



## Human Resource Services Planning Council (HRSPC) MINUTES

**May 11, 2018**

The meeting of the Human Resource Services Planning Council was held on Wednesday, May 11, 2018 in the HRS A-1 conference room. Human Resource Services Vice President, Dr. Lisa Norman, called the meeting to order at 12:05 pm upon establishment of a quorum.

### **Roll Call**

Members Present: Shawna Cohen, Aaron Hudson, Christine Winterle, Bret Bandick, Tiffiny Hickey

Members Absent: Teresa Laughlin, Jose Vargas

Recorder: Maria Zapien Rangel

### **I. Approval of Minutes**

The minutes from the regular meeting of April 11, 2018 were approved.  
(MSC: TH/SC)

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

### **II. New Business**

The plan was to have 3 planning meetings so that the draft is ready by June. Dr. Norman gave an update with the changes that had been made to the draft. The layout of the plan had been modified. The goal is for the group to review Chapters 3, 4, & 5.

The council members were broken up into two groups of three to review the draft. The drafts were reviewed individually and then the groups discussed ideas. The following suggestions were made:

- Add/update page numbers
- Break up data between classified staff vs. certificated staff
- Add parameters of years of service for PERS & STRS
- Include data regarding the cost of hiring people (recruitment, advertising, etc.)
- Targeted outreach to school programs or students so that we can fill future positions. There will be a large number of retirements in the future and we'll be competing with other colleges to recruit new employees
- The staffing plan should align with the strategic plan
- Including the average cost of technology for new employees
- Including the Educational Facilities Master Plan
- Efficiency models

The members discussed years of service for each employee. The data was pulled using at least 5 years of services and of age of retirement. Average age of faculty retirements tends to be higher than classified staff. The group mentioned Figure 12 - College Comparisons Datamart, should also include data that shows where FTES will be after opening the North and South Centers in comparison to retirements/attrition rates in 5 years.

A possible method for lowering retention rates is opening up more supervisory positions so that classified staff can promote into higher positions. It will also be important to look into reorganizing departments to see the staffing needs – organizational charts.

#### Chapter 3

- Change the look of the “year” – keep them on the same axis (figures 3, 4, 6)
- Indicate the source of the data
- Double check the data for accuracy
  - Change in PT Faculty – figure 3
- Data from 17-18 will need to be updated once the year is over
- Checking for grammatical errors
- Defining the requirements for retirement
- The cost per new hire (will be in Ron’s section), recruitment & advertising
- Structuring of the diversity information could use some work
  - Adding more information about what the data means
  - Adding some of the EEO data
- Pg. 4 identify where the jump in classified employees came from
- Capture why we’re losing employees in certain years/groups
- Do more outreach
- Include headcounts on data charts

#### Chapter 4

- Include possible reasons employees separate besides retirements
- How to plan for retirees in the next 5 years
- Provide tools for departments to use to prepare for retirement
- Create employee paths for career growth
- Efficiency
- How are we currently hiring?
- How are we currently organizing?
- Internship programs (people will feel connected to the college)
- Recruitment & advertising plan
- A retirement survey to calculate when employees plan to retire (anonymous)
- Succession plan
- More programs geared toward Professional Development
- Creating lead/supervisory positions to encourage promotions
- Reaching out to special populations – targeted job fairs
- Evaluate recently vacated positions
- Incremental hiring over the next five years
- What’s driving our hiring today?

Dr. Norman will take the ideas from the groups and add them to the plan. Updates will be made to the draft and emailed to the committee for review. Members will review the draft and add their edits to the document. There may be an additional meeting in June to finish the draft.

### **III. Other**

Next Meeting – Thursday, June 14 from 12-3pm in the A-1 Conference Room.

### **IV. Adjournment**

The meeting was adjourned at 3:00 p.m.