



**HRS PLANNING COUNCIL
MINUTES**

The meeting of the Human Resource Services Planning Council was held on Tuesday, September 9, 2003, in the Executive Conference Room. The meeting was called to order by Dr. Jack Miyamoto at 3:30 a.m.

Roll Call

Members Present: Dr. Jack Miyamoto, Jenny Akins, Suzanna Grenz, Nancy Horio, Patrick O'Brien, Jennifer Paris

Members Absent: Terri Canela, Carmen Eckman, Helen Johnson, Erin Messersmith

Guests Present: None

A. Minutes

1. The first meeting for the 2003-2004 academic year was called to order at 3:30 p.m. by Dr. Jack Miyamoto, Chair of the Committee. The charge of the Committee, as defined by the Strategic Planning Council, was reviewed. The Committee then reviewed its work and projects addressed in 2002-03.
2. For informational purposes, the 2002-2003 Implementation Plan along with SPC and Planning Council evaluation summaries for last year was handed out to the committee. It was noted that Dr. Amador and selected members of the SPC will conduct training workshops for all members of the SPC and Planning Councils.
3. Jack described the Committee's tasks for the coming year which includes developing a more efficient method of providing notification to supervisors regarding classified evaluations, and follow-up to ensure the evaluations were completed. Another process that needs to be looked into is how the District can improve its diversification of new faculty hiring. Developing a new Student Equity Plan as well as revising the District's Equal Employment Opportunity Plan, formally known as the Faculty and Staff Diversity Plan, will also need to be completed this year.
4. Nancy Horio provided her thoughts on improving the classified evaluation process. She believes that training needs to be provided for supervisors. Jack will provide the Committee with the classified evaluation instrument. Nancy said that currently the supervisors are notified of the employees that need to be evaluated, however, the notice does not come soon enough and there is no follow-up by HR to see if the evaluations are completed. Nancy suggested that a 30 day follow-up be considered and if the evaluations are not completed, a notice sent to the supervisor's immediate boss, if nothing happens within 90 days, a notice sent to the Vice President of the area. The Committee continued discussions on this issue. The Committee will continue this item at the next meeting.

B. Old Business – None

C. New Business

D. Action Items

E. Legislative Advocacy

F. Reports of Constituencies

G. Other Items

The meeting was adjourned at 4.30 p.m.