



HRS PLANNING COUNCIL MINUTES

February 16, 2016

The meeting of the Human Resource Services Planning Council was held on Tuesday, February 16, 2016 in the HRS A-1 conference room. HRS Manager, Lisa Hornsby, called the meeting to order at 4:05 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Cohen, Molly Faulkner, Lisa Hornsby, Aaron Hudson, Patrick O'Brien, Catherine Parshalle, Suzanne Sebring

Members Absent: Mike Popielski, Jose Vargas

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the December 1, 2015 meeting were approved with one abstention. (MSC: CP/SC)

The minutes will be posted on the Palomar webpage at:

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

II. Projects

Staffing Master Plan 2016

HRS has reviewed the current staffing plan and identified some of the obstacles that have made the process virtually ineffective. Working with various councils and committees, HRS plans to create a new 6-year sustainable staffing plan that provides managers better direction and flexibility in considering their staffing needs in an ever-changing environment. The current timeline for implementation would include obtaining Board approval at the June 14 Board meeting.

EEO Plan

The Chancellor's Office is changing the model for how community colleges receive EEO funds. There will be new measures by which community colleges will be evaluated for future funding and we will be required to submit a report in June to identify how we met the measures.

Classification Study Update

Reward Strategy Group (RSG) has completed the classification study. The District and CCE must negotiate before implementing any changes. Administrators are carefully looking at their departments to identify critical vacant positions and determine how soon those positions need to be filled.

III. Other

AP 3570 – Smoking and/or Other Tobacco Use

The Policies & Procedures Committee has proposed significant changes to AP 3570. The term, "vaping" will be added to the list of prohibited forms of "smoking". In addition, first violations will result in a warning with no fine; the fine for a second violation shall be \$50, \$75 for a third violation, and \$100 for a fourth and subsequent violations. HRSPC members discussed the concept of fines for smoking on campus.

Calendars

The new FY16-17 Academic Calendar, FY16-17 Holiday Schedule, and three-year (FY16-17, FY17-18, FY18-19) Winter Holiday Schedule were approved by the Strategic Planning Council and will go to the Governing Board at the March 8th meeting. HRSPC members reviewed all three calendars.

IV. Standing Reports

SPC Update

The College is seeking selection of a vendor to provide Marketing and Branding Consulting Services. The purpose of this project is to establish a strong brand for Palomar College, enhance the image of the College both internally and in the community, rebuild student enrollment numbers, and increase donor engagement. Strategic Planning Priority Funds (SPPF) will be utilized to fund this project.

Benefits Committee

Concerns are being addressed and issues are being resolved as employees go through the process of transitioning to the new health benefits.

EEO Advisory Committee

Plans continue for the April 14th annual Unity in Diversity Event. Other ways to utilize EEO funds are being discussed to ensure new measures are met and future funding continues.

Professional Growth

High interest and participation in the Professional Growth Program for classified employees continues. Workshops are offered three times a year, before the beginning of each semester, to provide employees with an overview of the program. Upon completion of their program, employees have the option of selecting from two different stipends.

TEAM LIFE

Suzanne Sebring reported there are twelve (12) teams that signed up for the "Biggest Loser" competition this year. Each participant pays \$20; funds are used for prizes. The Team Life website has a calendar of activities which include yoga, jazzercise, boot camps, softball, swimming, campus walks, and more.

Staff Training and Development Committee

Plans continue for technology training on Fridays, beginning April 1 through May 6, 2016. The first part of the training will be lecture and the second part will be a lab where staff will be encouraged to bring their documents, sites, and questions to get expert "hands-on" assistance.

V. Adjournment

The meeting was adjourned at 5:00 pm.