



HRS PLANNING COUNCIL MINUTES

April 15, 2014

The meeting of the Human Resource Services Planning Council was held on Tuesday, April 15, 2014 in the HRS A-1 conference room. Vice President John Tortarolo called the meeting to order at 4:05 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Cohen, Lisa Hornsby, Aaron Hudson, Darla Mulder, Jose Vargas, Krista Eliot, Christina Moore, John Tortarolo

Members Absent: Shanon Dreyer

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the March 4, 2014 meeting were approved with four abstentions.
(MSC: SC:AH)

The minutes will be posted on the Palomar webpage at:

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

II. Projects

Program Review and Planning (*SP 2016 Objective 1.8*)

An update was provided regarding the Human Resource Services Program Review and Planning 2014-16 update. The department is reviewing the 2012-14 PRP and will update it if necessary to reflect the continued emphasis on Service Area Outcomes.

Staffing Master Plan – Year 4 Update (*SP 2016 Objective 3.1*)

Shawna Cohen provided a brief overview of the Staffing Master Plan 2016 Year 4 Update. She explained the District established the Staffing Master Plan ("Plan") in 2010-11 to link staffing needs directly to the District's overarching institutional planning mechanisms. The Plan is six years in length with an update prepared annually to allow the District's planning groups, which include the four divisional planning councils and the Superintendent/President's Group (SPG) of direct reports, to update staffing priorities. HRSPC committee members were asked to review the Plan and bring input to the next HRSPC meeting. FY14-15 Staffing Plans for all planning groups will be an information item for 2nd reading at the May 6th SPC meeting before they are forwarded to the Governing Board. The HRS Planning Council may want to review the process and provide input before the next planning cycle begins for the new Staffing Master Plan taking effect Fall 2016. Vice President Tortarolo reported the Chancellor's Office is seeking additional funding to help colleges rebuild staffing levels. Additional funding may make it possible to recruit an additional few positions for Fall 2015. News about the funding should be available in July 2014.

Faculty and Staff Diversity (*SP 2016 Objective 3.2*)

Information was presented regarding the current diversity of full-time and part-time faculty and staff. It was noted that approximately 75% of full-time and part-time faculty are not from diverse groups. This information will be presented to the Governing Board at an upcoming meeting, and was presented by Institutional Research and Planning to the Strategic Planning Council at its April 15, 2014 meeting.

Because a significant number of new full-time faculty positions are filled from the Districts part-time faculty, there is a concern that the current part-time faculty demographics may not contribute sufficiently to a diverse applicant pool for full-time positions. Unlike the full-time faculty hiring process, the part-time faculty hiring process is not uniform across all departments. The committee discussed the opportunity to create a more uniform process and utilize online recruiting tools to attract a more diverse applicant pool for part-time positions that ultimately would translate to a more diverse applicant pool for full-time positions. Discussions will be initiated with the Faculty Senate in the future to address this issue.

Exit Interview Implementation (*SP 2016 Objective 3.2*)

Vice President Tortarolo explained that an exit interview is intended to provide a feedback mechanism which helps Human Resources (HR) determine why employees resign and how the college is perceived. It gives HR an opportunity to speak confidentially with employees to find out if there are areas that can be improved. HRS Manager, Lisa Hornsby, provided a brief overview of the Exit Questionnaire and asked HRSPC members to review it and bring questions to next meeting. The Exit Questionnaire will be used when permanent staff members resign, including FT faculty, Classified, CAST, and AA.

Staff Training and Development (*SP 2016 Objective 3.3*)

Progress was reported on Objective 3.3 to increase professional development opportunities to strengthen the technological knowledge and skills of staff and faculty. The Staff Development Committee has re-formed and will be co-chaired by Vice President Tortarolo and the Professional Development Coordinator. The committee will identify specific training and staff will be surveyed. SPPF funds have been requested in the amount of \$30,000 which will provide approximately two (2) hours of training per employee. The District will have 18 months to utilize the SPPF funds and will then provide \$5,000 to \$10,000 each year for an ongoing cycle of training.

Other

- **Quorums**

Vice President Tortarolo reported that some committee members find it difficult to attend HRS Planning Council meetings due to the late afternoon meeting time (4-5 pm). There will be a discussion at the next meeting so committee members can work together to find an alternate meeting time that will work better for everyone.

- **Acronyms**

Christine Moore asked for clarification on some of the Palomar College acronyms. Vice President Tortarolo provided information about the different employee groups and also explained what their acronyms meant.

III. Standing Reports

- **SPC/Budget:**

Vice President Tortarolo reported a .86% COLA is expected and 3% growth if cap is achieved.

- **Benefits:**

Vice President Tortarolo reported the Governing Board has granted approval for the District to begin discussions with each of the employee groups (PFF, CCE, AA, and CAST) regarding a potential SERP. Upon reaching an agreement, a "golden handshake" will be offered to permanent employees who wish to retire in Spring 2015.

- **Team Life:**

Shawna Cohen reported the *Biggest Loser* weight-loss journey is wrapping up. Various classes (jazz, yoga, weightlifting) are being offered and interested employees should check the Team Life website. More classes may be offered during the summer if budget allows.

IV. Adjournment

The meeting was adjourned at 5:00 pm.