



2022-23 Non-Instructional Program Review and Planning

2022-2023 REVIEW

OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR NON-INSTRUCTIONAL PROGRAMS

Program Review is a self-study of your unit. For non-instructional program review, the definition of what is a unit varies based upon your division. A unit may be a department (e.g., Information Services, Institutional Research and Planning, Financial Aid), a program (e.g., EOPS, TRIO), or a division (Human Resource Services). The Vice Presidents for each division have identified/defined the units that will complete the review cycle.

Regardless of whether your unit is a program, department, or division, program review is about documenting the plans you have for improving Institutional Effectiveness in your area and sharing that information with the college community. Through the review of and reflection on key elements, Program Review and Planning identifies program strengths and strategies necessary to improve the operation of your area. With that in mind, please answer the following questions.

BASIC UNIT INFORMATION

Academic Year

2022-23

Are you completing a Comprehensive or Annual PRP?

Annual

Division Name

Human Resource Services

Department Name

HRS Division Office

Choose your department. If you don't see it, you may add it by typing it in the box.

Program/Unit Name

HRS Division Office

Programs/units are listed by division in alphabetical order (FAS, HRS, INSTR, PRES, SS). If you don't see your unit, you may add it by typing it in the box.

Name of Person responsible for the Program/Unit

Christine Winterle

Website address(es) for your program(s)/unit(s)

Units need not include each webpages within the main site. However, if your unit oversees multiple areas, please list the sites for each area reviewed in this PRP form.

Click "+Add Webpage URL" to include additional web pages

Webpage URL 1

Unit webpage

Webpage URL 2

Unit webpage

Please list all participants and their respective titles in this Program Review

Click on "+Add Participant" below to include additional participants.

Participant	Title
<input type="text" value="Christine Winterle"/>	<input type="text" value="Acting VPHR"/>
<input type="text" value="Wendy Corbin"/>	<input type="text" value="Supervisor, Benefits"/>
<input type="text" value="Monique Dumbrique"/>	<input type="text" value="Supervisor, Recruitment"/>
<input type="text" value="Maria Zapien Rangel"/>	<input type="text" value="Executive Assistant, HRS"/>

PROGRAM/UNIT DESCRIPTION

Staffing

In this section, you will identify how many faculty and staff support your program. This information is considered when you request permanent staff and faculty hires. It is also useful as you evaluate your program and the human resources and talent you have to support our students.

To help you answer questions in this section, you will need the link shown in red below. This form required a login and password to access. Please use your Palomar email and password to log in.

Link: [Permanent Faculty and Staff Count](#)

Full-Time Staff

Total Number of Full-time Staff

Number of Classified Staff

Number of CAST Staff

Part-Time Staff

Total Number of Permanent Part-time Staff

FTE of Part-time Staff (2x19 hr/wk=.95)

FTEF of Part-time Faculty

3.00

0.00

Number of Administrators

3.00

Number of Full-time Faculty

0.00

**Describe additional temporary hourly or contract staff who support this unit and/or department.
(Include FWS/District Student Workers/Veteran Student Workers)**

- (2) RECRUITMENT SUPPORT STM
- (1) FILING PROJECT STM

Program/Unit Description

Have the services your unit performs changed in any way over the past year?

LEGISLATIVE CHANGES ASSOCIATED WITH PT FACULT BENEFITS.
FCMAT AND ACCREDITATION RECOMMENDATIONS REGARDING POSITION MANAGEMENT AND CONTROL.
IMPROVEMENTS TO EEO PRACTICES AS RECOMMENDED BY THE STATE CHANCELLORS OFFICE.
UPDATES TO TITLE IX AND OTHER STATE AND FEDERAL REGULATIONS.
INCREASE IN FACULTY HIRING TO MEET THE STATE CHANCELLORS OFFICE FUNDING DEIAA INCENTIVE.
RETURN TO ONSITE WORK (HYBRID, STRUCTURE, EFFICIENCIES, TRAINING, SYSTEMS).
COLLECTIVE BARGAINING CONTRACTUAL UPDATES AND OTHER NEGOTIABLE ITEMS.
EXAMPLES INCLUDE:

