AGENDA

HR STAFFING PLAN TASKFORCE

September 9, 2013 – D.O. North Room 305 – 8:00 - 11:00 a.m.
And
September 13, 2013 – DO Conference Room 2 – 2:00 - 5:00 p.m.
Due to Task Force members' schedules we were unable to get everyone at ONE meeting; therefore, only this time we are having the SAME meeting at two different times in the same week.   We must agree on a meeting DATE and TIME for this semester.

It is the charge of the Human Resources Staffing Plan Taskforce to engage in districtwide collaboration to make recommendations to Chancellor's Cabinet that ensure:

1. sufficient staffing resources are allocated for the effective operations of the colleges, centers, sites, and district office/centralized services;

2. integration of the colleges', centers' and district's HR staffing plans with the other planning processes in the district, i.e. strategic plan, facilities, technology, resource allocation; and

3. human resources planning and decision-making processes at each college, center, site and district office/centralized services align with districtwide human resources planning and resource allocation decisions.

There should also be a recommendation regarding the formation of a standing districtwide human resources planning committee including its purpose and composition.

AGENDA (9th meeting)

1. Review/revise/approve minutes from May 3, 2013 meeting

2. Process check, rumor control, heads up, and elephants

3. Review definition agreed to for decision making – *"qualified consensus"*

4. Status Update of Summer Progress

5. Review FCC Task Force members memo dated 5-17-13

6. Provide list of all documents either sent to Task Force members or posted on Blackboard

7. Provide list of reports/documents HR is working on

8. DRAFT Timeline to meet accreditation goal

9. Discuss two plan design choices: Palomar CCD and Workforce Planning Guide from State of California Franchise Tax Board

10. Vote on which plan design we will use for the SCCCD plan – the results and summary of comments will be shared with the other Task Force members at the second meeting this week using this same agenda

11. Identify workgroups by work location for work to be done between meetings

12. Committee goals for next meeting:
- Provide example of how we would work on the Palomar CCD plan if adopted by SCCCD
- Read and revise some (number to be determined) components of whichever plan design is selected by Task Force

Next Meeting Date: must be agreed upon by Task Force members at both meetings

The meeting was called to order at 8:00 a.m.

Present at the meeting: Jason Gardner, Lorrie Hopper, Bill Turini, Elba Gomez, Donna Berry, Dr. George Railey, Jothany Blackwood, Sandi Edwards, Jo Lewis and Diane Clerou.

I.   Minutes - the minutes of May 3, 3013 were approved and there were no corrections.

II.   Process check, rumor control, heads up, and elephants – there were none.

Bill T. stated we have had conflicting schedules and perhaps we should have alternates for meetings.

Diane stated there has been a lot of difficulty in scheduling meetings so alternates should be identified by each constituent group. Also, if a current member cannot make the meeting schedule eventually agreed to by the task force then he/she will have to ask his/her constituent group for a replacement.

Dr. Railey stated that constituent designees should report back to their respective group. This task force has more than twelve people on it so it will be difficult to schedule meetings.

Donna asked that scheduling meetings be done via outlook because sometimes people do not get a chance to get to their emails.

Diane stated this taskforce has to have a plan up and running by July 2014.

Bill stated that faculty did meet on May 17th even though the meeting was cancelled.

III.   Review definition agreed to for decision making – "qualified consensus"

Diane reviewed the agreed upon definition for "qualified consensus". When two people do not agree it is not considered critical. However, if three people disagree we cannot move forward. Diane will have Claudette pull the exact wording from previous minutes and provide it to everyone.

IV.   Status Update of Summer Progress

Diane stated we held eight meetings between November 2012 and May 2013. Dr. Blue presented the taskforce with the charge, and the chief finance person from FCC, RC and WI shared an overview of their college/campus prioritization process for replacing positions. The Director of Classified Personnel discussed the classified recruitment procedures. The taskforce looked at several HR Staffing Plans and chose the Palomar Plan. The taskforce decided they liked several things from the Palomar plan and we should take that information and revise it to fit our plan. At the beginning of this taskforce we only needed to have a report to Dr. Blue in December 2013 along with the taskforce's objectives for accomplishing the staffing plan.

However, in mid-July 2013, the district received a letter from the accrediting agency indicating ALL district plans must have milestones, show they are on track to meet the milestones when the accreditation teams come back in November 2013, and complete the plan by June 30, 2014.

V. Review FCC Taskforce members' memo dated 05-17-13

Diane asked everyone to review the memo dated 05-17-13 from FCC faculty recapping the results of their meeting. The taskforce reviewed the memo.

VI. Provide list of all documents either sent to Task Force members or posted on Blackboard.

Diane stated that all the documents requested to date have been uploaded in Blackboard except the new HR report that was worked on over the summer.

