



HRS PLANNING COUNCIL MINUTES

November 5, 2013

The meeting of the Human Resource Services Planning Council was held on Tuesday, November 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 Cohen, Shanon Dreyer, Aaron Hudson, Jose Vargas

Members Absent: Lisa Hornsby, Christina Moore, Anna Morrison

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the September 17, 2013 meeting were approved with two abstentions.
(MSC: AH/SC)

The minutes will be posted on the Palomar webpage at:
<http://www.palomar.edu/strategicplanning/hrspc>

II. Staffing Plan Orientation

Shawna Cohen presented a brief overview of the Staffing Master Plan 2016: Year 4 Update. She explained the purpose of the plan is to systematically identify and prioritize District staffing needs. Staffing needs are data-driven and identified by the planning councils and Superintendent/President's Group. The plan is tied to accreditation and various planning mechanisms.

III. Projects

ADA Policies and Procedures (Americans with Disabilities Act)

Vice President Tortarolo reported the ADA procedures and forms are listed on the Palomar College website. HRS has created a new website which is easier to navigate and information can be found more easily. The question was raised as to whether or not the website was compatible with mobile devices and Vice President Tortarolo said he would check on it.

IV. Other – None

V. Standing Reports – Vice President Tortarolo

SPC:

The planning councils have requested an extension on the deadline to provide staffing plan input. SPC agreed to extend the due date to January 30, 2014 because many people are working on both staffing planning and accreditation. Staffing requests will go to SPC in April for two readings.

Benefits Committee:

The Benefits Committee will meet 11/6/13. PPO rates will not go up this year.

EEO:

- Vice President Tortarolo and several HRS staff members attended the annual Fall ACHRO/EEO Training Institute which took place in Newport Beach during mid-October.
- The Chancellor's Office sent a notification on 9/23/13 that the Department of Finance (DOF) signed off on the revisions of the title 5 regulations pertaining to equal employment opportunity in recruiting and hiring. The regulations have been filed with the Secretary of State and will become effective on October 19, 2013.

Professional Growth:

A new responsibility of the District will be to offer staff training on various computer programs. The new training will be coming soon.

VI. Adjournment

The meeting was adjourned at 5:00 pm.