- UPDATE TO BP/AP 7120 REQUIRING PROCESS UPDATE
- PILOT HYBRID WORK PROGRAM
- PT FACULTY MEDICAL BENEFIT CHANGES
- RETIREE AND COBRA PAYMENT TRACKING REQUIREMENTS
- POSITION AUTHORIZATION SYSTEM TRACKING
- COVID-19 REPORTING REQUIREMENTS
- EMPLOYEE EEO TRAINING REQUIREMENTS
- DISTRICT REORGANIZATION AND STAFFING EFFICIENCY
- INCREASED DEIAA SUPPORT AND VOLUME
- FACULTY HIRING FOR FON COMPLIANCE
- COMMITMENT ACCOUNTING UPGRADE
- PEOPLE SOFT SELF SERVICE PROJECT
- EBENEFITS SYSTEM UPGRADE
- STATE PT FACULTY SURVEY

Reminder: Data does not autosave. Save this content before moving to the next section or closing

form.

PROGRAM/UNIT ASSESSMENT

SERVICE AREA OUTCOME ASSESSMENT

GOT SERVICE AREA OUTCOMES?

Outcomes are statements written in support of student learning to show direct support (instruction) or indirect support (services) provided on campus. Assessment is the way we measure how well we are achieving our outcomes.

For non-instructional areas, outcomes are called Service Area Outcomes (SAO).

So, what is an SAO?

A Service Area Outcome (SAO) is a statement about what a client will experience, receive, or know as a result of a given service. Clients can be students, faculty, staff, or community members.

As part of our three-year planning and review cycles, all non-instructional units are asked to:

- identify at least two SAOs,
- develop a plan and assess their SAOs,
- reflect on the results, and
- take action, as necessary.

Palomar uses Nuventive Improve as our official repository for SLO and SAO Assessment information.

Review and/or define your SAOs and assessment plans and ensure they are entered in Nuventive Improve by doing the following:

- 1) Login to Nuventive Improve through the Palomar College [Single Sign-on](#).
- 2) Check your SAOs for **currency** and **sunset** any SAOs if you no longer plan to assess them.
- 3) Revise or edit your current SAOs by revising their wording and/or updating the assessment method and/or assessment results, if appropriate.

NEED HELP?

Nuventive Improve:

1) If you need help with anything Nuventive Improve related such as login, unit identification, entering SAO info, contact Marti Snyder at msnyder2@palomar.edu.

2) Check out this video on how to enter SAOs in Nuventive Improve: <https://youtu.be/b1sRa68wm4c>

Defining and Assessing SAOs:

Not sure if your SAOs make the grade? Need some help writing an SAO? Not sure about how to assess your SAOs?

1) [Hartnell's SAO Guide](#) is a nice resource! Thank you Hartnell!

2) Contact Michelle Barton at mbarton@palomar.edu. We have a resource support team to help.

A template for entering SAOs can be found on the [IR&Ps Non-instructional Program Review and Planning website](#)

SERVICE AREA OUTCOMES TEMPLATE					
Date Identified or Last Reviewed	Description of SAO (What is your SAO?)	Assessment Method (How will/do you measure or assess it?)	Criterion (How will/do you know if you met the outcome?)	Date of Assessment	Date of Next Assessment
1)					
2)					
3)					
4)					

Are all of your unit's SAOs and assessment plans UPDATED and ENTERED in Nuventive Improve?
☒ Yes ☐ No

SAOs SUMMARIES AND REFLECTIONS

Each of your program/unit SAOs should be assessed at least once every three years. If you have completed any SAO assessments over the past year, summarize what you learned from the assessment and what improvements you have implemented or plan to implement as a result of your SAO assessments. If you have not completed SAO assessments, document why (e.g., SAO was assessed last year).

SAOs

Click "+Add SAO" below to include additional requests.

SAO 1

SAO Title

Employee Health & Wellness

Assessment Status

☒ Assessed ☐ Not assessed

SAO Summary and Reflection

EMPLOYEE COMMUNICATION
WEBSITE INFORMATION
ADDED INFORMATION TO TITLE IX
PT FACUTLY BENEFIT ENHANCEMENT
INCREASED PT FACULTY MEDICAL PLAN PARTICIPATION

SAO 2

SAO Title

Comprehensive Program Regarding Compliance (Title IX, EEO, ADA, etc.)

