



HRS PLANNING COUNCIL MINUTES

September 20, 2011

The meeting of the Human Resource Services Planning Council was held on Tuesday, September 20, 2011 in room MD-155C. John Tortarolo called the meeting to order at 4:00 pm upon establishment of a quorum.

Roll Call

Members Present: Sandra Andre, Shawna Hearn, Lisa Hornsby, Janis Kellgren, Anel Cardona-Gonzales

Members Absent: Anna Morrison, Jose Vargas

Guest: Michelle Barton

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the September 6, 2011 meeting were approved (MSC: Andre/Hearn). The minutes will be posted on the Palomar webpage as follows:

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

II. Council Roles & Responsibilities

HRSPC Welcome Back / Orientation - Michelle Barton

Michelle gave a PowerPoint presentation which was created by Interim Vice President for Student Services, Mark Vernoy, with input from various constituent groups. The presentation included an overview of the college plans, how the college is funded, Accreditation, shared governance, AB1725, defining and implementing governance, and the SPC Timeline.

III. 2011 – 2012 Projects

- ***Accreditation 2012 Mid-Term Report***

- ***Recommendation #8: Conduct Additional Training to Prevent Harassment, Discrimination, and Disparaging Comments Against Employees***

Expanded training through Keenan SafeColleges will soon be available for all faculty and staff. The four new online courses are free and employees may earn professional development or professional growth credit. There are three Board Policies on non-discrimination, BP3410, BP3420, and BP3430. HRS is working to add “anti-bullying” language aimed at LGBTQ and hate issues. Once the new language is drafted, the District’s attorney will review and provide guidance.

- ***Service Area Outcomes***

- ***Overview of SAO 1: Mission, Evaluation and Outcomes***

John provided a hand-out to the committee which provided an overview of SAO 1, which is the foundation for the other six SAOs. It contains four outputs at present (with a fifth proposed). He explained that through its outputs we establish the mission, vision and values of the Division, the SAOs and their basis in Accreditation Standards and Institutional objectives, the evaluation model (methods or process), and the overall Plan (PRP) for the Division. There was some discussion about how electronic records are backed up. John

said for the last three years, HRS has been working to scan all permanent records and that only permanent, reliable vendors are used.

- ***BP 7250 Educational Administrators***

The Policies & Procedures Task Force adopted a procedure when change is recommended to a Board Policy that it has to go to the appropriate Planning Council for review and then it goes back to the Task Force. Two changes were recommended to BP 7250. HRS added legally required language "*Government Code Sections 3300-3313 (Peace Officers' Bill of Rights)*". The Administrative Association suggested striking the word "*supervising*" and changing it to "*managing*" and they also suggested striking the words "*supervisory or*". John said the language proposed by the Administrative Association conflicted with Education Code. The question was asked if there was a risk to the college if the terminology is incorrect. John responded that yes, there was a risk, because there can't be two types of regulations in one position. Education Code covers classified and management issues separately. John commended the Administrative Association for their recommendations, but he said it was not appropriate to change the language. All HRSPC members agreed with John that it was not appropriate to make any changes to the language in BP7250 Educational Administrators.

- ***Staffing Plan Survey***

The Staffing Master Plan survey is 45% completed. Each Planning Council will have training on the Staffing Plan in October.

IV. Standing Reports

- ***EEO Advisory Committee***

A draft of the EEO Plan will be reviewed and discussed at HRSPC meetings before it goes to SPC and the Board. This is a major activity and the HRSPC will be working on it together with the EEO Committee.

V. Adjournment

The meeting was adjourned at 5:10 pm.