



## HRS PLANNING COUNCIL MINUTES

**December 7, 2010**

The meeting of the Human Resource Services Planning Council was held on Tuesday, December 7, 2010 in room LL-112. John Tortarolo called the meeting to order at 4:05 pm upon establishment of a quorum.

### **Roll Call**

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

Members Absent: Anna Morrison, Pam McDonough

Recorder: Jennie Vastola

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

The minutes from the November 16, 2010 meeting were approved (MSC: Andre/Hearn). The minutes will be posted on the Palomar webpage as follows:

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

### **II. 2010-11 Projects**

#### **• Accreditation Recommendations:**

John was pleased to announce the Strategic Planning Council has recommended the approval of both priority allocations submitted by Human Resource Services. The implementation of the PeopleSoft position control module will begin in January and part of the process will include the separation of the HR database and the student database. The process to implement PeopleAdmin will begin in April. Phyllis Laderman has been included in the position control project and Don Sullins is involved in both projects. John thanked everyone on the committee for their support.

#### **• Staffing Plan:**

Shawna distributed four (4) handouts to everyone:

##### **1. Staffing Plan: Priority Factors Form**

The purpose of the form is to identify the most significant factors for prioritizing staffing needs within the division and to connect them to the District's Strategic Plan.

##### **2. Vacant and Proposed Positions Worksheet: Human Resource Services**

The purpose of this worksheet is to rank each position within the division in each of the identified priority factors. The spreadsheet will automatically calculate the total priority factor score (TPF) for each position.

##### **3. Human Resource Services Org Chart with Planning Assumptions and Notes**

The HRS Org Chart shows the current budgeted positions and shows which ones are filled. It also lists planning assumptions and notes. The HRS Division's growth is dependent upon projected staffing requirements from the Facilities Master Plan, Educational Master Plan, attrition analysis, and student growth. Some attrition statistics were computed, and there is more work to be done.

#### **4. Additional Criteria for Determination of Optimal Staffing in the HRS Division**

This document lists additional criteria including:

- Facilities Expansion
  - Opening of District's South Center anticipated in 2012-13
  - Opening of District's North Center anticipated in 2013-14
  - Ongoing staffing needs to support new and upgraded facilities on the San Marcos campus
- Increased Hiring
  - Expected ongoing increases in faculty recruiting to support growth
  - End of 2008-10 hiring freeze resulting in hiring replacement and new Classified, CAST, and AA positions.
  - Employee attrition
- Increased Human Resources Support and Services
  - Additional HRS support needed to provide services to District staff in the following areas due to growth: Benefits, personnel support, and records administration
  - Increasing HRIS system support requirements (i.e. PeopleSoft, PeopleAdmin, position control)
- Increasing Regulatory Requirements
  - Title 5
  - Education Code
  - Collective bargaining agreements
  - Accreditation

The final draft of the Staffing Plan document is 70% complete and once finalized, it will be shared with HRSPC for feedback in early January before the first HRSPC and SPC meetings. The deadline to present the final document to SPC is March 11, 2011.

### **III. Standing Reports**

- ***SPC/Budget***

SPC has approved the two priority funding requests as submitted by HRSPC. These are the PeopleAdmin applicant tracking software project, and the PeopleSoft Position Control module implementation project. SPC continues to work on 1<sup>st</sup> year implementation of the Strategic Plan 2013. The Staffing Plan, which is a significant portion of SP 2013, is on-track for implementation in April 2011.

- ***Benefits Committee***

The revised Keenan contract will be on the December 14<sup>th</sup> Governing Board Agenda for approval.

- ***EEO Advisory Committee***

The diversity event is being planned for early April. A keynote speaker has been selected and the committee is continuing with their planning process.

### **IV. Other**

Most of the HRS and Employment Services staff will be moving into new office space in the ST building in Spring 2011. The new ST office will provide better ADA accessibility and will also allow for some growth. HRS operations will remain in the A-1 building and the existing space will be modified to include an interview room, labor library, and conference room. EEO funds will be utilized to cover the costs associated with the office move.

#### **Adjournment**

The meeting was adjourned at 4:55 pm.