Assessment Status

☒ Assessed ☐ Not assessed

SAO Summary and Reflection

DEIAA COMPONENT OF NEW HIRE ORIENTATION ENHANCEMENT
UPDATED COMPLIANCE OFFICER, EEO TRAININGS
UPDATED AP 7120/7127
UPDATED TITLE IX WEBSITE AND RELATED FORMS AND DOCUMENTS

OTHER ASSESSMENT DATA

Review the Quantitative and Qualitative Data from your comprehensive review. If there are updates please describe them below. Completed comprehensive reviews can be found on the IRP website - "Completed PRPs".

Link: [IRP website - "Completed PRPs"](#).

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

ACHIEVEMENTS AND OTHER RELEVANT INFORMATION

Describe your program's achievements this past year. Where possible, describe how these achievements are related to our students and their success!

- UPDATE TO BP/AP 7120 REQUIRING PROCESS UPDATE
- PILOT HYBRID WORK PROGRAM
- PT FACULTY MEDICAL BENEFIT CHANGES
- RETIREE AND COBRA PAYMENT TRACKING REQUIREMENTS
- POSITION AUTHORIZATION SYSTEM TRACKING
- COVID-19 REPORTING REQUIREMENTS
- EMPLOYEE EEO TRAINING REQUIREMENTS
- DISTRICT REORGANIZATION AND STAFFING EFFICIENCY
- INCREASED DEIAA SUPPORT AND VOLUME
- FACULTY HIRING FOR FON COMPLIANCE
- COMMITMENT ACCOUNTING UPGRADE
- PEOPLE SOFT SELF SERVICE PROJECT
- EBENEFITS SYSTEM UPGRADE
- STATE PT FACULTY SURVEY

Describe any recent changes in legislation, policies, procedures, processes, and/or technology (software and hardware) that have impacted or will impact your program/unit. What effect will these changes have on your program/unit?

LEGISLATIVE CHANGES ASSOCIATED WITH PT FACULTY BENEFITS.
 FCMAT AND ACCREDITATION RECOMMENDATIONS REGARDING POSITION MANAGEMENT AND CONTROL.
 IMPROVEMENTS TO EEO PRACTICES AS RECOMMENDED BY THE STATE CHANCELLORS OFFICE.
 UPDATES TO TITLE IX AND OTHER STATE AND FEDERAL REGULATIONS.
 INCREASE IN FACULTY HIRING TO MEET THE STATE CHANCELLORS OFFICE FUNDING DEIAA INCENTIVE.
 RETURN TO ONSITE WORK (HYBRID, STRUCTURE, EFFICIENCIES, TRAINING, SYSTEMS).
 COLLECTIVE BARGAINING CONTRACTUAL UPDATES AND OTHER NEGOTIABLE ITEMS.

In addition to (or in response to) the changes listed above, what board policies, procedures, and processes need to be updated, created, or deleted?

ALL HR POLICIES SHOULD BE REVIEWED FOR COMPLIANCE. AP 7120 AND 7127 HAVE BEEN UPDATED IN THE LAST YEAR.

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

PROGRESS ON PRIOR PRP GOALS

Review the goals listed on your comprehensive review and summarize progress you have made on the strategies for implementation. If your unit has experienced challenges implementing the goals, describe those challenges.

Click on "+Add Goal" below for each additional goal.

[Click here for previous PRPs with goal information.](#)

Prior PRP Goals

Click "+Add Goal" below to include additional goals.

Goal 1

Brief Description

Provide support to new and existing employees throughout the employment life cycle.

- Implementation of new employee orientation
- Online open enrollment workshops
- Wellness workshops
- Ongoing professional development

Select "+ Add Item" to include additional measures.

Choice

☐ Completed ☒ Ongoing ☐ No longer a goal

Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.

Goal 2

Brief Description

Coordinate fair, equitable employment processes for District applicants, employees, and hiring committees to meet their needs• Implementation of DEI screening question (s)• Online interviews to provide more access to applicants• Updated the Selection Committee and Compliance Officer training to emphasize DEI.

Select "+ Add Item" to include additional measures.

