**April 11, 2018**

The meeting of the Human Resource Services Planning Council was held on Wednesday, April 11, 2018 in the HRS A-1 conference room.  Human Resource Services Vice President, Dr. Lisa Norman, called the meeting to order at 12:09 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 March 14, 2018 were approved.
      (MSC: SC/CW)

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

II.   **New Business**
      The committee will be adding another member to fill the Faculty Senate vacancy. Dr. Norman gave a general overview of the items that would be discussed during the meeting.  This meeting is the first of three meetings to work on the Draft Staffing Plan Structure.  Council members were asked to give feedback on the agenda. There were no standing reports.  The district website presentation, WOW, will be presented at the end of the meeting.

      Christine Winterle will be sending out the Educational Master Plan Draft (EMP) for feedback. Feedback will be collected at the end of the week. The purpose is to identify organizational structures that need to be looked out in order to plan for future employment needs.

      **Overview of Palomar Draft Staffing Plan Structure (Group Discussion)**
      Dr. Norman gave an overview of the data points the group will be reviewing.  The council was broken up into two groups of three members.  The groups will be analyzing the following five data points:
      1. College Comparisons
      2. Attrition (Staffing)
      3. Classification (History/Changes/Comparisons)
      4. Diversity (staff/students)
      5. Plan Overview
      The group may add additional data points as necessary.  The District will be compared to "gooder" colleges to see how the District looks in comparison to other colleges. The data is important since the college is currently in stability.

**Essential Components (Group Discussion)**
The group discussed the changes/additions that were made to the Draft Staffing Plan:
- Executive summary – changed the verbiage
- Overview of the plan – refined
- Chapter 2 – added another section for District integration and strategic plan
- Page 3 – added faculty obligation number information
- Page 5 – will remove budget worksheet
- Student enrollment – Dr. Norman will find out if this is relevant information
- Funding formula – there will be a funding shift on July 1st
- Facilites plan
- Technology plan
- Added Professional Development

Dr. Norman gave an explanation on how to read the data, and possible changes the District may need to prepare for.

The group had a discussion about concerns with previous plans/procedures. Suggestions for the new plan include:
- Dividing the plan into guiding principles, implementation details and data sources
- Staffing needs as well as the trends/needs of departments
- Funding plans should be addressed in the new plan
- A training on how the data should be interpreted for employment planning
- Standardization of procedures
- Prioritizing positions
- The report should also mention the number of faculty and short-term employees

The group also discussed how the information should be organized and presented. The language used in the plan needs to make sense to everyone.

**Data Analysis (Group Work)**
Members broke up into groups and reviewed a few data points, they discussed the data and added more information they would like to include. Groups will switch data points at the next meeting.

The groups came up with the following information:

**Data Point 1: College Comparisons**
- Proportions to "gooder" colleges' enrollment
  - Staff:students
  - Staff:employees
- Percentage of staff per employment unit
- Need missing data from two colleges
  - Sonoma College
  - Santa Clarita Canyons College
- Employee attrition rates
- Composition of districts – number of centers per district
- Number/percentage of hourly staff/adjunct employees vs. FTEs & FTES

**Data Point 2: Attrition (Staffing)**
- Add employee group to retirement eligibility with percentage per group
- Average retirement age per group
- Current headcount vs. past headcount by pay group
- Average years of services when employees leave
- Vacant position analysis
- Analysis of percentage by job code

**Data Point 3: Classification**
- Number of short-term and PT faculty we have and percentage
- Break out CAST from classified administrators
- Percentage of employees by role vs. all employees
- Percentage oo proportion of employees by role vs. FTES
- Number, percentage of hourly/adjunct employees vs. FTEs & FTES
- Attrition

**Data Point 4: Diversity**
- Race & ethnicity by classification
- Hiring trends by race and ethnicity
- Retention rates by ethnicity

**Data Point 5: Plan Overview**
- Professional development survey – to capture each employees career goals
- Optimizing our system for succession planning

## III.    Other
Next Meeting – Friday, May 11 from 12-3pm in the A-1 Conference Room.

## IV.    Adjournment
The meeting was adjourned at 3:03 p.m.