



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by John Tortarolo					Date February 8, 2006				
Proposed Name of Requested Group Human Resource Services Planning Council									
X	Council		Committee		Subcommittee		Task Force		
Action Requested:			Add		Delete		X	Change	
<p>Role, Products, Reporting Relationships:</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"> • Appropriate support services to Palomar College in the area of human resource services • Appropriate level of support and resources for level of services required • Effective and efficient policy and procedure development in human resource services necessary to meet the needs of the College • Guidance, direction, and oversight provided for such activities as: <ul style="list-style-type: none"> ○ Employee hiring ○ Staff diversity efforts ○ Development and coordination of staff training programs ○ ADA compliance <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"> • Strategic Plans for Human Resource Services • Human Resource Services Three-Year Plan • Annual Budget for Human Resource Services <p><u>Reporting Relationship:</u> Strategic Planning Council</p>									
<p>Meeting Schedule: <u>1st</u> and <u>3rd</u> Tuesdays, <u>4:00 – 5:00 p.m.</u></p>									
<p>Chair: Vice President, Human Resource Services</p>									
<p>Members: 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:

_____ 2/21/06 First Reading
 _____ Second Reading
 _____ Approved/Denied