Choice

☒ Completed ☐ Ongoing ☐ No longer a goal

Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.

Goal 3

Brief Description

Strengthen HRS capacity and capabilities• HR underwent a reorganization; however we have not been able to implement systems to remove some of the manual workload. The HR Supervisor, Administrative Support Specialist II, Recruitment Technician positions still remain vacant. We have not been approved to hire a classification and compensation analyst to assist with classification, compensation analysis, and reorganization. We have moved some documents online through Adobe Sign and MS Forms, however the process do not import or reconcile with our system of record PeopleSoft HRIS.

Select "+ Add Item" to include additional measures.

Choice

☐ Completed ☐ Ongoing ☒ No longer a goal

Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.

TO BE ADDRESSED THROUGH HRS STAFFING AND SYSTEMS UPGRADES. THIS GOAL IS NO LONGER APPLICABLE AS STATED.

Goal 4

Brief Description

Enhance technological systems by streamlining and digitize HR processes and tasks:
Implemented Commitment Accounting for reconciling positions and budgets and expenditures associated with them Implemented Adobe forms for routing of most HR forms, including benefits enrollment, recruitment and selection, and personnel action forms.
Used digital forms to eliminate paper and do electronic reconciliation (Example: PT Faculty office hours,

Select "+ Add Item" to include additional measures.

Choice

☐ Completed ☒ Ongoing ☐ No longer a goal

Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.

SOME FORMS HAVE BEEN DIGITALLY UPGRADED. HR IS STILL SYSTEMATICALLY TRYING TO IMPROVE PROCESSES THROUGH PS AND OTHER SYSTEM UPGRADES.

The Strategic Plan 2022 includes the College's Vision for Success (VfS) outcomes. Review the VfS goals and reflect on how your unit supports these outcomes. Identify one strategy your unit will implement to help the college meet these outcomes.

[Click here to access the Strategic Plan 2022.](#)

Describe any changes to your goals or three-year plan as a result of this annual update.

HR IS ADDING THESE TWO GOALS FOR THE NEXT CYCLE:

1. STRATEGIC USE OF PROGRAMS, SYSTEMS, AND COLLECTION OF DATA IN ALL AREAS TO ALLOW MORE EFFICIENT SUPPORT OF ALL EMPLOYEES OF THE DISTRICT.
2. IMPROVE DEPARTMENTAL SERVICES AND SUPPORT TO EMPLOYEES THROUGH REDUCTION OF INTERNAL SILOS, INCREASED COLLABORATION, AND CROSS TRAINING.

RESOURCES

Congratulations! You are nearing completion. In this section, you will consider the resources you need to implement your three-year program review plan and/or address any findings from your assessment of your discipline.

The section is organized into the following five parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology Needs

PART 4: Facilities Needs

PART 5: One Time Request for Other Needs (NonTechnology Equipment, Supplies, Operating Expenses, Travel)

Reflect upon the three year plan you created above, your current operations, and any upcoming factors (retirements, changes in legislation, and changes in policies or procedures) that will impact your unit. How will you allocate resources to implement your plan? Describe additional resources needed to improve the effectiveness of your unit/program. All resource requests must be aligned with the College's [Strategic Plan 2022](#).

Summarize any reallocation/re-organization of resources you are making based upon your three-year plan, your current operations, and any other factors (e.g., legislation). Describe the impact of the reallocation of resources to your unit.

NOTE: All requests listed in the PRP will be reviewed by deans and supervisors, then forwarded to

the appropriate review group for prioritization. A resource requests approved to move forward in the review process does NOT guarantee a position or funding.

PART 1: STAFFING NEEDS

This year, units are asked to identify new positions only as part of the PRP process. Vacant positions will be addressed outside of the PRP process.

If you are requesting STAFF, please fully complete this section. If not, you can skip to the next resource section. Click "+Add Staff, CAST, AA request" below for each additional request.

When considering the funds required for a position, consult the HR website for position salary schedule and the [Benefits Worksheet](#) for additional costs related to benefits for the position.

Are you requesting new Classified, CAST, or AA positions?

☒ Yes ☐ No

REQUEST FOR ADDITIONAL CLASSIFIED, CAST, AA

Staff, CAST, AA request 1

Title of position

HUMAN Administrative Specialist II

Is the position request for AA, CAST, or Classified staff?

