

STAC Minutes
January 8, 2007 – 1:30 p.m.
DNR Conference Center

Attendance (X denotes attendance):

| | |
|---|------------------------|
| | Adams, Cheri |
| X | Anderson-Harper, Rosie |
| X | Barnett, Sheila |
| X | Bassett, Cindy |
| X | Bode-Oliver, Elaine |
| | Charrier, Jim |
| | Dudenhoeffer, Keith |
| X | Forbis, Allan |
| | Hillstrom, Victoria |
| | Horn, Denise |
| X | Howard, Bryan |
| | Jackson, James |
| | Kempker, Judy |

| | |
|---|----------------------|
| | Krause, Guy |
| X | Matthews, Mechelle |
| | Mixon-Page, Lorraine |
| | Mundell, Jessica |
| X | Murphy Sara |
| | Oetting, Beth |
| | Robinett, Darlene |
| | Rockers, Paul |
| | Roesti, Jane |
| X | Sarver, Carla |
| | Scroggins, Cynthia |
| | Smith, Pat |
| | Snyder, Mary |

| | |
|---|---|
| | Stixrud, Mary |
| | Struempf, Beverly |
| | Verslues, Lisa |
| X | Waller, Michele |
| | Webb, Becky |
| X | White, Donna (represented by ZeMichael Negussie and Roxy Flores) |
| X | Wilson, Barbara |
| X | Wiseman, Geri |
| X | Wolken, Gail |
| | Yahnig, Ed |

Chairperson Carla Sarver called the meeting to order and welcomed members; 15 people were in attendance.

Approval of Meeting Minutes

The December minutes were distributed prior to the meeting and feedback was requested in the meeting. No further comments/suggestions were recommended.

Announcements

There were no announcements.

Office of Administration Update

Allan Forbis reminded all that the training course *Improving Supervisory and Managerial Performance and Productivity with the Power of Influence* is still scheduled for January 31, 2007. (The cost is \$95.00 per person.) Eighty people are already enrolled. The speaker is a professor from Oklahoma State University and has specific skills in negotiation.

Allan shared that the new performance appraisal system will be online for use in mid- to late April. The new online screens are completed.

The performance appraisal system “Train-the-Trainer” program should be ready at the end of January. “Train-the-Trainer” will be about 6 hours long, will be held for one group of agency trainers at a time, and will have reproducible materials for later use. Allan plans to meet with each agency ahead of time.

The content of “Train-the-Trainer” will emphasize the three-step process, the review process, and most importantly, the creation of objectives.

The “Merit System Council” that has formed will focus on concerns about hiring, classification, and certification. Training & development was not mentioned as part of this council’s work.

Allan is still working to put a few courses online in February or March.

The new “Solutions” magazine is coming out this week.

Allan’s staff member, Kelly Levy, is now certified in “7 Habits,” and is available for training sessions. Also, DNR mentioned that they have five employees who are certified to train “7 Habits.”

Diversity Training – Donna White

Donna White was represented by Roxy Flores and Zemichael Negussie. They asked each STAC member to fill out a survey regarding diversity training in his or her agency. They would like to have the surveys returned to them by January 12th at: *Office of Supplier & Workforce Diversity; Truman Building; Room 630.*

For those STAC members not present, Roxy will e-mail the survey to the distribution list or to Cindy Bassett who will distribute it.

During this discussion there was a request for the STAC website address which is:

<http://www.stac.mo.gov/>

Sub-Committee Review

Carla asked for any updates from the various sub-committees.

There was discussion about changes to the mandatory management training rule being guided by the Policy Subcommittee. This subcommittee still wants to send a short survey to STAC members in February or March about any changes or additions to the 24 training rule competencies.

Elaine Bode-Oliver will contact Bev Struempf to discuss the survey, and give STAC members an update at the next meeting.

Carla also asked STAC members to review the strategic plan (if it is available on the STAC website) and send to Carla or bring to the next STAC meeting ideas about what still needs to be accomplished on the strategic plan.

No reports were given by other sub-committees.

New Business

Carla asked members to describe what projects they’re working on for the new year. All gave very interesting updates about continuing and new initiatives in their agencies.

Reminder

The next STAC meeting is scheduled for **February 5, 2007** at 1:30 in the DNR Route 66 Conference Room at 1738 E. Elm Street.

Gay Albright – Missouri Training Institute (MTI) Presentation

Gay explained that MTI is part of the College of Business at the University of Missouri in Columbia. The MTI website is: <http://mti.missouri.edu>

Gay provided a comprehensive overview of MTI and its services including:

- Training seminars and workshops
- Custom designed training
- Onsite training for organizations
- Business consulting
- Certificate programs, e.g. preparation for Society for Human Resource Management (SHRM) national certification. This MTI program is called, “Certificate In Human Resource Management.”
- Other certificate programs, e.g. “Supervisory Certificate Series,” and “Training Design & Delivery Certificate Series.”
- Organizational human resources consulting
- Training Continuing Education Units (CEU’s)