



HRS PLANNING COUNCIL MINUTES

November 10, 2016

The meeting of the Human Resource Services Planning Council was held on Thursday, November 10, 2016 in the HRS A-1 conference room. Shawna Cohen called the meeting to order at 2:05 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Cohen, Molly Faulkner, Aaron Hudson, Catherine Parshalle

Members Absent: Suzanne Sebring, Jose Vargas

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the October 4, 2016 meeting were approved. (MSC: CP/MF)

The minutes will be posted on the Palomar webpage at:

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

II. Projects

Strategic Plan 2019 – Action Plan Year 1 (Draft)

Shawna Cohen led committee members in a careful review of the draft objectives and project steps related to Goal #4 in the new Strategic Plan 2019, which is to maintain and support a diverse workforce. She reported significant progress has already been made on one of the project steps; to fill positions vacated by SERP 2015. She reported goals and objectives have been developed and presented to SPC related to the Staffing Master Plan 2016. The development of an Enrollment Management Plan to identify staffing needs is pending as well as the development of standalone Staffing Plans for the North and South Centers. In Spring 2017, the District will participate in the Institutional Effectiveness Partnership Initiative (IEPI). A Partnership Resource Team (PRT) comprised of peers and colleagues throughout the state will review our recruitment practices, policies, and procedures to assist in identifying strengths, weaknesses, and areas for improvement. Shawna reported the EEO Advisory Committee is also exploring other measures that will demonstrate commitment to diversity and equal employment opportunities. There are plans to improve and expand staff training opportunities related to Title IX, VAWA, and the SaVE Act. Finally, the Staff Training and Development Committee will be merged with the Faculty Professional Development Committee to form a District-wide Professional Development Committee, serving all faculty and staff.

Classification Study Implementation Update

Shawna Cohen reported implementation of the changes resulting from the Classification Study is almost complete. Memos were sent to classified staff (and their supervisors) whose positions were reviewed in the study informing them of their new classification titles and related position information as approved by the Governing Board. All the new classification specifications are now posted on the HRS website. Positions excluded from the Study are being evaluated now for December 2016 Governing Board approval. Positions requiring re-evaluation will be reviewed again; completion of the reevaluation process is expected in early Spring 2017.

Recruitment Update

Shawna Cohen reported HRS is currently recruiting to fill vacated positions resulting from the SERP. Classified positions that were held up due to the Class Study are now being opened as well. As the District is now in stability funding, recruiting for faculty positions will be limited. HRS is also working toward filling all interim administrator positions. Recruitment for the position of Vice President, Human Resource Services, is scheduled to open a second time; interviews will be conducted in early Spring 2017. There are currently two classified positions open in Human Resource Services, HR Technician I and Administrative Specialist I.

III. Standing Reports

None

IV. Adjournment

The meeting was adjourned at 2:50 pm.