



HRS PLANNING COUNCIL MINUTES (*Amended*)

October 5, 2010

The meeting of the Human Resource Services Planning Council was held on Tuesday, October 5, 2010 in room LL-112. John Tortarolo called the meeting to order at 4:00 pm upon establishment of a quorum.

Roll Call

Members Present: Sandra Andre, Molly Faulkner, Shawna Hearn, Lisa Hornsby, Anna Morrison, Daniel Sourbeer, Kimberly Word

Members Absent: None

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the September 21, 2010 meeting were approved (MSC: Sourbeer/Andre) and will be posted on the Palomar webpage as follows:

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

II. 2010-11 Projects

• **Staffing Plan:**

Shawna reported trainings have been scheduled for the Planning Councils. She will be meeting next week with the IPC and SSPC, and the following week she'll meet with the FASPC. She will share the outcome of these trainings with the HRSPC at the next meeting, and will provide the training to HRSPC at that time.

John noted that HRS Analyst, Karen Robinson, has been responsible for working on the Staffing Plan rubric ("shell"), while Shawna is responsible for the operational part of the plan. The Staffing Plan document is extensive (35 pages) and may be ready by November, 2010. SPC has requested updates on the Staffing Plan at various meetings during the Fall semester.

• **Review/Discuss Planning Council Evaluation Survey**

Every year Institutional Research & Planning conducts a survey where HRSPC members are given the opportunity to provide feedback that helps to guide us in our operations as a council. The respondents rated the HRSPC on nine different aspects and were able to include open-ended comments as well. The survey is a good way to gather information on how committee members feel about the role and responsibilities of the HRSPC and its effectiveness. John encouraged everyone to freely participate in the meeting discussions and ask for clarification when needed. Each member of the HRSPC is needed to participate in the decision-making process in order for sound recommendations to be forwarded to the SPC. Last year the HRSPC meetings were on Friday afternoon and participation was low. This year the meetings have been moved back to Tuesday afternoon, and the objective is to have the availability of all members, regular attendance, and participation for meaningful discussions.

III. Council Roles & Responsibilities

John provided some clarification on the role of the Council and explained how the agenda is set up for each meeting. If a member would like to add an item to the agenda, please send John an email 72 hours in advance of the meeting. Questions were raised as to hiring processes and John will bring specific

information on hiring processes and procedures to the next meeting. Shawna has created new position announcement templates and will bring examples of them to the next meeting. A question was raised as to the hiring and outreach procedures that are being followed while Title 5 is being revised and the new EEO Plan is being developed. The District will utilize its current EEO Plan until the Title 5 revisions have been accepted by the Board of Governors. The Chancellors Office has requested all the community college districts not to submit new EEO Plans until the Title 5 revisions have been approved. The current Title 5 regulations focus on hiring diverse individuals through the use of availability data to determine how many minority candidates are available to fill open positions. Within the last few years, it was determined that the suggested availability data was unreliable and not an appropriate indicator of districts' performance towards the goal of increasing faculty and staff diversity. The proposed Title 5 regulations encourage districts to develop outreach tools, measure and evaluate their success, and improve methods as appropriate to ensure more holistic, meaningful EEO practices.

John gave a brief overview of the ACCJC Recommendation dated June 30, 2010. The Commission requires that the Follow-Up Report of March 15, 2011, should demonstrate the institution's resolution of **Recommendation #2 - Integrated Planning, Evaluation, and Resource Allocation Decision Making**. Significant progress has been made, but the work is not complete. HRSPC will be touching on this issue at every meeting as the new Staffing Plan will be integrated.

John continued with his overview of Recommendations #1, #4, #7, #8, #10, and #11, focusing on the recommendations that have been assigned to the V.P. of Human Resource Services and/or HRSPC. The Commission requires that these recommendations have been fully resolved at the time of the March 2012 Midterm Report.

Recommendation #7 - Improve Human Resources Practices.

1. Instructional and non-instructional faculty and all others directly responsible for student progress in achieving stated SLOs need to have an evaluation component included in performance evaluations regarding each faculty member's effectiveness in producing SLOs (III.A.1.c).

TERB has brought forward language that will have to be negotiated between the PFF and the District.

2. Ensure that all employee groups prepare, be trained in and adhere to a Code of Ethics (III.A.1.d).

Currently there is a separate Code of Ethics for CAST, AA, and the Faculty Senate. The Classified employees do not have one. The Accreditation Commission recommended there be one Code of Ethics for all employees. This will be negotiated with all constituent groups including Faculty, Faculty Senate, Classified, CAST, and AA. The Code of Ethics will also require negotiations with both PFF and CCE and the District.

3. Develop a comprehensive staffing plan in concert with the efforts of the 75/25 Task Force to provide appropriate consideration for support services necessary and link the plan to the budget development activities (III.A.2).

The HRSPC will have ongoing discussions to assist in the development of the new Staffing Plan.

4. Eliminate multiple personnel files that exist for administrators. Only one personnel file should exist for any employee and that file should be housed in the Human Resources Department thereby providing security of personnel documents and affording access to the file by employees (III.A.3.b).

HR and Faculty Senate will move additional administrator personnel files into a locked and secure storage area.

5. Establish and monitor a follow up system to ensure all employees are evaluated annually or less frequently when agreed to by employee agreements as was noted by the 2003 team in Recommendation #4 (III.A.3.a.)

I.S. provided programming that allows TERB Coordinator, Barb Kelber, to run a report that monitors faculty evaluation dates. TERB is responsible for the faculty evaluation process; however evaluations are kept in personnel files stored in HRS. All classified, CAST, and AA employees and their respective supervisors receive a 60-day notice prior to their evaluation. Evaluations are tracked and, in the event that a supervisor does not submit an employee's evaluation on time, notification is then sent to the appropriate VP and President for compliance. Evaluation procedures are subject to negotiations with the constituent groups.

Recommendation #8 – Conduct additional training to prevent Harassment, Discrimination and Disparaging comments against employees.

1. HRS has provided AB 1825 sexual harassment and non-discrimination on-line training for all Palomar supervisors and faculty department chairs. This two-hour course was made available to the college by Keenan & Associates and must be completed every two years. The goal is to offer this course to all staff and to give staff the option of taking the course for Professional Development credit. HRS will make the AB 1825 on-line training available to HRSPC members for review.
2. Per the accreditation self-study visiting team's request, Board Policy 7150 – Employee Evaluations was revised to ensure that due process rights will be available to all employees as part of the District's performance evaluation practices.

IV. Adjournment

The meeting was adjourned at 5:00 pm.