



Human Resource Services Planning Council (HRSPC) MINUTES

October 24, 2018

The meeting of the Human Resource Services Planning Council was held on Wednesday, October 24, 2018 in the HRS A-1 conference room. Human Resource Services Vice President, Dr. Lisa Norman, called the meeting to order at 2:00 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Cohen, Monique Dumbrique, Anel Gonzalez, Jose Vargas, Melissa Molek, Teresa Laughlin

Guest: Kian Nourollahi (ASG Rep), Christine Winterle

Recorder: Maria Zapien Rangel

I. Approval of Minutes

The minutes from the meeting from September 26, 2018 were approved.
(MSC: SC/AG)

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 would like to solidify the membership structure. We've reached out to Faculty Senate to fill the Faculty positions. Bret Bandick is interested in returning as a committee member. The hope is that the committee can add an ASG Representative & Director of Human Resources. Approval of any membership changes will have to go through SPC.

Position Authorization (PAR) Form Review

The new PAR form was distributed to the council for feedback & review. This new PAR form and process became effective July 1st. A memo went out to all CAST/AA to inform them of the updated form. The form will provide some clarity on the process for getting positions approved. In the past, all PAR forms went to HRS, however it created a problem when departments didn't have the budget for the positions. Christine explained the details of the form and what is required for the form to move forward. The Planning Details section was added to tie positions back to the Strategic Plan and the department's PRPs. Another difference with this new process is that the form goes to Budget/Fiscal first, before it goes to HRS.

The group had a discussion about their thoughts on the new form. Jose suggested that perhaps it may be a good idea to clarify that the form is not to be used to reclassify a position. Anel suggested that it may be useful if we provide a ballpark start date in order to calculate the budget. The recruitment list would be the most accurate way to give a timeline. Monique mentioned she would share this information with the Budget Department. Dr. Norman shared the feedback that she had received on the PAR. Teresa wanted to know the process for Faculty – Dr. Norman clarified that the process had not changed from the current practice. This form does not need to be filled out for Part-Time Faculty.

Kian mentioned that ASG is in the process of getting stipends, he asked if the PAR form could be used for student stipends. Christine stated that while there are very few stipends, they are generally for employees and have been negotiated, as well as in the contract.

Dr. Norman has already conducted two Position Authorization Review and Department Reorganization workshops. About half of CAST & AA have attended. There will be a follow up workshop for those who were unable to attend. It's important for hiring managers to understand all the different types of positions. HRSPC may also be invited to the future workshop.

Action Steps Related to Staffing

FAQs

The group will work on gathering frequently asked questions about HR so that this information can be shared with all staff. Monique asked if this would include looking at AP 7120. Since AP 7120 is comprehensive, including all the groups, it would be important to include all the groups involved. A process will have to be developed on how to review. The group would like to review AP 7120 during a HRSPC meeting. Feedback will be shared with the Policies and Procedures committee once the council reviews AP 7120.

Christine suggested that perhaps a climate survey could be distributed to staff for feedback. Teresa mentioned that Faculty Senate just conducted a similar survey. She stated she feels that it would be a good idea to figure out how staff are currently feeling.

Dr. Norman asked the council to come up with one FAQ to bring to the next meeting.

Onboarding (Discussion)

New employee orientations have been ongoing. It will be important to look at other opportunities for new employees such as mentorships, workshops, etc. The committee was asked to bring suggestions at the next meeting.

III. Old Business

Staffing Master Plan (Committee review & recommendations)

The updated draft was distributed to the group. *Figure 9. Non-Retirement Separations* on page 7 has been updated. The figure represents non-retirement separation rates among the different groups. Anel asked why short-term employees weren't included in the staffing plan. Dr. Norman stated it was based on permanent staff. More data could be collected for the next Staffing Master Plan. The council agreed to move the Staffing Master Plan forward to SPC.

IV. Other

Team Life Committee – Structure Change – First Reading

The new member structure strikes one representative from Health Services. A third representative from CCE has been added (preferably from Health Services).

This will be taken to SPC for a second reading.

(MSC: TL/JV)

EEO Advisory Committee Report

Another three year report is coming soon.

Professional Development Committee Report

No report

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CAST/AA Reclassification Update

The reclass is still in phase one. Once RSG releases job descriptions they will be shared with Executive Cabinet and then distributed to the supervisors and staff. Phase two will be for positions that require more extensive changes to the position. Dr. Norman shared the information at the last Managers meeting, and during the Position Classification Review & Department Reorganization workshop.

V. Adjournment

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