



The meeting was called to order at 8:25 a.m. due to technical difficulties.

Present at the meeting: Wendell Stephenson, Amie Voorhees, Jennifer Johnson, Ed Eng, Elba Gomez, Donna Berry, Bill Turini, Diane Clerou and Jothany Blackwood

1. **Minutes** – Due to the absence of the regular secretary at the September 9<sup>th</sup> and September 13<sup>th</sup> meetings, those minutes will be distributed later in rough draft form for taskforce members to critique. The minutes of September 23 and October 7, 2013 will be sent to taskforce members for review and approval prior to the next meeting.

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

Amie stated the Academic Senate from FCC has requested an update from the taskforce and they are asking for copies of approved HR Staffing Plan Taskforce minutes. She stated she also tried to find an electronic version of the timelines that were distributed at the first meeting this fall. It was agreed that two timeline documents will be sent to the taskforce members as soon as possible, with the minutes to follow as listed above.

3. **EEO Advisory Committee Make-up**

At the last meeting there was a request for this information to be provided to the HR Staffing Plan Taskforce. Diane confirmed that the information had been sent via email to all the participants.

4. **Review Any Additions/Corrections to Draft HR Staffing Plan Section 1 and 2 since last meeting**

Diane stated she added a few items since the last meeting. They are:

- Under the executive summary section, she added the program review, unit breakdown for RC and FCC. She also added the district office breakdown used for the administrative services unit review. Using these units is an option for the taskforce to consider to break down our large district for the gap analysis.
- Per Bill Turini's comment at the last meeting, Diane changed the title in Section 1 to strike out "and plan design".

There was discussion regarding using the program review units and being able to compare "apples to apples" between the campuses. It was agreed there are other factors that may need to be taken into consideration. There may be dissimilarities as we work through the document. This will be revisited as the taskforce works through the actual gap analysis.

## **5. Review Draft HR Staffing Plan Section 3**

### Section 3.1 - Context

- Struck out the language that speaks to the history of Palomar and added approved historical/population language regarding SCCCD from the Strategic Plan.

### Section 3.3.1 – Growth

- Green highlights reflect areas where HR needs to provide data to the taskforce
- Yellow highlighted language is wording from the Palomar plan that needs to be changed to reflect the terminology that we use at SCCCD.
- It was agreed that HR will create a list of the “green highlights” showing the data that needs to be provided.

### Section 3.3.2 - Attrition

- Attrition data should be for the last ten years if possible.
- There was discussion regarding Table 1 – EEO6 Occupational categories should be changed to show two separate categories for the full-time and part-time faculty however, we should add a notation, “we have broken down faculty to be full-time and part-time”
- The information in the table may need to be broken down further
- Discussion of how the resource allocation plan will help address the allocations for the district. In that plan the breakdown for the district is FCC, RC, DO and WICCC; Madera and Oakhurst are included in RC

### Section 3.3.3 – Age Distribution

- It was agreed to change the age report to break at the age of 55 instead of 50

### Section 3.4.1 - Budget

- In terms of budget assumptions changed the language to read “for the purpose of this Plan the District assumes the state will provide access/restoration funds, and finances are on an upward trend due to Proposition 30 for roughly the next 5 years.”

### Section 3.4.2 – Vacancies Due to Budget Constraints

- Add “in fiscal years 2008-09 through 2012-13, due to budgetary constraints (workload reduction),” the District...
- It was agreed the SCCCD didn’t really have a hiring freeze, but rather a “frost” for addressing vacancies. Freeze was changed to frost throughout this section.
- Table 2 cannot be completed until we know the unit breakdown, then we can look at unfilled positions
- Donna pointed out there is another category that could be considered and that is “unfunded classified positions”
- The classification study will also provide information that will be used to help with the analysis of the statements made in this section

Section 3.4.3.1 – the 50% Law

- Add “and benefits” into the paragraph for the 50 percent calculation

Section 3.4.3.2 – The Faculty Obligation Number (FON) and the 75/25 Ratio

- Need to add our own levels and history of FON numbers. There was discussion on the 75/25 percent for faculty and the fact the FON was frozen this year by the State Chancellor’s Office. Ed explained we will have to take into consideration the fact that the FON will be “unfrozen” next year and it will require the district to hire more instructors
- Wendell specifically asked for the information showing the FON numbers as it relates to the 75/25 percent and how close the district is at reaching the goal. Diane said we will provide this information
- Add “frozen”, “unfrozen” and “frost” to the glossary

Section 3.4.4 – Systems and Software Support

- Diane explained at one time there was a part-time position in the HR department dedicated to HR/MIS data research. She stated the district is in dire need of that position again and she may want to add a statement in this section addressing the need for that position to be funded again on a part-time basis. There is no person dedicated to producing data requests.

Section 3.4.5 – Classification Study

- Add the personnel commission classification study schedule into this section

**6. Review Draft HR Staffing Plan Section 4**

Section 4.1 – Information and Data

- We will add in our links to table 3

**7. Agree on Assignments for Next Meeting**

Section 5 will not be able to be completed until data is obtained and an analysis of it completed

- By Wednesday HR will create a list of all the data that needs to be provided
- HR will send a digital copy of the timelines
- It was agreed to break into the following groups for the purpose of looking at the specific language highlighted in yellow in each section, identify data needed for each section and change the language in yellow to reflect SCCCD information where ever possible
  - **FCC work group – section 1**
  - **RC work group – section 2**
  - **Willow work group – section 3**
  - **District Office – obtain data and plug it in wherever possible for sections 1, 2, 3, and 4**
- **Next meeting – Monday October 21, 2013 at 8:00 a.m. OAB is unavailable**
- **Meeting Locations; DO Conf Room on Weldon, AC2-233; RC-PCR**