



HRS PLANNING COUNCIL MINUTES

October 26, 2004

The meeting of the Human Resource Services Planning Council was held on Tuesday, October 26, 2004, in room SU-18. The meeting was called to order by Dr. Miyamoto at 3:30 p.m.

Roll Call

Members Present: Nancy Horio, Jack Miyamoto, Suzanna Grenz, Bob Sasse, Mary San Agustin

Members Absent: Jo Anne Giese, Carmen Eckman, Kathleen Morrison

I. Minutes

A. The minutes from the October 12, 2004 meeting were reviewed and approved.

II. Old Business

A. Employer Resource Guide Book

As requested, Cindy Sabato addressed the Council regarding the resource guide book being development by the Communications Office. The Council invited Cindy to meet with them in order to better understand the type of material to be included in the resource guide and to ensure that the project did not need to be handled by Human Resource Services.

Cindy explained that the guide is intended to provide answers for new employees and will contain such information as:

- Telephone numbers of our educational sites
- Committee memberships
- Union representatives
- Calendar
- Signs
- Work requests
- Acronyms for committees
- How to get keys
- Discount tickets
- Payroll information
- HR information

Cindy said that it was not intended to be an employee directory, and she would not include anything that the Council felt was inappropriate for the guide book. The timeline for publishing the book is Fall 2005.

II. Old Business (cont.)

A. Employer Resource Guide Book (cont.)

Bob Sasse asked if the guide book was going to be available on the web or in hard copy. Cindy responded that it would most likely be in hard copy, but the web might be considered. Mary San Agustin asked if the name of the Marketing Department should be changed to the Communications Office, as most people think it is still Marketing. Cindy said that the name had already been officially changed. Nancy Horio asked who would be responsible for keeping the guide updated, and Cindy replied that they would.

The Council thanked Cindy for her time and information.

B. Prioritization of Goals for the Year

The Council reviewed the status of the activities listed in the 2003-2004 Implementation Plan that the HRSPC submitted to the SPC last spring. The Council updated the timetable for these activities. Changes are reflected in the revised chart attached.

III. New Business

A. Goal #6 – Annual Implementation Plan

Jack distributed a handout on Goal #6 — promote cross-functional training and education to improve institutional understanding and teamwork (2003-2004) — that the Council is currently discussing. The handout reflects the discussion to date, and Jack asked that the Council members read through the material and be prepared, at the next meeting, to further outline our planned activities for this goal.

IV. Other

None

V. Adjournment

The meeting was adjourned at 4:25pm.

Next meeting: November 9, 2004