Classified

Is this request for a full-time or part-time position?

☒ Full Time ☐ Part Time

☐

How does the position fill a critical need for current, future, or critical operations? (e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.)

WILL ALLOW THE DIVISION TO MEET EMPLOYEE NEEDS RELATED TO HIRING, EVALUATIONS, RETENTION, AND THE EXIT PROCESS IN A TIMELY MANNER. REQUIRED ATTENTION TO PROCESS MONITORING, EVALUATION, AND UPDATE IS A CHALLENGE TO BE PERFORMED IN A TIMELY MANNER. Would be a generalist that can assist in many areas of HR.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

ADDITION OF THIS POSITION WILL ALLOW FOR PROACTIVE PROCESS IMPROVEMENT and cross training.

Is there funding that can help support the position outside of general funds?

☐ Yes ☒ No

Describe how this position helps implement or support your three-year PRP plan.

WILL INCREASE THE HUMAN RESOURCE SERVICES AREA TO MAKE CONTINUOUS QUALITY IMPROVEMENT IN THE AREAS OF EMPLOYEE ONBOARDING, RETENTION, AND OFFBOARDING A STANDARD PART OF THE ASSIGNED DUTIES. THE CURRENT STRUCTURE ONLY ALLOWS FOR THE PERFORMANCE OF BASIC DUTIES, BUT THEY REQUIRE SUPPORT FROM STM EMPLOYEES.

Strategic Plan 2022 Objective

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| <input type="checkbox"/> 1:1 | <input type="checkbox"/> 1:2 | <input type="checkbox"/> 1:3 | <input type="checkbox"/> 1:4 |
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| <input type="checkbox"/> 2:4 | <input type="checkbox"/> 3:1 | <input type="checkbox"/> 3:2 | <input type="checkbox"/> 3:3 |
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| <input type="checkbox"/> 4:3 | <input type="checkbox"/> 5:1 | <input type="checkbox"/> 5:2 | |

Refer to the Palomar College [Strategic Plan 2022](#)

If the position is not moved forward for prioritization, how will you address this need?

Staff, CAST, AA request 2

Title of position

CLASS AND COMPENSATION ANALYST

Is the position request for AA, CAST, or Classified staff?

CAST

Is this request for a full-time or part-time position?

☒ Full Time ☐ Part Time

☐

How does the position fill a critical need for current, future, or critical operations? (e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.)

A CLASS AND COMPENSATION POSITION WILL ALLOW HUMAN RESOURCE SERVICES TO HIRE AND RETAIN HIGH QUALITY EMPLOYEES THROUGH EFFECTIVE CLASSIFICATION AND COMPENSATION FOCUSED STRATEGIES.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

THE RESTRUCTURING OF INTERNAL RESPONSIBILITIES WILL PROVIDE A MORE FOCUSED TECHNICAL APPROACH TO ISSUES RELATED TO CLASSIFICATION AND COMPENSATION.

Is there funding that can help support the position outside of general funds?

☐ Yes ☒ No

Describe how this position helps implement or support your three-year PRP plan.

ADDING A CLASSIFICATION AND COMPENSATION FOCUSED POSITION WILL ALLOW A HIGHER LEVEL EXPERTISE IN THIS AREA WHICH WILL ALLOW US TO BE MORE EFFECTIVE AT HIRING AND RETAINING EMPLOYEES.

Strategic Plan 2022 Objective

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| <input type="checkbox"/> 4:3 | <input type="checkbox"/> 5:1 | <input type="checkbox"/> 5:2 | |

Refer to the Palomar College [Strategic Plan 2022](#)

If the position is not moved forward for prioritization, how will you address this need?

Consultant work and classifications may be delayed.

Staff, CAST, AA request 3

Title of position

Director, Compliance, Diversity, & Title IX Coordinator

Is the position request for AA, CAST, or Classified staff?

AA

Is this request for a full-time or part-time position?

☒ Full Time ☐ Part Time

☐

How does the position fill a critical need for current, future, or critical operations? (e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.)

