Human Resource Services Planning Council (HRSPC) MINUTES

March 14, 2018

The meeting of the Human Resource Services Planning Council was held on Wednesday, March 14, 2018 in the HRS A-1 conference room. Human Resource Services Vice President, Dr. Lisa Norman, called the meeting to order at 2:02 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Cohen, Aaron Hudson, Jose Vargas, Christine Winterle, Bret Bandick

Members Absent: Tiffiny Hickey, Teresa Laughlin

Recorder: Maria Zapien Rangel

I. Approval of Minutes
The minutes from the regular meeting of February 14, 2018 were approved.
(MSC: SC/AH)

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

II. New Business
The council members introduced themselves and welcomed new member, Bret Bandick. Dr. Norman gave a general overview of the items that would be discussed during the meeting. The hope is to plan a few half days to work on the Staffing Master Plan. The draft has been scaled down to 7 pages instead of 13. Some of the sections will need to be expanded. The "look & feel" of the current draft was designed to look similar to Compton College's plan. Dr. Norman placed a call for new members, as it is important to have a collaborative voice to the staffing plan. Teresa Laughlin joined the council and Diane Studinka is no longer a part of the council. Kelly and Chris from ATRC will be giving a 20 minute presentation at the next meeting to show the changes in the WOW. The new website will be launched at the end of April.

ACCJC Update
Shawna Cohen reported the Accreditation Steering Committee is in the process of developing the mid-term report. Planning councils will be providing information for the report. Shawna will be the liaison to the Accreditation Steering Committee to help the committee understand standards. ACCJC prepared an online training so that others can become familiar with the process. Shawna will be sending the link to the training so that council members can take the training. She will also be checking to see if the training is available through 3PD.

Staffing Plan Meeting Dates
Dr. Norman asked the council to set aside 3 half days to start working on the Staffing Master Plan. The regular HRSPC meetings can be used for other business. In order for the plan to be completed by June, the council needs to have full conversations. The first meeting will be on April 11th from 12:00 pm – 3:00 pm.

Old Business

Dr. Norman distributed the "Draft 2018-2023 Staffing Plan". The Table of Contents was scaled down to five chapters. Each section was briefly explained to the group. She wanted to make sure the language was clear and relevant. Data was included, but it will need to be modified. Data from the current year is not accurate since we are still in the process of hiring. Visuals and pictures were added to enhance the plan. Dr. Norman pointed out that the SRP created a significant employee loss (89 employees). More graphics and tables will need to be added to Chapter 4. It would also be a good idea to show a comparison of hiring vs. student enrollment. Sections highlighted in red were missing information that will be added later. Acronyms and certain language will need to be explained so that everyone understands. Short-term/seasonal/Part-time staff are not currently included in the draft data, but it will be important to look at supplemental information regarding those employees as they directly impact the hiring process. Members will provide feedback after they have reviewed the draft.

The "Data Collection" sheet was distributed. FTES need to be looked at to make sure the college is staffing based on enrollment. It is also important to look at the diversity of the student population, employee turnover, the new funding formula, and staffing needs as it relates to technology plans. Ron and Connie will provide data that Dr. Norman will be sharing with the council. Staff working out-of-class or in the process of reclassifications also impact the hiring needs of the district.

Shawna mentioned that it is also important to look at categorical funding needs in regards to staffing. Grants have specific staffing needs, but what happens to the staff after the grant is over?

The "Retirement" document was distributed. The document provided data showing the number of staff that were eligible for retirement. Currently, 30% of our staff are categorized as eligible to retire. Retirement of current employees will also effect the staffing plan. The data will further be broken down for the different groups, to show which groups will be impacted the greatest.

The "Staffing Plan Data – 2018" and the "College Brain Trust" documents were distributed. It will also be important to look at comparable districts to see what their staffing looks like. Michelle Barton will provide information regarding FTES. The group will also think about pulling other data for the report.

III. **Other**

IV. **Adjournment**

The meeting was adjourned at 3:10 p.m.