



The meeting was called to order at 2:00 p.m. (This is part 2 of 1 meeting)

Present at the meeting: Ed Eng, Wendell, Mary, Samerah Campbell and Diane Clerou.

- I. Minutes** - the minutes of May 3, 2013 were approved and there were no corrections.
- II. Process check, rumor control, heads up, and elephants** – there were none.
- III. Review definition agreed to for decision making** – “qualified consensus”

Diane discussed what she told the team members on Monday, September 9, 2013, she believes everyone agreed we would use qualified consensus. She indicated she would resend the “qualified consensus” definition to be discussed at the next meeting.

#### **IV. Status Update of Summer Progress**

Diane provided the following update and overview from November 2012 to May 3, 2013. The HR Staffing Plan Taskforce held eight meetings. Dr. Blue provided the charge to the taskforce, and Victoria Simmons spoke on meeting etiquette and establishing ground rules. There were presentations from all campuses regarding the process for acquiring new positions at each of the campuses. Elba Gomez addressed to the process of classified recruitment. The group collected and reviewed different staffing plans from other colleges. It was decided to follow the Palomar plan as template for putting together the SCCCD plan. The group discussed the components they wanted to see in the plan and agreed upon a list. That list will be provided at the next meeting.

Diane explained that she and Elba met over the summer and used the HR department as an example for gap analysis. There was not a lot of progress in writing plan.

Diane again explained the process of new positions being approved through the chancellor’s workgroup and shared the guideline on this that was approved by the chancellor’s cabinet. Diane stated in Elba’s research she found a workforce planning guide from the State Franchise Tax Board. She stated the plan is good but may not do all that is needed for the HR Staffing Plan.

Diane explained that the timeline for completing the HR Staffing Plan has been accelerated due to accreditation milestones needing to be in place. The plan must be written and ready for implementation by July 2014. She will discuss calendar later in the meeting.

#### **V. Review FCC Taskforce member’s memo dated 05-17-13**

Wendell stated FCC is thinking we need to begin the process of writing this document. They are suggesting HR write a draft staffing plan and present it to the taskforce to critique.

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

Diane provided a list of all the documents that have been posted on Blackboard. They can be found on left-hand side of the page under the tab “Taskforce Documents.” Diane explained Jothany Blackwood is on special assignment and will be helping write the plan.

## **VII. DRAFT timeline to meet accreditation goal**

Diane again discussed the accelerated timeline. The draft plan must be completed and sent to the Chancellor’s Cabinet by 1/6/14. It will have to go to the other constituent groups and then back to Communications Council and the Cabinet prior to being approved by the Board in June. Diane provided the breakdown of the timeline. There are two separate documents, one is an action plan and the other is a timeline presenting to the constituent groups prior to being sent to the Board. Diane explained in order to meet the deadline it will be necessary to meet twice a month for three hours each time until December. It will also require breaking up into the site/location work groups to complete homework assignments.

## **VIII. Discuss two plan design choices: Palomar CCD and Workforce Planning Guide from State of CA Franchise Tax Board**

Following discussion it was decided to continue to use the Palomar HR Staffing Plan as opposed to the workforce planning guide from the State of California Franchise Tax Board. Diane explained the franchise tax board information may be contained in our final document but may not be exactly like Palomar or the Franchise Tax Board document.

Sandi Edwards has been working on building a database that will allow the information in the database to be extracted by department, division, and campus. This will allow us to drill down to get information needed for the gap analysis. There is still work to be done on this but it should be ready in the very near future.

The new action plan is very aggressive to meet the proposed timeline. Wendell asked to back up and talk about the Palomar and the Franchise Tax Board. He stated parts are helpful and some of the worksheets are good for future staffing. There was general discussion regarding the Franchise Tax Board document. Elba gave us information about a website for national standards, (i.e. how much square footage should one custodian clean) that can assist us with the gap analysis. Diane stated there is information from Pedro Avila about graduation rates over the past 10 years.

Ed Eng asked once we figure out the gap analysis how will we set priorities. He stated Palomar is a single college and everything goes up to the president of the campus, but we have multiple presidents, how will we manage the different competing priorities?

Following discussion it was decided that Diane would rewrite sections 1 and 2 of the Palomar plan, and then others would will edit and see if we should include information noted in the Franchise Tax Board template.

At second meeting in September, we will review the draft of the revised Palomar which Jothany and Diane will work on.

We will also review the list of the components the taskforce already indicated it wants in our staffing plan.

It was decided meetings will be held Mondays 8am-11am. If you can't make this timeframe talk to constituent groups and tell them you want to be replaced.

Next meeting September 23<sup>rd</sup> and then every other week as follows:

Oct. 7<sup>th</sup>, 21

Nov. 4, 18

Dec. 2, 16

**Next Meeting: Monday, September 23<sup>rd</sup> at 8:00 a.m. via polycom**