



HRS PLANNING COUNCIL MINUTES

February 5, 2013

The meeting of the Human Resource Services Planning Council was held on Tuesday, February 5, 2013 in the HRS A-1 conference room. 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, Christina Moore, Jose Vargas

Members Absent: Shanon Dreyer, Janis Kellgren, Anna Morrison

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the December 4, 2012 meeting were approved with one abstention (MSC: LH:SH). The minutes will be posted on the Palomar webpage at:
<http://www.palomar.edu/strategicplanning/hrspc>

II. 2012 – 2013 Projects

• Strategic Plan 2013 Year End Report

Vice President Tortarolo reviewed the end of the year progress report for Human Resource Services. He explained the major goals were to implement service area outcome assessment cycles (SAOACs) and to develop an Equal Opportunity Plan. The SAOAC is fully implemented and HRS department is currently working as a team to update its 2012-14 Program Review Plan (PRP). The EEO Plan is currently being drafted (based upon Chancellors Office Fall 2012 revised guidelines to all community colleges). Shared governance committees and councils will have an opportunity to review the Draft EEO Plan before it is recommended for adoption to the Governing Board.

• Palomar College Progress Reports – Staffing Master Plan

Vice President Tortarolo provided a report on the progress of the six year Staffing Master Plan. He said the Plan is part of the permanent “fabric” of the college planning process and it’s good to reflect on it and provide input. The year 3 addendum is currently in progress and will be completed by the end of March 2013. Addendums reflect annually updated priorities, process assessment and evaluation, and process change implementation. The Plan has focused attention on current and future staffing needs and identifies the changing needs of the college. Staffing for new buildings and new centers will need to be considered for Master Plan 2022.

Discussion: There was some discussion regarding the allocation of funds in reserves to hiring. Vice President Tortarolo explained the hiring freeze was a response to inadequate state funding. He said the District’s first priority is to maintain all current employees.

III. Other

SPC/Budget Report: Vice President Tortarolo reported the Strategic Planning Council is beginning work on the Strategic Plan 2016. At their last meeting, there was a discussion regarding the college mission and vision. The group will have a discussion on the college values at their next meeting. The Governor has budgeted \$197,000,000 for community colleges, however the funds are currently undesignated. California Adult Education Programs are going to be transferred from the K-12 systems to the community colleges. There are ongoing discussions with respect to the impact of this change.

IV. Adjournment

The meeting was adjourned at 5:00 pm.