



HRS PLANNING COUNCIL MINUTES

September 4, 2012

The meeting of the Human Resource Services Planning Council was held on Tuesday, September 4, 2012 in room A-1. John Tortarolo called the meeting to order at 4:05 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Hearn, Lisa Hornsby, Janis Kellgren, Christine Moore, Jose Vargas

Members Absent: Anel Cardona-Gonzales, Anna Morrison

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the May 1, 2012 meeting were approved (MSC: LH/SH). The minutes will be posted on the Palomar webpage at: <http://www.palomar.edu/strategicplanning/hrspc>

II. 2012 – 2013 Projects

- **EEO Plan**

The Chancellor's Office has given approval to have a Plan available by Spring 2013. The new plan is being written and is almost complete. Upon completion, the HRS Planning Council and the EEO Advisory Committee will have an opportunity to review the new plan and provide input.

- **Program Review & Planning**

HRS staff members will be meeting all day on Friday, September 21st to reaffirm their mission, vision, and values and to outline goals and objectives for the next two years (2012-2014).

- **Staffing Master Plan**

At the next HRSPC meeting on September 18th, Shawna Hearn will provide training. The Year 2 Addendum is online and we are now on the Year 3 Addendum. Modifications are being made to streamline the process per the Council input from last year.

- **Shared Governance**

At the next HRSPC meeting on September 18th, Michelle Barton will provide a brief presentation on shared governance.

- **AB1825 Training**

Every two years it is mandatory for Administration/CAST members to receive discrimination/sexual harassment prevention training. The online training is available to faculty through the Professional Development office and Professional Growth credit is available for classified employees. Release time to take either the short or full course is approved. The courses are self-paced and offered at no cost through Keenan & Associates Safe Colleges website. The full course takes 2 hours to complete, but employees are able to stop at any time and start again where they left off. At the end of the course, employees take a quiz and receive a certificate of completion.

III. Standing Reports

- **SPC/Budget**

This year the Strategic Planning Council will be working on the 2016 Strategic Plan. There is a larger ending fund balance than originally anticipated for FY11-12. The increase of approximately \$4 million dollars brought the balance up to \$18.4 million dollars.

- **Benefits Committee**

Vice President Tortarolo meets with this group each month to review current benefits and make recommendations for additions and changes to employee and retiree health and welfare benefits.

- **EEO Advisory Committee**

Vice President Tortarolo meets with this group each month to support faculty and staff diversity and equal employment opportunity programs. The annual diversity event will be in Spring 2013.

- **Professional Growth**

The purpose of this very active program is to provide all classified employees an opportunity to improve job skills or choose an alternate career path. Credit may be earned for courses, seminars, and workshops that are job-related, part of a career plan, or that would benefit the District.

- **Team Life**

This group does great work in providing wonderful fitness programs for employees. One activity that is very popular is "The Biggest Loser" weight loss program.

IV. Adjournment

The meeting was adjourned at 4:30 pm.