



Human Resource Services Planning Council (HRSPC) MINUTES

June 14, 2018

The meeting of the Human Resource Services Planning Council was held on Thursday, June 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,

Members Absent: Tiffany Hickey, Jose Vargas, Teresa Laughlin

Recorder: Maria Zapien Rangel

I. Approval of Minutes

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

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

II. New Business

Dr. Norman updated the group on the progress of the Draft Staffing Master Plan. The plan is designed as a reference guide so departments can plan for future staffing needs. Additional data about the strategic plan, information about the FON and 50% Law has been added. An updated Staffing Master Plan was distributed to the group for review. The group went through the plan and discussed changes and modifications to the language.

It was noted that the data under the part time faculty employee headcount number varies during the year. The Census dates will be used to pull the data for the part time faculty headcount. The link to our current EEO Plan will be included. Data in Appendix I will be reviewed for accuracy.

Group members suggested that the following information be included in the plan:

- 5 years of data should be included instead of 10.
- Hiring data from the past 5 years should be included in the appendix.
- The group would like to provide 5 years' worth of student ethnicity data.
- A brief statement about why the colleges in figure 12 were relevant.
- It would be useful to sort the data in figure 12 by FTES.

The first part of Chapter 4 will include information provided by different departments. The Educational and Facilities Master Plan section is a work in progress. The Technology Plan was included by Connie Moise. Finance will be sharing their data soon. The group discussed how the remaining sections in chapter 4 should be designed - might be useful to include those ideas as bullet points vs. paragraphs.

Look at local trends within our county of housing data and employment trends – people may not accept job offers because of the high cost of living.

Dr. Norman will send out the most updated version of the draft. She'll also send out assigned sections to each member for review and feedback. The goal is to have this done in the next few weeks. It will be refined over the next couple of months.

III. Other

IV. Adjournment

The meeting was adjourned at 2:58 p.m.