



## HRS PLANNING COUNCIL MINUTES

December 2, 2014

The meeting of the Human Resource Services Planning Council was held on Tuesday, December 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, Lisa Hornsby, Aaron Hudson, Ken McMullen, Darla Mulder, Suzanne Sebring

Members Absent: Jose Vargas

Recorder: Jennie Vastola

### **I. Approval of Minutes**

The minutes from the November 18, 2014 meeting were approved. (MSC: AH:SC)

The minutes will be posted on the Palomar webpage at:

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

### **II. Projects – Vice President John Tortarolo**

#### **Staff Development**

An update was provided on the progress made by the Staff Development & Training committee. The decision was made to focus technology training on two areas, PeopleSoft and general technology. After the first of the year, employees will be selected for four (4) focus groups to determine specific training categories. Employees who use technology extensively will be in an expert focus group and there will be general focus groups for all other employees. Ongoing training will be available.

#### **SPPF Funding**

There have been discussions at SPC regarding an allocation plan for unused SPPF funds. All unused funds will go to the Divisions for use in their PRPs.

#### **Hiring Procedures**

A new discussion group consisting of seven faculty members and two administrators has been formed whose focus will be to create a uniform procedure for the recruitment of part-time faculty. The group will be exploring in detail how Palomar College is perceived by minority applicants. Laura Gropen will be working to put together an advertising regional search program that will attract diverse applicants. Another discussion group will be formed for non-faculty positions.

### **III. Other – None**

### **IV. Standing Reports - None**

### **V. Adjournment**

The meeting was adjourned at 4:30 pm.