



HRS PLANNING COUNCIL MINUTES

September 28, 2004

The meeting of the Human Resource Services Planning Council was held on Tuesday, September 28, 2004, in room SU-18. The meeting was called to order by Dr. Miyamoto at 3:30 p.m.

Roll Call

Members Present: Dr. Miyamoto, Jo Anne Giese, Nancy Horio, Suzanna Grenz, Mary San Agustin

Members Absent: Carmen Eckman, Kathleen Morrison

A. Minutes

1. Jack began the meeting by introducing the Committee members. Jo Anne Giese was welcomed to the group as the only new member of the Committee present. All others present were members of the HRSPC last year.

B. New Business

1. Jack distributed and reviewed the Charge of the Committee as defined in the Strategic Planning Council document.
2. Jack distributed the District's Annual Implementation Plan for 2004-05 and reviewed the activities in the Plan that the Human Resource Planning Council will be involved. Activities #6 and #7 involve the HRSPC's attention.

C. Other

1. Jo Anne Giese mentioned that perhaps the Committee could address the updating of the Staff Directory as she has received several calls in her office regarding this issue.
2. The Committee discussed the issue of staff diversity which was one of the charges of the Committee in 2003-04. Mary San Agustin suggested that Nancy and Jack might consider meeting with each hiring committee to stress the importance of improving the diversity of our staff.
3. Nancy mentioned that the Classified Employee Evaluation plan needs to be implemented with the supervisors.
4. Jo Anne Giese also mentioned that the Committee might wish to discuss the issue of staff wellness. Jo Anne said the new name "Team Life" will be used from now on.
5. The "Employee Handbook" that is being published by Susan Martin in the Marketing Department needs to be looked into. Why is the Marketing Department doing this? Isn't this an HR function? How does this publication mesh with the individual employee groups Board approved Handbooks. Jack will look into the issue.

D. Adjournment

Meeting adjourned at 4:30pm.

Next meeting: October 12, 2004