



HRS PLANNING COUNCIL MINUTES

November 18, 2014

The meeting of the Human Resource Services Planning Council was held on Tuesday, November 18, 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, Suzanne Sebring, Jose Vargas

Members Absent: None

Recorder: Jennie Vastola

I. Approval of Minutes

- The minutes from the September 2, 2014 meeting were approved with two abstentions. (MSC: AH/KM)
- The minutes from the October 7, 2014 meeting were approved with two abstentions. (MSC: AH/SC)

II. Projects

Staffing Master Plan 2016: Year 5 Update

Vice President Tortarolo provided copies of the HRS *Staffing Plan: Priority Factors Form* and a chart showing HRS prioritized positions for fiscal years 2014-15, 2015-16, and 2016-17. He outlined how the Supplemental Employee Retirement Program (SERP) will impact HRS, and the college as a whole, if it is approved in April 2015.

- Full-time faculty members who retire in June 2014 will be replaced by part-time faculty members for the 2015-2016 fiscal year, providing the primary savings to the District. These part-time faculty members will be replaced with new full-time faculty members for the 2016-2017 fiscal year.
- Vacant Classified and Cast positions (resulting from the SERP) will be filled as soon as possible with new permanent employees beginning with the 2015-2016 fiscal year.
- Per Title 5, any vacant Administrative Association position (resulting from the SERP) may be filled for two years by an interim employee.

HRS Staffing Plan Recommendations

Vice President Tortarolo explained the rationale for the HRS prioritized position requests. If the SERP is approved, HRS will experience an increased work load to recruit for and fill the large number of vacant positions left by retiring employees. Two additional Employment Technicians will be required to assist with this additional workload as well as the recruiting of faculty and staff for the new South Center opening Fall 2017. A new part-time faculty hiring process is being developed and once it is approved and implemented, recruiting workload will further increase to create the qualified pools. To adequately serve the growing number of faculty and staff, HRS will gradually hire additional employees to assist

with benefits, confidential administrative support, legal support, and personnel processes. A position for a Director/Manager, Diversity/EEO is included on the FY2015-2016 prioritized position request.

The HRSPC members agreed by consensus to use the prioritized positions list for the Staffing Plan recommendation.

SPPF Funding Requests

Vice President Tortarolo reported the Palomar Police Department is requesting funds for Live Scan fingerprinting services on campus. Having this technology on campus will make it very convenient for employment candidates to go directly to the Police Department to complete the fingerprinting process. The cost for the Live Scan equipment will be neutral as the college will save money by no longer having to pay an outside vendor for fingerprinting services for student workers.

III. Other – None

IV. Standing Reports - None

Adjournment

The meeting was adjourned at 4:50 pm.