

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Human Resources Process Team

Date: 7-14-05

Time: 10:00 – 11:00 a.m.

Place: ITS Conference Room 3057, SSB

Attendees: Joy Craft, Julia Abell, Marla Belden, Sandy Bingham-Porter, Mai Dao, Carol Galey, Jan Hinkle, Linda Holloway, Karen Johnson, Frank Kingery, Steve Lane, Nina Milliner, Rob Miller (representing Cynthia Nichols) and Sandy Bowman.

Note Author: Joy Craft

**Agenda and discussion items**

- Purpose and expectations of the Human Resources Process Team were discussed. The handouts listed below were given to each member.
- Reviewed the format of the Agenda to be given to the members before each meeting.
- Reviewed how each member of the HR Team would access the minutes (notes) from each meeting on EISE website
- Reviewed how to access the Education and Training Schedule on the EISE website
- HR Team's 1<sup>st</sup> Training is scheduled for July 26, 27, & 28 at Gregg Triad
- Asked each team member to register for the SCT.com Action Web for access to list serves, training documentation, etc.

**Decisions Made**

The HR Process Team will hold regularly scheduled meetings on Thursday at 10:00 a.m. beginning August 4.

**Decisions for referral**

**Tabled/Future discussion Items**

**Ongoing Task List, Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

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**Attachments and/or meeting Handouts listed:**  
Human Resources Process Team  
Process Teams Responsibilities  
Project Personnel Qualities, Goals and Dynamics  
Team Vision, Ground Rules and Core Values