



**HRS PLANNING COUNCIL  
MINUTES**

The meeting of the Human Resource Services Planning Council was held on Tuesday, March 11, 2003, in the Oak Room. The meeting was called to order by Dr. Jack Miyamoto at 3:30 p.m.

**Roll Call**

Members Present: Dr. Jack Miyamoto, Carmen Eckman, Nancy Horio,  
Erin Messersmith, Patrick O'Brien, Jennifer Paris, Terri Canela

Members Absent: Donna Baughn, Helen Johnson, Wendy Metzger

Guests Present: None

**A. Minutes**

Approved minutes of January 28, 2003

**B. Old Business - None**

**C. New Business**

1. Human Resource Services Budget Reduction Plan

Jack reviewed with the Committee the HRS budget reduction plan for the 2002-2003 mid-year cuts and along with the 2003-2004 budget cuts proposal.

Mid Year Budget Reduction

Human Resource Services' 2003 mid-year cuts consist of reducing the current year budget by \$15,000. Human Resource Services has a small budget relative to the other VP areas. The \$15,000 cuts will come from 400010 and 500010 budget pools. Jack reported that this mid-year reduction will have no effect on the services HR provides to the college.

2003-2004 Budget Reduction Plan

Jack reported to the Committee that the HRS budget reduction plan for 2003-2004 consists of the elimination of 1.5 FTE in the Employment Services area as well as combining the position of Systems Functional Module Specialist with the Payroll Department. Additionally, Human Resource Services will cut its budget in the 400010 and 500010 budget account area by \$22,000. The total dollar savings amount from Human Resources for 2003-2004 is \$147,302.

Jack told the Committee that this item will be placed on the March 25<sup>th</sup> HRS Planning Council agenda for further comments from the Committee.

2. Faculty Hiring Procedure

Jack reviewed with the committee the new Faculty Hiring Procedures recently agreed to by the District and the Faculty Senate. The new procedures will be implemented with the spring faculty hires. Jack reviewed the components of the procedures with the Committee, paying particular attention to the Compliance Officer role in the process. Nancy Horio reviewed the duties of the Compliance Officer with the Committee and explained the rationale for this new role.

3. Accreditation Team Oral Recommendations

Jack informed the Committee of the Accreditation Team's oral report given to the college as they exited the process. The recommendations of note affecting HR was the recommendation that the college improve on its employee evaluation process; paying particular attention to the fact that employee evaluations need to be completed annually in a timely manner. The second recommendation was that the college needs to continue to work toward the hiring of a more diverse faculty.

Jack noted that these recommendations were orally reported by Dr. Guy Lease, President of Lake Tahoe Community College and chair of the Accreditation Team.

**D. Action Items**

**E. Legislative Advocacy**

**F. Reports of Constituencies**

**G. Other Items**

Meeting was adjourned at 4:00 p.m.