



HRS PLANNING COUNCIL MINUTES

September 2, 2014

The meeting of the Human Resource Services Planning Council was held on Tuesday, September 2, 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, Aaron Hudson, Ken McMullen, Darla Mulder

Members Absent: Shanon Dreyer, Lisa Hornsby, Christina Moore, Jose Vargas

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the April 15, 2014 meeting were approved with one abstention. (MSC: SC/DM)

The minutes will be posted on the Palomar webpage at: <http://www2.palomar.edu/pages/hrspc/>

II. Projects

HRSPC Orientation

Vice President Tortarolo provided an overview of the role of the Human Resource Services Planning Council. He noted there is broad representation on the HRS Planning Council and reminded committee members of the importance of communication and sharing meeting information with their constituent groups. He asked committee members to think of different ways to effectively communicate with their colleagues. He explained the HRS Planning Council acts in an advisory capacity responsible for supporting Palomar College in the area of employee-related Human Resource Services matters. Information was provided with regards to shared governance and the various roles of students, faculty, and staff.

Planning Councils Evaluation 2014

Vice President Tortarolo provided handouts of the HRSPC Performance section of the Institutional Research & Planning report *Planning Councils Evaluation 2014*. He explained the planning councils at Palomar College conduct an annual self-evaluation to facilitate continual improvement. This involves a survey of the members of the Finance and Administrative Services, Human Resources, Instructional, Strategic, and Student Services Planning Councils, and provides data that can be used to make improvements to the councils and the governance process. Respondents were asked to evaluate the operation of the council or councils on which they served, as well as the governance process at Palomar in general. The survey addressed topics such as the effectiveness of the council, the dissemination of information from the councils, and the inclusiveness of the governance structure.

EEO Report (Presented to Gov. Board May 13, 2014)

Vice President Tortarolo gave a PowerPoint presentation, *Equal Employment Opportunity Report*, and explained the goal of the college is to improve the diversity of our faculty and staff. The report included information regarding:

- Source of applicants
- Employee demographics FY09-10 and FY12-13

- Applicant demographic data FY11-12
- Part-Time faculty hired as full-time faculty

Vice President Tortarolo discussed various opportunities that would enhance EEO Practices such as broadening our consideration of diversity, becoming more effective in our advertising, and building and maintaining strong applicant pools. He said conducting a cultural climate survey would be one way to find out how the college is viewed by potential applicants.

Accreditation Update

Vice President Tortarolo briefed the Council on the completion by the Standard III.A writing team of the self-study draft report for the Standard. The self-study report now will be finalized in draft form in preparation for Governing Board review.

III. Other

- **HRS Planning Council Meeting Time**

It was agreed by consensus to keep the current meeting time which is the first and third Tuesday of each month from 4:00 to 5:00 pm.

IV. Adjournment

The meeting was adjourned at 5:15 pm.