This would replace the currently funded manager position and would work on legal matters, title ix, eeo this position will embed our programs into our DEIAA goals and have a more active role in engaging equity in partnership with the Chief Diversity Officer

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

It would build a comprehensive program in partnership with areas across campus.

Is there funding that can help support the position outside of general funds?

☐ Yes ☒ No

Describe how this position helps implement or support your three-year PRP plan.

This position is required, and will better support the DEIAA initiatives and meeting and responding to employee needs and legally mandated requirements.

Strategic Plan 2022 Objective

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Refer to the Palomar College [Strategic Plan 2022](#)

If the position is not moved forward for prioritization, how will you address this need?

The Manager position is already funded, we would use the funding from that position to fund this position.

Staff, CAST, AA request 4**Title of position**

Human Resources Analyst

Is the position request for AA, CAST, or Classified staff?

CAST

Is this request for a full-time or part-time position?

☒ Full Time ☐ Part Time

☐

How does the position fill a critical need for current, future, or critical operations? (e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.)

Research and analyze data necessary for completion of human resources reports and decision making; assist in the development and implementation of district and departmental human resources policies and procedures; perform professional-level employee relations, recruitment and selection, classification and compensation, and labor-relations duties; investigate, analyze and evaluate complaints of alleged discrimination, harassment, or other workplace related complaints and recommend appropriate action; assist with employee and student training programs in accordance with Title 5, Title IX, and district policy and procedure; and perform related duties as assigned.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

This position supports a viable structure of HR moving forward that meets the needs of the District to effectively manage HR operations, it would be an added position.

Is there funding that can help support the position outside of general funds?

☐ Yes ☒ No

Describe how this position helps implement or support your three-year PRP plan.

This allows the bandwidth of the VPHR and Directors, this will allow HR to move forward with programs and initiatives while having support functions that help prepare, analyze, and streamline functions with the broad range of HR Services.

Strategic Plan 2022 Objective

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Refer to the Palomar College [Strategic Plan 2022](#)

If the position is not moved forward for prioritization, how will you address this need?

Possibly with consultants as the needs arise, also implementing new programs and procedures may be more difficult as well as having the data to strategically align in negotiations, etc.

Staff, CAST, AA request 5**Title of position**

Accountant

Is the position request for AA, CAST, or Classified staff?

Classified

Is this request for a full-time or part-time position?

☐ Full Time ☐ Part Time

☒ 45% or shared with Finance

How does the position fill a critical need for current, future, or critical operations? (e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.)

There are many more aspects of benefits billing and tracking of expenses than in the past. I think that this function is a finance function but having an accountant dedicated to these would help reduce errors and expenses. There are many areas that are now becoming an additional task due to negotiated items that reduced costs to the district. This includes, retiree benefit billing and tracking of payments, EGWIP reimbursement for retirees, The continuing cobra dental and vision tracking, etc.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

I think this position residing in finance, could allow more flexibility so that they aren't just doing the functions listed below but could assist other areas as well, including that Prop M or facilities planning.

Is there funding that can help support the position outside of general funds?

☐ Yes ☒ No

Describe how this position helps implement or support your three-year PRP plan.

This position would allow HR benefits staff to provide better customer service, allow us to focus attention on benefit enrollments, employee wellness, etc.

Strategic Plan 2022 Objective

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Refer to the Palomar College [Strategic Plan 2022](#)

If the position is not moved forward for prioritization, how will you address this need?

Currently there is an area of vulnerability here, we lost the broker so we could outsource this function however the broker was much more than a position dedicated to this function that can also be utilized in other areas.

PART 2: BUDGET REVIEW

Review your Budget/Expenditure reports for 2019, 2020, 2021. Consider your three-year PRP plan.

Click on the link below to access directions to the *Available Budget Report* to complete this section.

[How to Request the Available Budget Report](#)

Reflecting on your three-year PRP plan, are there any budget considerations you would like your dean/supervisor to be aware of for the upcoming year?

☒ Yes ☐ No

What budget considerations would you like your dean/supervisor to be aware of or to consider? Please be as specific as possible. For example, if you need an increase in the 40000 account and a decrease in the 23000 account, describe what increase your department needs, how much, and a description of why the department needs the adjustment.

