



HRS PLANNING COUNCIL

Minutes

September 7, 2010

The meeting of the Human Resource Services Planning Council was held on Tuesday, September 7, 2010 in room LL-112. The meeting was called to order by Shawna Hearn at 4:05 p.m.

Roll Call

Members Present: Sandra Andre, Molly Faulkner, Shawna Hearn, Anna Morrison, Daniel Sourbeer, Kimberly Word

Members Absent: Lisa Hornsby, Kelley Hudson-MacIsaac, John Tortarolo

Guest: Karen Robinson

Recorder: Shawna Hearn

I. Approval of Minutes

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

II. Staffing Plan

Guest Karen Robinson provided an update on the District's Staffing Plan, which will also be presented at the Strategic Planning Council (SPC) meeting at its September 21, 2010 meeting. The presentation covered the following items:

- The Staffing Plan's connection to the District's Strategic Plan
- An overview of the Staffing Plan's components and process from assessment of current/baseline measures through its implementation and evaluation
- Elements of the Staffing Plan document
- The process to be used by the planning councils in developing staffing recommendations (priorities and rankings)
- The Staffing Plan's timeline and milestones (formative plan for 2011-12 and annual summative plan)
- Next steps in development and implementation of the Plan

Council members raised questions about how staffing at the North and South Centers will be determined. Karen and Shawna indicated that the staffing has not yet been determined and that the planning councils would need to identify those needs, including a leadership/administrative model for each of the new centers. The existing and recommended staffing for the main campus identified in the Staffing Plan could be used as a basis for identifying needs for the centers. Concerns were also raised about how dialogue would occur during the planning process for the centers to ensure input from the District's constituencies.

Additional questions were asked about the planning assumptions that would be used. These assumptions include growth projections, employee attrition rates, events that could impact staffing such as the opening of the new centers, units of measurement used to identify desired employee headcount, and other items that planning councils may identify as impacting staffing needs.

Molly Faulkner requested that a list of assumptions be given to council members, and also requested that the Staffing Plan outline presented to SPC at its April 27, 2010 meeting, which was mentioned during Karen's presentation, be provided to the council members. Shawna said that she would send the outline electronically to the council before the next meeting.

III. Other

Shawna indicated that due to time constraints, the Council will review and discuss the Planning Council Evaluation Survey completed by members in Spring 2010 at the September 21, 2010 meeting.

IV. Adjournment

The meeting was adjourned at 5:00 p.m.