



HRS PLANNING COUNCIL MINUTES

September 6, 2011

The meeting of the Human Resource Services Planning Council was held on Tuesday, September 6, 2011 in room MD-155C. John Tortarolo called the meeting to order at 4:05 pm upon establishment of a quorum.

Roll Call

Members Present: Sandra Andre, Shawna Hearn, Janis Kellgren, Anna Morrison

Members Absent: Anel Cardona-Gonzalez, Lisa Hornsby, Jose Vargas

Guest: Karen Robinson

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the May 3, 2011 meeting were approved (MSC: Andre/Hearn and one abstention/Kellgren). The minutes will be posted on the Palomar webpage as follows:

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

II. 2011 – 2012 Projects

- ***Program Review & Planning***

HRS Analyst, Karen Robinson, dispersed an *Overview of HRS Planning and Program Review*. She explained what drives HRS planning, what the main HRS planning documents are, and where to find documents/information related to HRS planning. Also discussed were the ties between institution and division planning, ties from accreditation to division planning, and critical planning timelines. John encouraged the members of the committee to review the handout and bring questions to the next meeting.

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

The college is developing its *Midterm Report 2012* in compliance with the ACCJC six-year accreditation cycle. The report includes responses to the Commission's 11 recommendations following the 2009 site visit and to the College's own self-identified Planning Agendas. The *Midterm Report 2012* will be submitted to ACCJC on March 15, 2012. Some of the recommendations HRS is currently working on are:

Recommendation #3: Student Learning Outcomes and Assessment Cycles (SLOACs)

Recommendation #7: Improve Human Resources Practices

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

- ***Staffing Plan Survey***

The Staffing Master Plan survey will go out to the planning councils and looks at effectiveness of Staffing Plan measures, training and distribution of the Plan as part of our systematic evaluation.

III. Standing Reports

- ***SPC/Budget***

The current budget is tight, and everyone must plan carefully to control spending. John said he did not foresee any layoffs or furloughs through fiscal year 2012-2013. Joe Newmyer is the new interim Assistant Superintendent/Vice President Finance and Administrative Services and John encouraged the members of the committee to contact Joe with any budget related questions.

Adjournment

The meeting was adjourned at 5:00 pm.