



HRS PLANNING COUNCIL MINUTES

October 2, 2012

The meeting of the Human Resource Services Planning Council was held on Tuesday, October 2, 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, Aaron Hudson, Janis Kellgren, Christine Moore, Anna Morrison

Members Absent: Aaron Holmes, Jose Vargas

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the September 4, 2012 meeting were approved with one abstention (MSC: CM/SH). The minutes will be posted on the Palomar webpage at:

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

II. 2012 – 2013 Projects

- **Staffing Master Plan**

HRS Supervisor, Shawna Hearn, provided a PowerPoint presentation on the Staffing Master Plan 2016: Year 3 Addendum.

- **Shared Governance**

At the next HRSPC meeting on October 16th, Michelle Barton will provide a brief presentation on shared governance.

III. Standing Reports

- **SPC/Budget**

At the 10/2/12 SPC meeting, the Strategic Plan 2013 Action Plan Year 3 – 2012-2013 was adopted by consensus. Strategic Planning Priority Funds (SPPF) will soon be available to support the implementation of the Action Plan. HRS is currently working to outline goals and objectives for the next two years, 2012-2014, and will submit a SPPF request if an activity is identified that directly supports the completion of an objective on the Action Plan.

- **EEO Advisory Committee**

The committee's next meeting is scheduled for Thursday, October 4th. The members are currently working on a theme for the Diversity Event. Vice President Tortarolo commented on the importance of being effective role models for students and engaging them in diversity activities.

- **Other**

HRS Manager, Lisa Hornsby, announced HRS is officially implementing the new online hiring process beginning Monday, October 8th. The new PeopleAdmin system will enable HRS to automate and streamline the hiring process. Vice President Tortarolo commented that a key element to the hiring process is confidentiality. He said recently there had been an unsuccessful candidate who appealed to the Governing Board and filed a complaint to the State Personnel Board

claiming he wasn't selected because confidentiality wasn't maintained throughout the interview and selection process. Because HRS follows a strict confidential hiring process, the case was dismissed.

IV. Adjournment

The meeting was adjourned at 4:50 pm.