



HRS PLANNING COUNCIL MINUTES

October 4, 2016

The meeting of the Human Resource Services Planning Council was held on Tuesday, October 4, 2016 in the HRS A-1 conference room. On behalf of Interim HRS Vice President, Mike Popielski, Shawna Cohen 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, Jose Vargas, Mike Popielski (*participation via conference phone*)

Members Absent: Suzanne Sebring

Guests: Michelle Barton, Kelly Falcone, Christine Winterle

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the September 20, 2016 meeting were approved. (MSC: MF/CP)

The minutes will be posted on the Palomar webpage at:

<http://www2.palomar.edu/pages/hrspc/minutes-and-agendas/>

II. Projects

Orientation (Michelle Barton)

Michelle Barton presented an overview of the Palomar College Governance Structure, including information about the Strategic Plan and the various Plans that support it. She discussed the three HR-related objectives that are currently included in Strategic Plan 2019:

4.1 Identify critical staffing needs

4.2 Evaluate and improve recruiting

4.3 Professional Development Plan implementation

Michelle provided an accreditation update, discussing the upcoming Accreditation Team site visit scheduled in late October 2016. She also reviewed the eight (8) accreditation recommendations.

Governance Structure/Staff Training & Development Committee (Kelly Falcone)

Kelly Falcone provided an update on the progress of the merging the Staff Training & Development Committee with the Professional Development Committee. There was a discussion regarding where the new committee would report and whether or not dual reporting to multiple planning councils would be necessary. Kelly suggested the new committee report to SPC for now because the HRS Planning Council currently has only one (1) faculty representative and SPC currently has representatives from all constituent groups. A *Human Development Resource Plan* identifying professional development needs will be developed and software needs to be identified that will be used by Professional Development and possibly Human Resource Services to track employee completion of activities.

III. Unassigned Part-time Faculty Pool (Christine Winterle)

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Christine Winterle provided information about a new program to form part-time faculty pools. The pools will be formed to provide departments with vetted part-time faculty who are ready to fill last-minute teaching assignments or to substitute. After two years of non-activity, part-time faculty members will be terminated and removed from the pool.

IV. New HRSPC Meeting Time

After some discussion, the committee agreed to move the HRSPC meetings to the 2nd and 4th Thursdays of each month from 2:00 to 3:00 pm. All committee members will be contacted to ensure this change won't cause any conflicts.

V. Standing Reports

None

Adjournment

The meeting was adjourned at 5:05 pm.