



Human Resource Services Planning Council (HRSPC) MINUTES

February 14, 2018

The meeting of the Human Resource Services Planning Council was held on Wednesday, February 14, 2018 in the HRS A-1 conference room. Human Resource Services Vice President, Dr. Lisa Norman, called the meeting to order at 2:00 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Cohen, Tiffany Hickey, Aaron Hudson, Jose Vargas, Christine Winterle

Members Absent: Bret Bandick, Diane Studinka

Recorder: Maria Zapien Rangel

I. Approval of Minutes

The minutes from the regular meeting of December 13, 2017 were approved.
(MSC: SC/TH)

The minutes will be posted on the Palomar College website at:
<http://www2.palomar.edu/pages/hrspc/minutes-and-agendas/>

II. New Business

HR Staffing Plan

Dr. Norman presented the Council members with a Staffing Plan binder. The binder contained the PCCD Staffing Master Plan Draft; Staffing Plan Examples from: Mira Costa College, Compton College & Rancho Santiago; PCCD Staff Plan Outline; and a section for the Working Staffing Master Plan. The Working Staffing Master Plan section will be used for the group to come up with a plan by June.

Essential Components (Group Discussion)

The Council members broke up into two groups to review the examples in the binder. Council members then had a group discussion about the common themes and elements they liked in the samples. Council members agreed that the plan needed to be aesthetically pleasing and easy to read.

Next Steps toward implementation

Additional meetings will be added to the calendar so the group can work on creating a draft staffing plan. The hope is to create a 5 year plan. Dr. Norman will bring in data and start developing drafts.

III. Other

Dr. Norman will place a call for new members to replace any members they may have lost.

The group briefly talked about developing district-wide communication strategies, where they can share an overview of the new processes, not just the meeting minutes.

IV. Adjournment

February 14, 2018

The meeting was adjourned at 3:18 p.m.