



HRS PLANNING COUNCIL MINUTES

February 1, 2011

The meeting of the Human Resource Services Planning Council was held on Tuesday, February 1, 2011 in room LL-112. John Tortarolo called the meeting to order at 4:00 pm upon establishment of a quorum.

Roll Call

Members Present: Sandra Andre, Lisa Hornsby, Pam McDonough, Anel Gonzalez

Members Absent: Molly Faulkner, Shawna Hearn, Anna Morrison, Kimberly Word

Guest: Karen Robinson

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the December 7, 2010 meeting were approved (MSC: Andre/McDonough). The minutes will be posted on the Palomar webpage as follows:

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

II. 2010-11 Projects

- ***EEO Plan (AB 1825 Training):***

California employers are required to provide supervisors with two hours of sexual harassment training every two years. In Fall 2010, all Palomar staff in supervisory positions were required to take an AB 1825 Harassment Online Training. The 2-hour course was also made available to HRSPC committee members as optional training. John asked committee members for feedback on the training and Sandra Andre indicated she found it to be reasonable and informative. HRS is currently working to expand the training and make it available to all faculty and staff. Classified employees may take the 2-hour course for Professional Growth, or they may take it for information only. In the near future, faculty will be able to take the online training for professional development. With new technology (smart phones, texting, etc.), HRS has seen a substantial increase in student complaints involving sexual harassment.

- ***Program Review & Planning:***

Karen Robinson gave a presentation on HRS Program Review & Planning. The following hand-outs were provided:

- ***Overview of Human Resource Services Program Review and Service Area Outcomes***
- ***Planning Relationships from Accreditation to Output***
- ***Draft Outline: Program Review Plan***

Karen explained to the committee that Program Review Plans, Service Area Outcomes, and Specific Outputs (Staffing Plans, Policies and Procedures, Reports) allow us to take general objectives and make them more tangible and relevant to what we do every day. They inform as to the how, what, where, when and why of what we do. The HRS Program Review Plan (PRP) is largely driven by Accreditation Standards and the District's Strategic Plan 2013 to make sure the department is

working in alignment with District goals. HRS has seven (7) Service Area Outcomes (desired departmental results/objectives tied to the institutional mission) which allow us to determine effectiveness. HR's vision, mission and values are designed to complement the District version. John thanked Karen for her presentation and all her work on the HRS PRP, EEO Plan, and Staffing Plan.

- ***Staffing Plan:***

A copy of the Staffing Plan (Draft 19) was distributed to all committee members. Committee members who were absent will receive copies via campus mail. John explained to the committee this is the first draft for viewing and he requested that everyone carefully review it and bring comments/feedback to the special HRSPC meeting on Monday, February 7th.

III. Standing Reports

- ***SPC/Budget***

- Marketing for applicants has moved largely to electronic media (webpage, twitter, facebook, etc). The new job announcement brochures are finished and are much more relevant to the college culture.
- At the 2/1/11 SPC meeting, the Facilities Master Plan and the Educational Master Plan were approved and VP Cuaron provided an Accreditation update.
- There is a new LGBTQ Resource Center located in ST-72. Palomar is the 3rd community college nationally to have a LGBTQ Center and John encouraged everyone to stop by and visit.

- ***Team Life***

John reminded everyone to contact Kelly Falcone in the Wellness Center at x3643 for more information on the employee fitness class that will be starting soon. Also, there will be a *St. Patty's Day Walk* on Thursday, March 17th and Kelly has the details.

Adjournment

The meeting was adjourned at 4:55 pm.