



## HRS PLANNING COUNCIL MINUTES

October 11, 2017

The meeting of the Human Resource Services Planning Council was held on Wednesday, October 11, 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 were approved with three abstentions. (MSC:AH/SC)

The minutes from the September 27, 2017 meeting were approved with one abstention. (MSC:AH:CW)

The minutes will be posted on the Palomar webpage at:

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

### **II. New Business**

#### **Center for Urban Education Conference**

A group of Palomar employees, representing different areas of the College, attended a recent two-day conference that focused on equity in faculty hiring at community colleges. At the conclusion of the conference, groups were asked to create an Action Plan for their college. The Palomar group is still working on the Action Plan and will give a presentation at an SPC meeting upon completion. HRSPC members discussed the importance of tying faculty diversity to the diverse students we serve. Individuals from diverse backgrounds can provide strong role models for students; the institution benefits when many different perspectives are represented. One priority is to improve the timeliness of the Palomar hiring process. Early advertisement helps to create a larger and more diverse pool of applicants. Hiring Committees must move the process forward quickly. (III.A.12)

#### **Employee Recognition Programs**

Each Spring, the College has employee recognition events for the different employee groups where service pins are awarded for every 5 years of service. The faulty event was reinvented last Spring, and participation increased significantly. C. Winterle asked HRSPC members to think about ways to improve recognition events for the other employee groups. Should there be one (combined) recognition event for AA, CAST, and Classified staff members? What could the event look like? Should the event be more of a celebration with less training? Should service pins continue to be awarded, or are there other ways to recognize employees?

#### **Professional Development Plan**

The PD Committee has worked to implement Cornerstone, a management system for professional development opportunities and activities for all faculty & staff. The Committee is now working on a Professional Development Plan; an Education Code requirement. The PD Committee is also in the

process of carefully reviewing the responses from a recent survey that requested employee training needs. There was a brief discussion regarding the possibility of providing specific training for classified staff in the month of January. Managers will need to plan carefully to allow staff participation. HRSPC members were asked to log in to the new Cornerstone system and provide feedback. Rico Bianchi (Director, TTIP South) is working on a plan to have this software system available to all California Community Colleges. (III.A.14)

### **III. Standing Reports:**

#### **Benefits Committee:**

The Benefits Committee is working to produce a benefits survey. The College switched to a new plan through SISC effective January 2016 and the Committee is interested in finding out from employees what their experiences have been thus far. Institutional Research will evaluate the survey before it is distributed to employees.

#### **EEO Advisory Committee**

The EEOAC works in conjunction with the HRSPC. An orientation (training) was presented to members of the EEOAC members at their October 5<sup>th</sup> meeting. This group is responsible for the development of the Palomar College EEO Plan; a requirement of Title 5 § 55305. EEO funds are allocated by the Chancellor's Office, and the EEOAC will determine how the funds are to be utilized. (III.A.12)

#### **Adjournment**

The meeting was adjourned at 3:00 pm.