



## HRS PLANNING COUNCIL MINUTES

March 3, 2015

The meeting of the Human Resource Services Planning Council was held on Tuesday, March 3, 2015 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, Suzanne Sebring, Jose Vargas

Members Absent: Darla Mulder

Guest: Dr. Stephanie Droker  
Accreditation Team Member  
Vice President of Educational Services  
West Hills College Coalinga

Recorder: Jennie Vastola

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

The minutes from the February 3, 2015 meeting were approved. (MSC: SC/KM)

The minutes will be posted on the Palomar webpage at:

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

### **II. Projects**

#### **Recruitment Update**

Monique Dumbrique reported on upcoming recruitments for the following positions:

- 8 Administrative
- 1 CAST
- 12 Classified
- 13 Full-time faculty
- Full-time faculty (assigned time)

All part-time faculty positions will now be posted online.

#### **OnBase**

Christine Winterle reported on the status of the new record imaging system, OnBase, which went live in February 2015. The main use of the system by HRS is to establish document imaging for current/prior employee records. All records converted to OnBase will be viewed via Outlook/PeopleSoft. HRS recently shipped 93 boxes of records that are currently in the process of being imaged.

#### **Classified Staff Day**

Christine Winterle provided information regarding the 29<sup>th</sup> anniversary of the annual Classified Staff Development Day, scheduled for Wednesday, March 18, 2015. The theme for the event will be *Back to the Future: We Make the Future Happen*. Morning and afternoon workshops will be offered emphasizing professional development in areas such as technology training, safety awareness, AED

training, campus safety, etc. Service pins will be awarded and the name of the winner of the award for Classified Employee of the Year will be announced.

### **Staffing Master Plan (final year of 6-year plan)**

Shawna Cohen reported that all Planning Councils and SPG have submitted their priority lists to her. Next, the Vice Presidents/President will draft a narrative/overview of their staffing over the past year and submit the reports to Shawna by the 2<sup>nd</sup> week of March. Information will be provided to HRSPC the fourth week in March and the second reading will be available at the April 7<sup>th</sup> SPC and HRSPC meetings. Implementation is expected to begin at the end of April 2015.

### **Class Study**

Shawna Cohen provided a brief update on the current class study being conducted by Reward Strategy Group (RSG). She said the class study steering committee has been unanimous when making decisions and implementation is anticipated by the end of July 2015. In the meantime, the District will continue to use the current job descriptions.

### **Diversity Event**

Shawna Cohen provided information about the annual Unity in Diversity event, scheduled for Thursday, March 26, 2015. The theme this year will be *A Conversation on Injustice and Prejudice in our Community*. The event will be hosted by the Equal Employment Opportunity Advisory Committee in the Student Union from 4:00 to 7:30 pm. Attendees will enjoy a program that includes entertainment, a lively panel discussion led by a moderator, and a delicious buffet. Faculty members who attend can earn credit for Professional Development and Classified Staff can earn credit for Professional Growth.

### **Program Review & Planning**

John Tortarolo reported HRS is currently wrapping up FY12-14 with the evaluation process and working on FY14-16 PRP's. HRS is receiving larger (and more diverse) pools of applicants since implementing the online application process.

### **Accreditation Update**

John Tortarolo reported the Accreditation Evaluation Team will be on-campus March 2-5<sup>th</sup>. The Team arrived on Monday and toured both the Escondido and Camp Pendleton Centers. The Team will give their report on Thursday at the conclusion of their site visit. The final results from the Accrediting Commission will be provided by July 2015.

### **SPC/Budget**

John Tortarolo reported the Strategic Planning Council (SPC) is reviewing the Year 2 Progress Report for the college's goals and objectives. Also, SPC has decided to reinstate constituent group reports to the SPC agenda. The District is anticipating a significant amount of one-time funds as FY15-16 will be a restorative year. Savings created by the SRP will provide the necessary funds to open the new South Center in Fall 2017. The North Center is expected to open in Fall 2019.

## **III. Other – None**

## **IV. Adjournment**

The meeting was adjourned at 4:45 pm.