VII. Provide list of reports/documents HR is working on.

Diane discussed that Sandi Edwards has been working on data and getting reports done for this taskforce. We have also provided you with a copy of the State Franchise Task Board Workforce Planning Guide which Elba located. Diane stated one option is to complete the State Franchise template, choose things from this template and merge them with the Palomar plan to get the HR Staffing Plan accomplished.

Bill asked if it needs to be implemented for 2014-2015 fiscal year. Diane and George both stated that we must be using it by July 1, 2014. Diane asked everyone to review the DRAFT Timeline for Human Resources Staff Plan Taskforce (HRSPT) handout so we can discuss it. She asked Wendell if he had a follow up phone call with John Tortola at Palomar CCD.   Wendell said that he did speak to John. Seems like there should be more here. Ask Taskforce to add per their memories. Diane

Diane asked Sandi Edwards to discuss the data and reports she worked on over the summer. Sandi explained the information she has compiled and the data that the taskforce has requested for the departments and for staff. She also has compiled information regarding discipline and the campus information. She has restricted the program for the biology department, administrative services, divisions/departments/campuses, Reedley, FCC Social Science, by faculty contract and FTE course assignment, as well as split FTE's on a class assignment. The system has information in it now and I have fixed it to get real time data including instructional time which is now available. Diane is asking Sandi to correct this section.

Donna asked if there is a limited term or vacant position does the money exist? Diane stated that the position has to be Board approved and then the position must be funded by the college/department if they want to use.

Bill asked if this is a standing committee. Jothany asked if this going to be a standing committee? Diane stated this taskforce has to make a recommendation to Chancellor's Cabinet on whether this should be a standing committee or not.   It seems like it should be a standing committee that meets at least once a year to check the progress of the staffing plan, evaluates the

process/results and then makes recommendations, but that all has to be recommended by this taskforce.

VIII. DRAFT Timeline to meet accreditation goal

Two DRAFT timelines were distributed. One showed a proposed timeline for the taskforce to review the Palomar Plan and adapt it to a SCCCD HR staffing plan and the second was a DRAFT timeline for review of the taskforce's DRAFT plan by the constituent groups. Diane explained that she and Jothany drafted the timelines due to so much work having to be accomplished in less time then we originally thought.

Bill stated he is very thankful for the February 2014 and April 2014 1st and 2nd reads by constituent groups which was built into the timeline.

Donna stated we need to make sure the constituency groups bring up their questions and concerns. There needs to be a better way to communicate with our constituency groups throughout the drafting process so we do not have a problem at the end when we take the draft document to the groups.

Bill stated that the documents have been posted to Blackboard and the first and second reads will facilitate the approval process. Bill asked if we could sit in on the Chancellor's Cabinet.

Jothany noted they will have the Cabinet's revisions to review in their respective constituent groups.

Diane reminded the taskforce we only make recommendations to Chancellor's Cabinet.

Bill stated that if we were there everybody would be on the same page.

Jothany stated that a recommendation can be changed and send it out again. You have an opportunity to change it again.

IX. Discuss two plan design choices: Palomar CCD and Workforce Planning Guide from State of California Franchise Tax Board

Diane discussed the Palomar plan. Elba discussed the Workforce Planning Guide from the State of California Franchise Tax Board. Elba indicated she believes it would be better to use the State Franchise Tax Board outline because there may be steps did not use and we will have no way to know that unless we double check it against the Tax Board's outline.

Donna stated that she thought we were going to take components from the Palomar plan.

Diane stated things like the formatting on critical analysis, etc.

Elba stated we need to figure out where we are in three to five years. Things like work force changes, etc. She stated she could not answer some of the questions in the template by the State

Franchise Tax Board template. There are ten areas and we need to figure out the scope, future staffing needs, gap analysis, etc.

Donna talked about the job descriptions and the different areas. She stated we need to do away with the 1990's mentality.

Jothany asked what questions you could not answer on the State Franchise Tax Board template.

Elba stated things like the organization as a whole, staff development, issues facing the staffing levels; we do not evaluate training, other questions, etc. The State Franchise Tax Board template is totally and completely different than the Palomar plan. The Palomar plan does not apply to us. We need to think about the needs of the college and campuses.

Dr. Railey stated that every department should have a program review and we can use this information.

Bill said we can use this information for the gap analysis.

Donna stated that program reviews will help us with the data.

Bill stated we can extract the FTE's and every area could provide the gap analysis. Most of the information is generated from the census data. We can do some type of an adjustment after the classes are filled. Things like how many students are we losing?

Jason stated do not toss out the Palomar plan.

Donna stated that we need to adapt or change our process because it is not really working. We need to get a person in the position, we need to get someone and we need a body to do the work.

