



HRS PLANNING COUNCIL MINUTES

September 27, 2017

The meeting of the Human Resource Services Planning Council was held on Wednesday, September 27, 2017 in the HRS A-1 conference room. HRS Manager, Shawna Cohen, called the meeting to order at 2:05 pm upon establishment of a quorum.

Roll Call

Members Present: Bret Bandick, Shawna Cohen, Aaron Hudson, Kevin Kearney, Diane Studinka, Jose Vargas, Christine Winterle

Members Absent: Tiffany Hickey

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the May 10, 2017 meeting will be reviewed for approval at the next regularly scheduled meeting on October 11, 2017.

The minutes will be posted on the Palomar webpage at:

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

II. New Business

Welcome and Introductions

Committee members introduced themselves and identified the employee groups they represent.

VPHRS Search

A new VPHRS has been selected and is expected to begin working in mid-October after the October Governing Board meeting. (*III.A.1, III.A.3, IIIA.9*)

Accreditation Update

- Planning Council Involvement:

The Accreditation Steering Committee (ASC) has been meeting and discussing different ways to include Planning Councils in the accreditation process. Currently the accreditation work falls to the members of the ASC and the tri-chairs who oversee the process. About 2 years before the accreditation visit, teams are created to respond to standards. Writing teams gather the data and write the skeleton of the report before submitting it to the ASC. One idea is the ASC could delegate work to the Planning Councils so they're more involved in the process. The last visit was in 2015 and the College is getting prepared now for the mid-term report. There was a question regarding how Classified/CAST employees would be compensated for their accreditation work and S. Cohen said planning is in the early stages and she would take the question back to the ASC and get more information. (*IV.A.2, IV.A.5*)

- Recommendations Relevant to HRS:

- Improve and expand Title IX, VAWA/SaVE Training Programs for all District employees
- Develop a Professional Development Plan (*III.A.14*)
- **Reclassification Activities Update:**

The classification study for the Classified unit (350 individual positions) began in 2013, was completed, and then implemented in early 2017. There were 25 classified employees who submitted requests for reclassification per the process outlined in Article 10 of the Agreement between the District and the CCE. The process for that group of employees is in the final stages before Governing Board approval. There is another smaller group of 12 employees whose positions, which were reevaluated during the classification study, are being reviewed for possible reclassification under Article 10. Reward Strategy Group (RSG) will soon be conducting a full scale study for all AA and CAST positions, including Deans & VP's. The last study done for these employee groups was completed in 2007, however, implementation didn't occur until 2012. All class specifications for positions in these units will be reviewed for accuracy. RSG will conduct the review, analysis, and salary survey before a final report is submitted to the District. These groups do not have a process/cycle where positions are reviewed on a regular, recurring basis. Many colleges contract with outside firms to conduct large-scale classification studies due to the workload involved. (*III.A.1*)

New Semester EEO Reminders:

In accordance with Title 5 regulations, information regarding EEO policies and procedures is provided to all employees via email each semester. HR handles all complaints of unlawful discrimination, including sexual harassment and sexual violence. Palomar employees are responsible for reporting any complaints or allegations to the HR office. All information is kept strictly confidential. Title IX, a federal law that mandates gender equity in education, mandates reporting incidents of sexual harassment and sexual violence. Institutions are required to ensure that faculty and staff are aware of EEO programs, rules, and regulations. Basic information and instructions on how to file a complaint are available by following the link on the front page of the Palomar College website titled, *Title IX and the Campus SaVE Act*. HR is currently reviewing EEO practices included in AP 7120 – Recruitment & Hiring, and discussing advertising strategies and ideas for a job fair for FT and PT faculty applicants. (*III.A.12*)

III. Other

- **Cornerstone:**

New learning management software, Cornerstone, was rolled out for professional development at the beginning of the Fall semester; HR is considering utilizing the software for the purpose of training/onboarding new faculty and staff. (*III.A.14*)
- **Open Enrollment:**

In October 2017, all employees will have the opportunity to make changes to their health benefits and flexible spending accounts. All changes will become effective January 1st, 2018.
- **North & South Centers:**

Staffing needs are being discussed for the new North Center in Fallbrook and South Center in Rancho Bernardo. These new Centers, expected to open Summer 2018, will generate FTES for the District. Once all FON (faculty obligation number) data is available, the District will determine how many new faculty positions will be needed and faculty priority lists will be created through the IPC process. (*III.A.7*)

IV. Adjourned:

The meeting was adjourned at 2:45 pm.