



HRS PLANNING COUNCIL MINUTES

May 3, 2016

The meeting of the Human Resource Services Planning Council was held on Tuesday, May 3, 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

Members Absent: Patrick O'Brien, Jose Vargas

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the April 19, 2016 meeting were approved. (MSC: CP/SC)

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

Human Resources Analyst, Shawna Cohen, provided copies of the *Staffing Master Plan 2016-22 Conceptual Outline* and reviewed the Plan goals, outcomes, and timeframes. The Staffing Master Plan is an ACCJC requirement that helps the District make informed decisions regarding staffing recommendations. Work will continue on the new Plan over the summer and will be ready for 1st reading at the beginning of the Fall 2016 semester.

Equal Employment Opportunity Plan

Human Resources Analyst, Shawna Cohen, reviewed all changes that were made to the EEO Plan before it went to the May 3rd SPC meeting for approval. There was some discussion regarding how ethnicity is determined when a job applicant identifies more than one ethnicity. HR Manager, Lisa Hornsby, said she would investigate. There was some discussion regarding the annual Unity in Diversity event and ways to collaborate with other departments on campus. It was agreed by consensus to approve the new 3-year Equal Employment Opportunity Plan.

III. Other

Due to scheduling conflicts, regularly scheduled meetings of the HRS Planning Council will be moved to a new day and time beginning Fall 2016.

IV. Standing Reports

SPC Update

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Beginning Fall 2016, SPC meetings will be held the 1st and 3rd Tuesdays of each month from 2:30 to 4:30 pm.

TEAM LIFE

Suzanne Sebring reported beginning June 6th, the swimming pool will be available for faculty and staff use M/W 7-8 am and M-Th 11:30-12:30 pm. The Wellness Center will be offering a discount to TEAM LIFE participants over the summer (1/2 off any paid-in-full membership). *The Biggest Loser* (employee weight loss challenge) was a big success. The top male and female winners were awarded \$200 each. The members in the top three (3) teams were each awarded a \$50 Amazon gift card and an invitation to a healthy cooking class.

V. Adjournment

The meeting was adjourned at 5:00 pm.