



HRS PLANNING COUNCIL MINUTES

October 7, 2014

The meeting of the Human Resource Services Planning Council was held on Tuesday, October 7, 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, Ken McMullen, Darla Mulder

Members Absent: Shanon Dreyer, Christina Moore, Jose Vargas

Recorder: Jennie Vastola

Guest: Christine Winterle

I. Approval of Minutes

The minutes from the September 2, 2014 meeting will be reviewed for approval at the next meeting.

II. Projects

Accreditation Update

Vice President Tortarolo reported the Accreditation Self-Study draft was accepted at the recent SPC meeting and it will be recommended for approval at the October 14th Governing Board meeting. He commended all the writing teams for their excellent work.

Exit Interview

Christine Winterle gave a presentation on the development of a new online exit interview questionnaire that will be offered to employees who resign or retire from Palomar College. The optional questionnaire will give employees a private and uninhibited method of providing information. The Human Resource Services Department can then utilize the data to identify and correct any problematic issues. It may also be a valuable resource to identify training needs, provide early warning for potential litigation, and measure the success of diversity efforts. Another benefit is participation in an online exit interview is likely to be higher than using one that is paper-based. The Council approved the exit interview recommendation by consensus.

Staffing Master Plan 2016: Year 5 Update

Shawna Cohen provided an overview of the Staffing Plan and its purpose which is to systematically identify and prioritize District staffing needs. It is a six-year planning cycle with annual updates; currently in the fifth year. The Staffing Plan is tied to accreditation and various planning mechanisms; it is part of the IPM. Staffing needs are data-driven and identified by planning councils/SPG. The final date to submit prioritizations to HRS will be Friday, December 9, 2014. Shawna also provided copies of the *2015-16 Staffing Priorities: Human Resource Services* form and the *HRS Staffing Plan: Priority Factors* form.

III. Other – None

IV. Standing Reports

EEO Advisory Committee

Vice President Tortarolo reported the EEO Advisory Committee will be reviewing the hiring process and looking for ways to be more effective in attracting and retaining a more diverse applicant pool.

Team Life

Vice President Tortarolo reported the Team Life Committee is looking at activities that can also be counted towards Professional Development (PD). Additionally, they are working together with the PD Office on seminars that will be offered in the future. The Committee would like to get more faculty and staff involved with exercise.

V. Adjournment

The meeting was adjourned at 4:55 pm.