out the advertising resource list to all council members. Molly Faulkner suggested that we include language in the new position announcements highlighting the fact that many of our faculty members are nationally and internationally recognized. Molly agreed to provide suggestions for the proposed additional language.

Shawna is currently working with several departments drafting position announcements for the 20 open positions (16 faculty, 2 counselors, 2 nursing faculty). The open faculty positions will close on staggered dates in January 2011. Departments are currently working on screening and interview materials for the Spring 2011 interviews and second level interviews are to be completed by the end of April 2011. Additional Compliance Officers are needed to participate on the hiring committees and Shawna has received several volunteers. Trainings will be provided to the faculty volunteers who are participating for the first time.

Shawna passed out the following information for future meeting discussion:

- Faculty Hiring Policy
- Faculty Hiring Procedures Training Manual
- Selection Committee Training Manual (for all non-faculty recruitments)

### III. 2010-11 Projects

- **Accreditation Recommendations**

John reported that as part of the Integrative Planning Model at SPC, criteria have been identified for allocating .5 of 1% which is committed to ensuring funding the Strategic Plan priorities. The process has been clarified as to how those funds will be requested from the assigned groups or individuals. The remaining recommendations are being addressed in SPC and individuals or groups responsible for ensuring that those recommendations are followed through and those activities have been implemented. SPC has been very busy with accreditation, with the Integrated Planning Model, and the Resource Allocation Model. Planning Councils, IPC, SSPC, HRSPC, and FASPC are doing their separate work at their council level as well addressing how they may be choosing to address their program review and planning documents priorities. HR's recommendations to SPC will be as follows:

- A PeopleSoft "position control" module needs to be implemented to automate the Staffing Plan. The cost will be approximately \$130,000 which will include license fees and modification of databases by Oracle.
- As part of the EEO Plan, an on-line application system needs to be implemented. PeopleAdmin will have a one-time start-up cost of \$25,000 to \$50,000. The upkeep cost will be approximately \$30,000 each year and can be covered by shifting some funds from HR's advertising budget. The District is growing and once we open the new North and South Centers, the current HR staff will be unable to keep up with the hiring workload. The new PeopleSoft system will be more cost effective than hiring additional HR employees.

- **Staffing Plan**

The Staffing Plan has been presented to all the Planning Councils and SPC and there have been many good discussions. All Councils are currently working on their staffing recommendations and John will bring HR's recommendations to the HRSPC for review in the next three to four weeks. A question was raised as to who provides the data for HR assumptions. HR will be using assumptions from the hiring freeze, the individual Councils, and the priority factors that will be used to determine minimal and optimal staffing.

### IV. Standing Reports

- **Benefits Committee**

In an effort to identify ways to reduce costs, a Benefits Task Force was formed to interview three Benefits Consultants. After completion of interviews and thorough reference checks, the Task Force recommended Keenan & Associates. A one-year contract reflecting the process is on the November 2010 Board Agenda for approval.

### V. Adjournment

The meeting was adjourned at 5:02 pm.