



Human Resource Services Planning Council (HRSPC) MINUTES

September 26, 2018

The meeting of the Human Resource Services Planning Council was held on Wednesday, September 26, 2018 in the HRS A-1 conference room. Human Resource Services Vice President, Dr. Lisa Norman, called the meeting to order at 2:05 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Cohen, Monique Dumbrique, Michelle Tucker, Jose Vargas, Teresa Laughlin

Members Absent: Melissa Molek

Guest: Kian Nourollahi (ASG Rep), Christine Winterle

Recorder: Maria Zapien Rangel

I. Approval of Minutes

The minutes from the meeting from June 14, 2018 were approved.
(MSC: SC/LN)

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

II. New Business Committee Composition

Dr. Norman will reach out to Erin Hiro to fill the two vacancies for Faculty Senate.

Dr. Norman reported that she had recently met with Amber Bancroft, ASG President, to discuss student representation on HRSPC as well as other governance committees. Kian Nourollahi is attending today's meeting as an ASG representative. They also spoke about professional development for student employees.

HR Goals and Objectives

Communication was one of the goals from last semester that will be carried over to this year. It would be a good idea to come up with some sort of communication tool to use District wide.

Identify the function and the purpose of the goals of the committee. Shawna shared that she likes the idea of having this meeting be action orientated and making sure the group participates and works together on items/tasks. Dr. Norman would like the group to be informed on hiring changes, such as the Position Authorization Form. There's a lot of interconnectedness with decisions being made, so one of the ideas is to make sure this committee helps inform others. HRSPC is made up of members of different constituent groups, therefore this group could also help us understand different types of ideas for communication. At the next meeting, the Position Authorization Form will be shared and discussed.

Dr. Norman gave a brief explanation regarding the Position Classification Review & Department Reorganization Workshops being offered on October 1st and 2nd. The training will review the Position Authorization Request form, functions regarding staffing needs, and the differences between the different types of positions a department can hire. In the past, the PAR form would get held up because departments were submitting forms without knowledge of a budget. Now, the form goes to Budget first, once signed off, it goes to HR. HR then develops a list which is forwarded to the Executive Team. The Executive Team signs off and then it gets routed to the next step - HR, CCE, Board Agenda. The third part of the workshop is a review of the department structure and organization. Each department will have to take a look at their structure to make sure their current needs are being met. This hasn't happened since the 90s. The college has gone through a few reclassifications yet department organization has not been looked at for a while. Michelle Tucker asked about whether this training would be made mandatory. Dr. Norman mentioned that it has not been made mandatory. After the first set of trainings, they will look at who still needs to be included in this training.

Jose Vargas asked whether other groups (CoopEd, Veterans, interns, etc.) have to go through the same hiring process and meet the same qualifications. Monique Dumbrique said that all short-term, student, volunteer and permanent new hires follow the same process in regards to fingerprinting. Christine mentioned that maybe Jose was referring to requirements for STM employees, since all the qualifications for full-time positions are posted on the website, but short-term positions vary in qualifications.

Recruitment and Process

8 new Faculty hires for the Spring. One of the challenges that we're currently going to face is the timeline. Teresa mentioned that 8 is a large number to start in Spring. Because of the FAWN we will need more full-time faculty. Teresa mentioned that there should be a little more wiggle room in the Staffing Plan. Dr. Norman said the Staffing plan is intended to be a guide to inform us as we move forward with our staffing.

III. Old Business Staffing Master Plan

Council members are invited to share their ideas and thoughts regarding the Staffing Plan. Dr. Norman discussed the basic structure of the Staffing Plan. It was pointed out that the average age of retirement is 66 years old; Faculty tend to stay beyond 66 years of age, Administrators tend to retire before 66 years of age. The numbers differ within the different classifications, however, in the near future we'll be competing for staff since a large amount of our current staff is at, or near retirement age. It's important to start looking at succession planning. For example, looking into how we can keep our current students as possible staff in the future. The Data in figure 9 has been updated. Retirement was the biggest reason employees left the District, which is why looking at the data for future planning is very important.

Chapter 4 – we reached out to various departments for feedback. The listed recommendations came from various departments as items to be considered over the next five years.

The next steps would be to create action steps. Council members are encouraged to provide feedback.

IV. Other EEO Advisory Committee Report

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Has not met yet.

Professional Development Committee Report

PD Committee has developed subgroups: Content, Events, Onboarding, Budget, and Communication

V. Adjournment

The meeting was adjourned at 3:05 p.m.

PAR form, Action Steps related to *Staffing*, Further discussion on FAQs