



## HRS PLANNING COUNCIL MINUTES

*October 12, 2004*

The meeting of the Human Resource Services Planning Council was held on Tuesday, October 12, 2004, in room SU-18. The meeting was called to order by Dr. Miyamoto at 3:30 p.m.

### **Roll Call**

Members Present: Carmen Eckman, Nancy Horio, Suzanna Grenz, Mary San Agustin, Jack Miyamoto

Members Absent: Jo Anne Giese, Kathleen Morrison, Bob Sasse

### **I. Minutes**

A. The minutes from the September 28, 2004 meeting were reviewed and approved.

### **II. Old Business**

A. Marketing Employer Handbook

Jack reported that he spoke with Cindy Sabato about the "Employee Handbook" that is being prepared by the Marketing Department. Cindy stated that the Handbook is only a guide for new employees and will not be available until Fall 2005. Cindy reported that the Handbook would not be in conflict with any bargaining unit issues. The Committee suggested that we ask Cindy to attend the next meeting to explain her process.

B. Prioritization of Goals for the Year

Mary suggested that we revisit the goals matrix from last year's Committee and do a status check to see what items require follow up. The following items still need to be addressed:

- College Web Page Updates — Need to add Shawna Hearn and include Ellie Masiello on enrollment services component
- Diversity — Need to address diversity issue in pictures on the website
- Staff Directory — Carmen stated that we might need to consider having a hard copy of the directory with pictures. It could be prepared in a binder so that individual pages could be revised without having to update the entire directory. It was suggested that a task force of interested parties should be formed to work on this project.

**III. New Business**

A. Goal #6 – Annual Implementation Plan

The Committee began discussions on Goal #6 of the Annual Implementation Plan. Carmen asked at what level the cross-training would be geared. Mary suggested that we deal with this goal on two different levels — educating the staff regarding the roles of other departments in addition to the appropriate individual cross-training that would take place within a department.

Mary said that Student Services is trying out a similar model where other departments will be given tours of the Student Services' functions. The Committee continued to discuss this idea and identified various departments that would benefit from such a model.

Suzanna said that the faculty would benefit from additional education to better prepare them in directing students on where to go to find answers.

Mary also suggested that the college might consider having an “open house” during the year to facilitate better awareness of what takes place in each individual division or department.

This discussion will be continued at the next meeting.

**IV. Other**

None

**V. Adjournment**

The meeting was adjourned at 4:30pm.

**Next meeting: October 26, 2004**