



## HRS PLANNING COUNCIL Minutes

September 21, 2010

The meeting of the Human Resource Services Planning Council was held on Tuesday, September 21, 2010 in room LL-112. The meeting was called to order by Shawna Hearn at 2:00 p.m.

### Roll Call

Members Present: Sandra Andre, Shawna Hearn, Lisa Hornsby, Daniel Sourbeer, Kimberly Word

Members Absent: Molly Faulkner, Anna Morrison, John Tortarolo

Recorder: Jennie Vastola

#### I. Approval of Minutes

The minutes from the September 7, 2010 meeting were approved. (MSC: Sourbeer/Andre)

#### II. 2010-11 Projects

- *Staffing Plan:*

Shawna provided an update on the progress of the Staffing Plan. Human Resource Services has been developing several planning forms and is ready to provide the divisions with packets of information. An organizational chart template will be provided where divisions can identify the minimum (current) positions they need. They can also indicate vacant positions they wish to fill. The organizational chart will allow divisions to envision an optimal staffing level and they will be required to provide back-up data to support their conclusions. A prioritization form will be provided for divisions to link each additional position to a planning requirement with 4 factors, and rank the positions required each year in priority order. Examples of priorities are health & safety, legal & regulatory, etc. Divisions can look at the District's various plans, such as the Master Plan 2022, for ideas on factors. The Planning Councils for each division will provide the necessary data for prioritization and then bring the data to SPC for review. Classified, CAST, and AA positions will be determined with the new process. The existing Faculty priorities process will be independent of this portion of the Staffing Plan.

- *Review/Discuss Planning Council Evaluation Survey*

The Council will review and discuss the Planning Council Evaluation Survey completed by members in Spring 2010 at the October 5<sup>th</sup> meeting.

#### III. Council Roles & Responsibilities

Shawna gave an overview of the role, products, and reporting relationships of the Human Resource Services Planning Council (HRSPC) and handed out copies of the HRSPC Governance Structure. She reviewed the various projects the Council works on and outlined the responsibilities of the various HRS committees that report to the HRSPC (Classified Professional Growth Committee, Benefits Committee, EEO Committee, Team Life Committee, and Staff Development & Training Committee).

#### IV. Adjournment

The meeting was adjourned at 4:30 pm.