



## HRS PLANNING COUNCIL MINUTES

February 19, 2013

The meeting of the Human Resource Services Planning Council was held on Tuesday, February 19, 2013 in the HRS A-1 conference room. John Tortarolo called the meeting to order at 4:10 pm upon establishment of a quorum.

### Roll Call

Members Present: Shawna Cohen, Aaron Hudson, Janis Kellgren, Jose Vargas

Members Absent: Shanon Dreyer, Lisa Hornsby, Christina Moore, Anna Morrison

Recorder: Jennie Vastola

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

The minutes from the February 5, 2013 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 (2<sup>nd</sup> Review)**

Vice President Tortarolo explained to HRSPC members that he wanted to review the Strategic Plan 2013 Year End Report a second time because he wanted everyone to have ample time to ask questions and provide input. 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 (2<sup>nd</sup> Review)**

Vice President Tortarolo provided a second report on the progress of the six year Staffing Master Plan to allow adequate time for HRSPC members to ask questions 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:** With so many unfilled vacancies, the question was asked, “How does the work get done”? Vice President Tortarolo’s response was that as a result of the hiring freeze, some departments have reduced hours and service levels. A question was raised with respect to the funding for staffing the new centers. Vice President Tortarolo explained the North Center is state-funded and has “center status” which means the District will receive one million dollars from the state. He said the District is currently working to get “center status” for the new South Center as well.

### **III. Other**

**Budget Report:** Vice President Tortarolo reported the Governor has budgeted \$197,000,000 for community colleges, however the funds are currently undesignated. The District may learn how the funds are to be allocated in May 2013. 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.