



**GOVERNANCE STRUCTURE GROUP REQUEST**

<b>Request submitted by</b> Jack Miyamoto					<b>Date</b> December 20, 2005				
<b>Proposed Name of Requested Group</b> Human Resource Services Planning Council									
X	<b>Council</b>		<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>			<b>Add</b>		<b>Delete</b>	<b>X</b>	<b>Change</b>		
<p><b>Role, Products, Reporting Relationships:</b></p> <p><u>Role:</u> The HRSPC is responsible for the development of the strategic plans of Human Resource Services. These responsibilities include:</p> <ul style="list-style-type: none"> <li>• Appropriate support services to Palomar College in the area of human resource services</li> <li>• Appropriate level of support and resources for level of services required</li> <li>• Effective and efficient policy and procedure development in human resource services necessary to meet the needs of the College</li> <li>• Guidance, direction, and oversight provided for such activities as:             <ul style="list-style-type: none"> <li>○ Employee hiring</li> <li>○ Staff diversity efforts</li> <li>○ Development and coordination of staff training programs</li> <li>○ ADA compliance</li> </ul> </li> </ul> <p><u>Products:</u> The HRSPC is responsible for submitting to the Strategic Planning Council the plans, budgets, and expenditure projections of the Human Resource Services Department. The products of the HRSPC include:</p> <ul style="list-style-type: none"> <li>• Strategic Plans for Human Resource Services</li> <li>• Human Resource Services Three-Year Plan</li> <li>• Annual Budget for Human Resource Services</li> </ul> <p><u>Reporting Relationship:</u> Strategic Planning Council</p>									
<p><b>Meeting Schedule:</b>  <u>1st</u> and <u>3rd</u> Tuesdays, 3:30 – 4:30 p.m.</p>									
<p><b>Chair:</b> Vice President, Human Resource Services</p>									
<p><b>Members:</b>            Manager, Human Resource Services            Supervisor, HR/Employment Services            Two Faculty Members appointed by the Faculty Senate            Two Classified Unit Employees appointed by CCE/AFT            One Faculty Member appointed by the PFF            One Administrative Association            One CAST</p>									

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

Comments:

\_\_\_\_\_ First Reading

\_\_\_\_\_ Approved/Denied