



GOVERNANCE STRUCTURE GROUP REQUEST

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|---|----------------|--|------------------|--|---------------------------|---|-------------------|
| Request submitted by: John Tortarolo | | | | | Date: May 18, 2010 | | |
| Proposed Name of Requested Group: Human Resource Services Planning Council | | | | | | | |
| X | Council | | Committee | | Subcommittee | | Task Force |
| Action Requested: | | | Add | | Delete | X | Change |
| <p>Role: 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>Products: 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 | | | | | | | |
| Reporting Relationship: Strategic Planning Council | | | | | | | |
| Meeting Schedule: First and Third Tuesday of the month from 4:00 p.m. to 5:00 p.m. | | | | | | | |
| <p>Chair: Vice President, Human Resource Services</p> <p>Members:</p> <ul style="list-style-type: none"> • Manager, Human Resource Services • Supervisor, HR/Employment Services • Two Faculty representatives appointed by Faculty Senate • Two Classified Unit Employee representatives appointed by CCE/AFT • One Faculty representative appointed by PFF • One Administrative Association representative appointed by AA • One Confidential and Supervisory Team representative appointed by CAST | | | | | | | |

Reviewed by Strategic Planning Council:
 05/07/02 Approved
 03/07/06 Revised
 05/18/10 Revised