



HRS PLANNING COUNCIL MINUTES

March 15, 2016

The meeting of the Human Resource Services Planning Council was held on Tuesday, March 15, 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, Patrick O'Brien, Catherine Parshalle, Mike Popielski, Suzanne Sebring, Jose Vargas

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the March 1, 2016 meeting were approved with one abstention. (MSC: SC/CP)

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 and a draft is expected to be ready for first reading at either the April 5th or April 19th, 2016 HRSPC meeting.

HRS Program Review Plan

Work continues on the new HRS PRP with an expected completion by the end of May 2016.

Requests for review and input will be emailed to all HRSPC members once the draft has been completed.

EEO Plan (First Reading)

Human Resources Analyst, Shawna Cohen, reviewed the draft for the new Equal Employment Opportunity Plan. She explained The Plan provides an ongoing, systematic approach to evaluating the District's equal employment opportunity (EEO) practices. The Plan and any subsequent updates will undergo review through the District's shared governance process during which the Equal Employment Opportunity Advisory Committee, the Human Resource Services Planning Council, and then the Strategic Planning Council provide feedback to HRS, which is then incorporated into the Plan. Final review and approval of the Plan resides with the District's Governing Board. The Plan is reviewed and, as necessary, updated every three years as required by the California Community Colleges Chancellor's Office. The Plan is expected to go to SPC for first reading on April 6th, 2016.

Classification Study Update

The District and the CCE have scheduled pre-negotiations meetings to discuss issues surrounding the implementation of the Classification Study. These meetings will be separate from Contract negotiations.

III. Other

New Meeting Time

Interim Vice President, Mike Popielski, asked HRSPC members to bring their calendars to the next meeting so the group can decide on a new standing meeting date and time.

Gender-Neutral Restrooms

Interim Vice President, Mike Popielski, provided copies of two possible signs for gender-neutral restrooms on campus. After some discussion, a suggestion was made that a good place for a gender-neutral restroom would be in the Performing Arts Complex.

Standing Reports

SPC Update

Interim Vice President Popielski reported that there was some discussion at the last SPC meeting with regards to BP 3820, AP 3710, and AP 7337. He provided copies for HRSPC members to review and discuss. VP Popielski said he would find out if there is an Administrative Procedure that goes along with BP 3820.

- BP3820 Gifts, Donations, and Bequests
- AP 3710 Securing of Copyright
- AP 7337 Fingerprinting

TEAM LIFE

Suzanne Sebring reported on the various activities that are currently available to all employees. Activities include softball, Yoga, Boot Camp workouts, the Carlsbad 5000, and now a new opportunity for employees to utilize the Palomar swimming pool during specific "open swim" times. A release form must be signed to participate.

Adjournment

The meeting was adjourned at 4:45 pm.