



## HRS PLANNING COUNCIL MINUTES

March 1, 2016

The meeting of the Human Resource Services Planning Council was held on Tuesday, March 1, 2016 in the HRS A-1 conference room. Interim HRS 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, Lisa Hornsby, Aaron Hudson, Catherine Parshalle, Mike Popielski, Suzanne Sebring, Jose Vargas

Member Absent: Patrick O'Brien

Recorder: Jennie Vastola

### **I. Approval of Minutes**

The minutes from the February 16, 2016 meeting were approved with two abstentions. (MSC: SC/LH)  
The minutes will be posted on the Palomar webpage at:  
<http://www2.palomar.edu/pages/hrspc/minutes-and-agendas/>

### **II. Projects**

#### **Staffing Master Plan 2016**

Work continues on the new 6-year plan, connecting it to enrollment and budget while keeping it simple and flexible. It is anticipated that the first reading will be available for review at the March 15<sup>th</sup> HRSPC meeting.

#### **HRS Program Review Plan**

Work continues on the HRS PRP. It was suggested that one way to improve upon the new plan would be to give the HRS Planning Council the opportunity to review it and provide input before finalization.

#### **EEO Plan**

The new EEO Plan is due this year and will consist of revisions to comply with new Title 5 regulations.

#### **Classification Study Update**

The District and the CCE will begin negotiations soon with regards to the implementation of the Classification Study.

### **III. Other**

#### **AP 3570 – Smoking and/or Other Tobacco Use (Second Reading)**

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. A percentage (70%) of the fees collected will be retained by the Police Department to offset administrative costs associated with the implementation of

issuing citations for violations. It is planned to use approximately 30% of the fines collected to fund a new smoking cessation program. HRSPC members discussed the concept of fines for smoking on campus. There was a unanimous vote "yes" to add "vaping" to the list of prohibited forms of "smoking" and to implement fines for second and subsequent violations.

## **Standing Reports**

### **SPC Update**

At the 3/1/16 SPC meeting, there was a discussion about the importance of matching the College's Mission, Vision, and Values with current goals.

### **EEO Advisory Committee**

In anticipation of new funding requirements, the EEO Advisory Committee will be looking carefully at their role to ensure and maintain compliance.

### **TEAM LIFE**

Suzanne Sebring reported softball games will begin after the Spring Break on Monday evenings. Teams are being formed and everyone is welcome to join.

### **Staff Training and Development Committee**

Fiscal Services continues their planning regarding in-person training for PeopleSoft Financials. However, for all other technology training, planning has shifted from offering in-person training to self-directed learning modules. Faculty and staff will be able to enroll in the modules using Blackboard and internal experts will facilitate the training.

## **IV. Adjournment**

The meeting was adjourned at 4:45 pm.