



HRS PLANNING COUNCIL MINUTES

November 3, 2015

The meeting of the Human Resource Services Planning Council was held on Tuesday, November 3, 2015 in the HRS A-1 conference room. Interim Vice President Mike Popielski called the meeting to order at 4:05 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Cohen, Molly Faulkner, Aaron Hudson, Catherine Parshalle, Mike Popielski, Chris Sinnott, Jose Vargas

Members Absent: Lisa Hornsby, Ken McMullen, Suzanne Sebring

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the October 6, 2015 meeting were approved with two abstentions. (MSC: SC/CP)

The minutes will be posted on the Palomar webpage at:

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

II. Projects

Accreditation / PRP Updates

HR Analyst, Shawna Cohen, talked about the Accreditation Self-Evaluation: Recommendation #5.

...the Team recommends the College create program review plans for Human Resource Services and Finance and Administrative Services that include the same level of detailed narrative and analyses as other College division programs.

The current HRS PRP expires at the end of May 2016. There was discussion about the new model and it was suggested to retain the current narrative and augment it with metrics.

There was a discussion regarding a new Onboarding Plan which would assimilate new employees to the Palomar College community and provide them with the tools and knowledge they need to become successful at their new job. Suggestions included assigning mentors, and providing technology training.

Staffing Master Plan

The current Staffing Plan will be closed out and a new (and more effective) Plan will be created. The focus during this final year of the Plan will be to develop and retain current employees. All constituent groups will be included when determining staffing needs going forward.

III. Other

SPC Update

Vice President Popielski handed out copies of *Strategic Plan 2016 – Acton Plan Year Three* which was discussed at the recent Strategic Planning Council meeting. He briefly reviewed the Objectives for Human Resources and Professional Development. He also talked about SPC's plan to allocate 75% of SPPF FY15-16 funds to a major project and the remaining 25% to other projects. Currently, SPC is considering using 75% of the funds (\$150,000) for Objective 2.1 of the Strategic Plan 2016: Implement a coordinated outreach and retention plan that employs internal and external outreach and retention strategies. Vice President Popielski asked the Council members if they supported this plan and it was agreed by consensus.

Adjournment

The meeting was adjourned at 5:00 pm.