



## Human Resource Services Planning Council (HRSPC) MINUTES

**November 28, 2018**

The meeting of the Human Resource Services Planning Council was held on Thursday, November 28, 2018 in the HRS A-1 conference room. Human Resource Services Vice President, Dr. Lisa Norman, called the meeting to order at 2:04 pm upon establishment of a quorum.

### **Roll Call**

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

Members Absent: Bret Bandick

Guest: Christine Winterle

Recorder: Maria Zapien Rangel

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

The minutes from the meeting from October 24, 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**

**Guided Pathways – Travis Ritt** – *rescheduled for February*

#### **Team Life – Marti Snyder & Wendy Corbin**

Marti announced that Team Life is having an orientation for to the Fitness Center today at 2:30pm. They will be holding a walk through for employees who are interested in a membership. The Team Life governance structure change was discussed at the last Tem Life meeting; they will hold off on moving forward with the structure change to instead include one person from the RB/Fallbrook site. This person may be able to share ideas on how to include the satellite sites in Team Life activities. Teresa mentioned that they have started the ombudsmen program, so they have different faculty at the sites that could possible help. A new governance structure will be proposed to HRSPC soon. Retirees have expressed interested in participating in Team Life events.

There will be a wellness workshop at Plenary. Dr. Norman has challenged Team Life to look at different ways to engage staff members, so that it's not the same core group of people participating in Team Life events. Team Life is creating material to promote future events. Dr. Norman would like for Team Life to provide future updates at HRSPC.

#### **Committee Composition**

The updated committee composition was shared with the group. Added to the members list is the Director, Human Resource Services & One student (appointed by ASG).

The committee voted to approve the structure changes. (MSC: TL/SC)

### **AP 7120**

AP 7120 was shared with the group. After the committee reviews AP 7120, it will be shared with the Policies and Procedures group. Dr. Norman was reviewing the structure other colleges put together their administrative policies. Some colleges split the procedures by group. Reviewing Palomar's AP 7120 will be a lengthy process since it involves multiple groups. Dr. Norman will share other administrative policies for the group to review. Teresa pointed out that the teaching demo listed under second level interviews for faculty has been optional. Monique shared that she has some edits as well since there are some inaccuracies to the current policy. Teresa would like to see some definitions included. Christine agreed that she liked the idea of having our policies separate. The group was asked to bring some feedback to the next meeting. AP 7120 has been added to the P&P agenda as a discussion item. The majority of the next meeting will be reviewing AP 7120.

### **Trainings**

Teresa asked about Dr. Cullinan's Trainings. She stated that there is a large amount of faculty that would like to attend, but it would be more helpful to split it up in smaller sections. Dr. Norman will look at coordinating some alternate dates.

Eugene Whitlock will also be providing workshops. His workshops touch on implicit bias and cultural competency. Dates will be announced soon.

## **III. Old Business Onboarding**

The committee was asked to share their ideas about onboarding. HRS will be developing a comprehensive onboarding plan that will be shared with HRSPC. Council members shared the following ideas:

- A mentor/mentee program
- Providing a training when staff move between the different constituent groups
- Breaking up the onboarding into half days because it's a lot of information to give new employees at once
- Connecting staff throughout the year so that people are aware of the different departments, areas, and position roles
- A "college hour" so that people could get out and meet each other
- A "bagged lunch" where people meet and cover different topics
- Department open houses would also be helpful to see other areas of the college

### **FAQ's**

The committee will discuss at the next meeting.

## **IV. Adjournment**

The meeting was adjourned at 3:05 p.m. The next committee meeting will be held on January 30th, 2019.