An institutional account for the college's interpreting needs. HRS currently pays for STM hourly interpreting out of the HRS 230010 account and for vendor interpreting (captioning and ASL interpreting) from the HRS 500010 account. The HRS budget was augmented this fiscal year to account for the increase in interpreting funds needed, but it would make more sense to move these into an institutional account.

AP 7120 was updated to include travel reimbursement for 1st level interviews. Applicant reimbursements are currently paid for out of EEO funds. An institutional account for applicant reimbursements is needed.

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

PARTS 3, 4 and 5 – TECHNOLOGY, FACILITIES AND OTHER NEEDS

1. One-Time Fund Requests. Through the PRP process the college implements an approach for prioritizing and allocating one-time needs/requests. Prioritization takes place through the appropriate groups, leadership, and the Budget Committee. The executive team and Resource Allocation Committee consider various sources for funding PRP requests. Resource requests also inform the larger planning process like Scheduled Maintenance Plans, Staffing Plans, and institutional

strategic planning.

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the webpage).

If you are a CTE program and think you may qualify for CTE funds for your PRP request(s), you are **STRONGLY** encouraged to answer the call for Perkins/Strong Workforce grant applications in February. Contact the Dean of CTEE for additional information.

Consider submitting one-time requests only if you have verified that you cannot fund the request using your general discretionary funds or other funds.

2. Technology and Facilities Review. Requests for technology and facilities are assessed by the Deans and then, if appropriate forwarded to the proper institutional group (e.g., technology review committee, or facilities) for review and feedback.

PART 3: TECHNOLOGY NEEDS

Will you be requesting any technology (hardware/software) this upcoming year?

☒ Yes ☐ No

Technology Request

Click "+Add Technology Request" below to include additional requests.

Technology Request 1

What are you requesting?

ebenefits in PeopleSoft

2. Integrate the benefits billing and encumbrances for in Finance from HCM – this doesn't eliminate the need for accountant work in regards to COBRA & Retiree billing etc. (see the attached document regarding the tasks)
3. PeopleSoft Workflows – Example termination workflow
4. Update and improve OnBase
5. PeopleSoft Modules – not prioritized but would be useful to see what is involved in implementing and the cost
 - a. Absence reporting, Do we have this already and can we start using it?
 - b. Time and Labor – would assist with hourly employee hour reporting (PT Faculty on NOHE, Short-Term, Students, etc.)
 - c. Evaluation Module
 - d. Employee On-boarding – link sent to employee to enter data etc.

Is this a request to replace technology or is it a request for new technology?

New Technology

Provide a detailed description of the the request. Include in your response:

- a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

the need is to streamline processes for PeopleSoft HCM and employees, reducing workload, better collaboration with other departments, reduction of errors and time

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Human Resources, Payroll, finance - it will allow a better user interface for new employees and existing employees if everything resides in PeopleSoft.

c. What are the expected outcomes or impacts of implementation?

Reduction in time spent on processing paperwork, transferring and reconciling data from third party systems, employees will know one place to look for their benefits, payroll, absence reporting etc.

d. Timeline of implementation

I would defer to IS, there are some items that may be shorter than others or done concurrently.

What is the anticipated cost for this request? If any, list ongoing costs for the technology (licences, support, maintenance, etc.).

I am unsure, I do know the PS benefits module would save the district money in year two if we end our contract with the third party vendor, some of these other PeopleSoft improvements may already be available but need to be turned on and we may need to hire an consultant to assist. I heard the Time and Labor module is expensive, however this could be used to help with all the processes that we have in place for manual tracking of time (time sheets, NOHEs, etc.) It would also help with compliance as rules could be applied to work schedules etc.

Do you already have a budget for this request?

Partial

What PRP plan goal/objective does this request align with?

1,3,4

What Strategic Plan 2022 Goal/Objective does this request align with?

- | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> 1:1 | <input type="checkbox"/> 1:2 | <input type="checkbox"/> 1:3 | <input type="checkbox"/> 1:4 |
| <input type="checkbox"/> 1:5 | <input type="checkbox"/> 2:1 | <input type="checkbox"/> 2:2 | <input type="checkbox"/> 2:3 |
| <input type="checkbox"/> 2:4 | <input type="checkbox"/> 3:1 | <input type="checkbox"/> 3:2 | <input type="checkbox"/> 3:3 |
| <input type="checkbox"/> 3:4 | <input type="checkbox"/> 3:5 | <input type="checkbox"/> 4:1 | <input type="checkbox"/> 4:2 |
| <input type="checkbox"/> 4:3 | <input type="checkbox"/> 5:1 | <input type="checkbox"/> 5:2 | |

Click here to access [Strategic Plan 2022](#)

If you have multiple requests for technology and had to prioritize, what number would give this? (1 = Highest)

1

What impacts will this request have on the facilities/institution (e.g.,water/electrical/ADA compliance, changes to a facility)?

none

Will you accept partial funding?

☐ Yes ☒ No

PART 4: FACILITIES REQUESTS

Do you have resource needs that require physical space or modification to physical space?

☒ Yes ☐ No

Please include only those facilities requests that could be accomplished within a one-year time frame and/or under a \$75,000 estimated amount. Other facilities needs, such as buildings or remodels, should come through the long-range facilities planning process.

Facilities Requests

Click "+Add Facility Request" below to include additional requests.

Facility Request 1

What are you requesting?

One large space for Human Resources.

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

HR being split creates some silos of information

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Human Resources

c. What are the expected outcomes or impacts of implementation?

HR Staff can be more connected to the VPHR, the staff can better cross train and meet employee needs, employees will know "which HR office" to go to.

d. Timeline of implementation

Just time to find space and move

What is the anticipated cost for this request? If any, list ongoing costs for the request (additional equipment, support, maintenance, etc.).

If there is existing space then hopefully people time and perhaps furniture etc.

Do you already have a budget for this request?

No

What PRP plan goal/objective does this request align with?

1,3,4

What Strategic Plan 2022 Goal/Objective does this request align with?

- | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> 1:1 | <input type="checkbox"/> 1:2 | <input type="checkbox"/> 1:3 | <input type="checkbox"/> 1:4 |
| <input type="checkbox"/> 1:5 | <input type="checkbox"/> 2:1 | <input type="checkbox"/> 2:2 | <input type="checkbox"/> 2:3 |
| <input type="checkbox"/> 2:4 | <input type="checkbox"/> 3:1 | <input type="checkbox"/> 3:2 | <input type="checkbox"/> 3:3 |
| <input type="checkbox"/> 3:4 | <input type="checkbox"/> 3:5 | <input type="checkbox"/> 4:1 | <input type="checkbox"/> 4:2 |
| <input type="checkbox"/> 4:3 | <input type="checkbox"/> 5:1 | <input type="checkbox"/> 5:2 | |

Refer to the Palomar College [STRATEGIC PLAN 2022](#)

If you have multiple requests for facilities and had to prioritize, what number would you give this? (1 = Highest)

1

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

Will you accept partial funding?

☐ Yes ☒ No

PART 5: OTHER ONE-TIME NEEDS

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the web page under "Instructional Funding Sources").

Do you have one-time requests for other items (e.g., Non-Technology Equipment, Supplies, Operating Expenses, Travel) that your budget or other funding sources will NOT cover?

☐ Yes ☒ No

☒ I confirm that the Program Review is complete and ready to be submitted.

Enter your email address to receive a copy of the PRP to keep for your records.

cwinterle@palomar.edu

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

Page 5 will show for reviewers (VP and/or Planning Councils) upon submission of the form.

FEEDBACK AND FOLLOW-UP

Once your Program/Unit PRP is completed, your division or planning council should review and

discuss based on your Vice President's planning process. This area is intended for summary feedback and recommendations from the divisional review.

Confirmation of Review by Immediate Supervisor.

Immediate supervisor who reviewed PRP:

Christine Winterle

Sign Date

3/23/2023

If you are both the immediate supervisor and the VP for this area, please skip to the Vice President (or President) Review below.

FEEDBACK

Strengths and successes of the program/unit as evidenced by the data, analysis, and assessments:

Areas of Concern, if any:

Recommendations for improvement:

Vice President (or President) Review

Strengths and successes of the discipline as evidenced by the data and analysis:

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Areas of concern, if any:

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Recommendations for improvement:

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VP Name:

Christine Winterle

Signature Date:

3/23/2023