Dr. Railey stated the planning process overview is:
    -Program reviews accurately reflect the campus and the presidents are ultimately responsible
    -Processes will function
    -Staffing plan
    -Overall big picture
    -Campus level
    -Campus plan will support our processes
    -Districtwide staffing areas

Diane stated we cannot get into the campuses and change that process.

Lorrie stated we need to use this template and the Palomar plan.

Dr. Railey directed the taskforce to page 4 of the State Franchise Tax Board template and stated that we don't recreate the wheel.

Jothany talked about priorities.

Elba stated we need to pull information from the Strategic Plan.

Jothany stated this will be an overall Districtwide HR Staffing Plan. We could put information about the campuses and colleges.

Diane stated there are national standards for some positions like custodians. The standards say how many square feet a custodian should optimally clean. We can also communicate with other colleges and campuses on their standards. We can integrate the principles and state standards for the number of people required to perform a specific function.

Donna stated in developing our plan we need to look at what our overall objective is for the staffing plan and that will determine what our staffing plan should look like.

Elba stated we have to match our plan with the charge from Dr. Blue.

Diane stated the consensus appears to be to use the Palomar plan and check it against the State Franchise Tax Board template to make sure we considered all of the information on the template.

Lorrie stated yes we use it as a guide.

Donna stated we should use as much detail as we can from a district perspective.

Bill state that he cannot say yes for a community college, define the gap, state formula, square footage for custodians, etc. Some formulas we already have. Can we get a list of those?

Jothany asked what the priorities are.

Bill stated we definitely need a gap analysis. This would be a districtwide priority process. We cannot identify those areas (OAIII's, etc.) We need to prioritize these.

Elba stated that we should list what we want and try to figure out what we are doing.

Diane wrote out on the white board the Plan Objectives for the HR Staffing Taskforce as identified by this half of the HR Staffing Plan Taskforce:
1. Identify current gaps
2. Identify future staffing needs
3. Method for prioritization for DW needs
4. Succession planning
5. Acknowledgement – align staff needs with priorities from State Chancellor
   a. Transfer
   b. Basic skills
   c. CTE
6. Districtwide plan integrates with campus plan and other DW plans (RAMT, Tech faculty, mission statements)
7. Hiring qualified staff

8. Staff development to keep staff current

9. Address accreditation standards.
    a. **Standard III A. Human Resources**
       The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness. Personnel are treated equitably, are evaluated regularly and systematically, and are provided opportunities for professional development. Consistent with its mission, the institution demonstrates its commitment to the significant educational role played by persons of diverse backgrounds by making positive efforts to encourage such diversity. Human resource planning is integrated with institutional planning.
    b. **Standard III A. 2.**
       The institution maintains a sufficient number of qualified faculty with full-time responsibility to the institution. The institution has a sufficient number of staff and administrators with appropriate preparation and experience to provide the administrative services necessary to support the institution's mission and purposes.
    c. **Standard III A. 6.**
       Human resource planning is integrated with institutional planning. The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.
10. Identify process for systematic cycle of evaluation and who is responsible

Define the context worksheet
-District profile (Pages 6-11) Strategic Plan use and bring back the define context worksheet
-Find the scope and charge

Refer to DW campuses staffing plan
-Elba's unit (Classification study)
-Campus Program Reviews

Diane – Page 13 by Dr. Railey

Sandi stated page 13 – attrition
-Five years, history, etc.
-Age trends

Elba stated Palomar plan page (A-6)

Bill stated staffing supply relative to the positions.

Elba stated that no to detailed.

Diane stated page 13 – consider (when identifying).

Question: Qualified folks who meet the minimum qualifications?

Elba stated professional growth.

Diane stated five year gap before they can apply. Conduct a gap analysis worksheet.

Jothany stated we look at other Districts to fill positions.

Diane stated we need to look at the plan objectives.

Bill stated HR Staffing Plan Taskforce meetings – can we do polycom from DO, Willow, Reedley?

Diane stated we can try to reduce it down
-two to three hours for blocks of times for meetings

Diane said it sounds like we want to use the Palomar plan and then just use components of the State Franchise Tax Board guide. The taskforce did not make up their mind clearly. Meetings may be on Monday mornings at 8 a.m.

Donna suggested we have a facilitator.

Dr. Railey suggested Jothany Blackwood.

Jothany agreed to facilitate this team if Diane wants her to.

Meeting adjourned at 10:45 a.m.

Next Meeting: Friday, September 13, 2013 at 2:00 p.m. for the other half of the taskforce bec they could not all meet on one day.   We will decide the meeting day and time on Friday at that meeting based on when the most people's schedules will allow them to be present.