



## HRS PLANNING COUNCIL MINUTES

December 4, 2012

The meeting of the Human Resource Services Planning Council was held on Tuesday, December 4, 2012 in room MD-155C. 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, Anna Morrison, Jose Vargas

Members Absent: Christina Moore

Recorder: Jennie Vastola

### **I. Approval of Minutes**

The minutes from the October 2, 2012 meeting were approved with one abstention (MSC: SH:LH). The minutes will be posted on the Palomar webpage at: <http://www.palomar.edu/strategicplanning/hrspc>

### **II. 2012 – 2013 Projects**

#### **• Evaluation Survey Results (2011-2012)**

Vice President Tortarolo said his intent was to review the survey results in combination with Michelle Barton's orientation on the role of shared governance. Since we are already almost half way through the school year, there won't be an orientation. The evaluation will be reviewed at the next meeting.

#### **• 2012-2013 SPPF Requests**

Vice President Tortarolo provided a brief overview of the 2012-2013 SPPF requests. There are no HRS requests at this time. HRS is working on program review and planning (PRP) which is taking a lot of thought and time. We are working through the process to condense the Plan, making it easier to implement and follow. The completed Plan, SAOs and goals will be reviewed with the HRSPC in February 2013.

#### **• 2013-2014 Staffing Plan Update**

Vice President Tortarolo explained there will be several faculty positions (17) opening for Fall 2013 recruitment due to the FON (Faculty Obligation Number). These recruitments will generate a great deal of additional workload for HRS staff and will be in addition to the 16 recruitments that are currently in progress. He said in the past there were approximately 8 retirements each year. However, in the last two-three years the numbers of retirements has increased to between 12 and 14 each year. Since staffing levels are down as far as they can go (due to the modified hiring freeze) it is likely positions will have to be filled when employees retire. More recruiting will be necessary to staff the North and South Centers. Considering the potential workload growth, hiring additional HRS staff is recommended to be able to service the college's needs. The council approved the recommendation by consensus.

### **III. Adjournment**

The meeting was adjourned at 4:40 pm.