



**HRS PLANNING COUNCIL  
MINUTES**

*November 23, 2004*

The meeting of the Human Resource Services Planning Council was held on Tuesday, November 23, 2004, in room SU-18. The meeting was called to order by Dr. Miyamoto at 3:30 p.m.

**Roll Call**

Members Present: Jo Anne Giese, Nancy Horio, Jack Miyamoto, Mary San Agustin

Members Absent: Carmen Eckman, Suzanna Grenz, Wendy Metzger, Kathleen Morrison,  
Bob Sasse

**I. Minutes**

- A. Nancy Horio made a correction to the meeting minutes from November 9, 2004. The minutes failed to reflect that the Council took a formal position to support the position of Vice President, Human Resource Services and not to have the position downgraded. The minutes from the November 9, 2004 meeting were reviewed and approved with that change.

**II. Old Business**

- A. Annual Implementation Plan – Goal #6

Jack Miyamoto distributed a worksheet reflecting the Council's discussions regarding Goal #6 of the Annual Implementation Plan.

Mary San Agustin suggested development of a "hard copy" brochure that reflects all of the services that the various college departments provide to faculty and staff. Mary suggested that this information also be placed on the college website.

Mary said that Financial Aid is developing an informational video on student e-services and e-mail. She indicated that this is one of five videos being produced for financial aid students. Mary said that Student Services will host an information sharing session with the Instruction Department and report back to the Council in January regarding the success of the visit.

For the next meeting, Mary will bring the Council information she has gathered about the appearance and layout of other community college websites.

The Council discussed the possibility of finding sponsorships to fund promotional items (in the form of T-shirts, hats, etc.) that would advertise the various departments.

The Council also discussed the benefits of promoting the college to the “city fathers.” Jo Anne Giese said that she invited the City Manager of San Marcos to the college for a visit, and he gladly accepted

### **III. New Business**

#### **A. Institutional Review**

Jack reviewed the issue of Institutional Review; specifically, a brief presentation made to the Strategic Planning Council by Sarah Thompson, Chair of the Instructional Review Committee. The presentation suggested that there was going to be a change in the process, but it was unclear what changes might be made. Nancy Horio and Jo Anne Giese are both members of the Institutional Review Committee, and they will keep the Council apprised of any changes as well as the details of the review process.

#### **B. Fiscal Stability Task Force**

Jack briefly reviewed the context of the latest meeting of the Fiscal Stability Task Force.

### **IV. Other**

None

### **V. Adjournment**

The meeting was adjourned at 4:15 p.m.

**Next meeting: February 8, 2005**