



**HRS PLANNING COUNCIL
MINUTES**

The meeting of the Human Resource Services Planning Council was held on Tuesday, January 27, 2004, in room SU-18. The meeting was called to order by Dr. Jack Miyamoto at 3:30 a.m.

Roll Call

Members Present: Dr. Jack Miyamoto, Jenny Akins, Terri Canela, Carmen Eckman, Suzanna Grenz, Kathleen Morrison, Patrick O'Brien, Jennifer Paris, Mary San Agustin

Members Absent: Nancy Horio

Guests Present: None

A. Minutes

1. The minutes of December 12, 2003, were not available for approval. Dr. Miyamoto will submit the minutes next month.

B. Old Business

1. Procedure for Evaluating Classified Employees

The Committee approved the final language for the Procedure for Evaluating Classified Employees. Jack said that he would email the final draft to the Committee. Terri Canela asked if the discussion the Committee had previously regarding changes to the Classified Evaluation instrument been taken into consideration. Jack explained that the Committee did discuss this issue; however, because this is a collective bargaining issue between the District and the CCE/AFT, the Committee could make no changes only suggestions and recommendations.

C. New Business

1. Institutional Review

Jack informed the Committee that Nancy Horio was out ill and the draft of the HRSPC Institutional Review will be distributed to the Committee at the February 10th meeting.

2. HR Budget Draft Review 2004-05

A copy of the 2003-04 Human Resource Services budget was distributed to the Committee. Jack informed the Committee that 2004-05 HRS budget will be a "roll-over budget" with no new dollars requested. Jack reviewed the various categories of the budget and explained the expenditure details of the budget. Questions were raised regarding a category in the budget titled, Vending, President's Office. Jack wasn't sure just what this category of the budget was used for but will find out and report back to the Committee at the next meeting. Terri Canela asked if the budget category entitled Faculty and Staff Development was the money the State provided in years past to support Professional Development. Jack assumed that was correct; he will research this budget category and report back at the next meeting.

D. Action Items

E. Legislative Advocacy

F. Reports of Constituencies

G. Other Items

The meeting was adjourned at 4.30 p.m.