



## HRS PLANNING COUNCIL MINUTES

February 15, 2011

The meeting of the Human Resource Services Planning Council was held on Tuesday, February 15, 2011 in room LL-112. John Tortarolo adjourned the meeting at 4:11 pm as a quorum was not established. He re-opened the meeting at 4:15 pm and called the meeting to order upon establishment of a quorum.

### **Roll Call**

Members Present: Sandra Andre, Anel Gonzalez, Shawna Hearn, Kimberly Word

Members Absent: Molly Faulkner, Lisa Hornsby, Pam McDonough, Anna Morrison

Recorder: Jennie Vastola

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

The minutes from the February 1, 2011 meeting were approved (MSC: Andre/Gonzalez). The minutes will be posted on the Palomar webpage as follows:

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

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

- **Strategic Plan Development:** John distributed the following items:
  - **Planning Relationships from Accreditation to Output** (*table with blue heading*)
  - **HRS PRP Linkage to 2010-11 Budget Development**
  - **Steps taken by Planning Councils to adapt PRP process to IPM and RAM-Human Resource Services**

John explained to the committee this is the first year of using the Integrated Planning Model for Strategic Plan 2013 and he asked for thoughts/comments on how the committee felt the process worked. He shared that he found the **Planning Relationships from Accreditation to Output** to be a very helpful tool because it illustrates how our SAOs tie to Accreditation and Strategic Plan 2013 and to the original draft HR outcomes. A question was asked about #5 and what kind of measurement will be used regarding *Employee Handbooks*. John explained we measure outcomes in this area by looking to see if we publish the basis for agreements in a timely manner. After Board approval, how long do we take to get the information out to the employees? After ratification, what is the plan for final wording and what is the progress on getting the information distributed? A question was asked about #6 and how *continued Professional Growth* tied to the original draft of HR outcomes - *provide information for employees to make informed life decisions*. John explained the newly proposed HR outcomes make it possible to establish metrics for Professional Growth which allows measurement of progress. There was a question from the committee if there was a way to measure how many people are serviced in specific areas of the college (i.e. Encuentros, EAP, student services for under-represented populations). John responded that the information is not currently available. A question was asked about #4 and how satisfaction, productivity, service and performance of HR staff will be improved. John explained HRS staff will now complete surveys to measure satisfaction. Under #3, *Promote Equity and Diversity through improved EEO*, there are 16 recognized activities to promote diversity and in the future we'll be doing surveys of employees and

applicants. It's a new way of thinking how we can change our process to meet the goals of the college. John reviewed the **PRP Linkage to 2010-11 Budget Development** and pointed out the HRS budget will require:

- Augmentation to support critical staffing needs over and above hiring freeze limitations
- Reallocation of budget for 4xxx and 5xxx accounts
- Acquisition of supplemental non-labor funding

John asked the committee to comment on how they were informed of the college's planning process. Following are committee member responses:

- I learned about the college's planning process by going on-line and searching for information. I didn't know about the HRS Planning Council (HRSPC) until I was contacted by my Union and asked if I wanted to participate.
- I learned about the college's planning process when I attended Dean's meetings and was included in developing the PRP for my department. I shared the information with my staff.

When asked what additional support the council needed to implement changes, following are committee member responses:

- Transparency and access are key because when people don't know the important facts, misunderstandings can occur. If people have the "big picture", they will be more likely to support the process.
- Time is important. The process seemed "rushed" and I wished there was more time to give thorough consideration.

### **III. Standing Reports**

- ***SPC/Budget***

The Staffing Plan was presented at the February 15<sup>th</sup> SPC meeting. There was discussion about Accreditation and how to show our progress in evaluations. We must make sure we have a process for evaluations that will include different communications and different timeframes. Several Board Policies were approved and will go to the March Board. ARC Data will also go to the March Board.

### **Adjournment**

The meeting was adjourned at 5:00 pm.