

STAC Minutes February 6, 2006

Meeting held at: DNR Conference Center

In Attendance:

	Adams, Cheri		Jackson, James		Snyder, Mary
x	Anderson-Harper, Rosie		Kempker, Judy		Struempf, Beverly
x	Arnel, Donna		Krause, Guy		Verslues, Lisa
	Barnett, Sheila	x	Matthews, Mechelle	X	Webb, Becky
	Bassett, Cindy		Mixon-Page, Lorraine		Wilson, Barbara
x	Benedict-Wiseman, Geri		Mundell, Jessica	x	Wolken, Gail
x	Bode-Oliver, Elaine		Oetting, Beth		Yahnig, Ed
	Charrier, Jim		Robinett, Darlene		
x	Distler, Karen		Roesti, Jane		
x	Dudenhoeffer, Keith	x	Schulte, Lisa		
	Hillstrom, Victoria	x	Scroggins, Cynthia		
	Horn, Denise	x	Smith, Pat		
x	Howard, Bryan				
	Gary Fogelbach, Division of Personnel, Office of Administration				
	Alan Forbis Division of Personnel, Office of Administration				
	Deanna Treu, DSS, for Bev Struempf				

Chairperson Karen Distler called the meeting to order.

Minutes from the January meeting will be motioned for approval at the March meeting.

Updates and Information

Alan Forbis and Gary Fogelbach of the Office of Administration (OA) were present.

Alan gave an overview of the reorganization within OA. Alan and Gary reported the following changes in OA due to reorganization:

- The Planning and Development section used to do the examining and testing; that component has been moved to the Employee Service team.
- The Labor Relations section has been dissolved and the work is now under the Pay Leave and Reporting section.
- The division will be updating the OA website to reflect these changes.

Gary stated that these changes do not affect your current contacts with the Division of Personnel.

Alan will continue to attend the STAC meetings as often as his schedule will allow.

Becky Webb was introduced as the newest STAC member as a representative from the State Auditors Office, replacing Nicki Russell.

Contact information for Jane Roesti was shared. The family members prefer that Jane's personal information not be shared.

Jim Pasley will be out of the office for a minimum of the next two weeks due to knee surgery.

Karen sent Jane and Jim a Get Well card on behalf of the STAC committee.

Committee Reports

Communications

Keith Dudenhoefter reported:

- The STAC website will be updated with meeting minutes from 2000 and forward.
- Training calendars will be posted on the website as Darlene receives the links from committee members; she has only received two thus far, SEMA and DOLIR. Darlene has asked that members send their calendar links to Darlene.Robinett@dor.mo.gov.
- Darlene has made changes to the homepage formatting.
- The Managerial and Supervisory Training link now reads OA Planning and Development
- Darlene will be changing the Training Rule link to read Management Training rule.
- The Communications committee also asked members if they wanted agendas posted with the Minutes? The decision was made that the agendas will not be posted.
- Darlene is working on moving the website from the MOTTECH server to a server owned by OA.
- Website address will be changed to www.stac.mo.gov within the next two weeks.
- Do we want to advertise the website change to other agencies through STAC? Once the website is final, members asked that an email be sent to STAC members and they will disseminate to their agencies.
- The committee is looking into a message board and or listserv for members on the website.
- The Speakers Bureau form will be posted as soon as the Curriculum Committee finalizes it.
- The committee asks if you have other ideas for the website to please let them know.

Action: STAC members to send their calendar links to Darlene.Robinett@dor.mo.gov

Training Trends and Initiatives

Karen reported:

- Sheila Barnett has volunteered to lead the TTI committee while Jim is out. Karen has, in hard copy, the past notes from the TTI committee and will forward to Sheila this week.

Action: Karen will forward the TTI notes to Sheila this week.

Policy

Elaine reported:

- Bev will draft language updates in reference to the Mandatory Training Rule. Bev will email other Policy committee members the draft for their review before dissemination to the STAC committee. This will include the 24 competency areas of the training rule and whether or not those competencies still apply or need to be combined or need verbiage changes.
- The committee has also looked at the entire rule and will be doing some clean up work on it as well.
- Karen asked the committee if they would be open to STAC members reading through the training rule again and forwarding any feedback to Bev. The committee agreed this would be beneficial.
- The training rule can be accessed through the STAC website and the Secretary of State's website. <http://www.oa.mo.gov/tes/STAC/rule.shtm>

Action: The Policy committee will draft language and forward to STAC members.

All STAC members will read back through the Management Training Rule (1CSR20-6.010), and email all feedback to Bev.

Curriculum

In Jane's absence, Karen asked the committee to discuss the direction the committee will be following. The committee will work on the Speakers Form and forward it to the Communications Committee. The committee will assume a shared leadership role until Jane returns.

Action: Curriculum will create and forward the Speakers Form to the Communications committee.

Oversight Committee

Karen reported:

- Letters have officially been sent to Cindy and Donna's supervisors inviting them to become STAC members.
- Michele was not able to accept the nomination as Vice-Chair. At this point in time there is not a Vice-Chair.

- In looking at the STAC history of notes, it clearly defines, from 1999 and forward, which agencies have held a Chair position. Karen suggested that since STAC members agreed in a previous meeting that we want the Chair position to stay with the committee, By Laws will be drafted by the Policy committee to outline which agencies are in line to assume leadership roles on STAC. Karen will forward to the Policy committee a copy of the By Laws from another committee that she has served with in the past. Karen asked all STAC members to forward a copy of By Laws from past committees in which they have served to the Policy committee.

Action: Karen will forward to the Policy committee a copy of the By Laws from another committee that she has served with in the past. Karen asked all STAC members to forward a copy of By Laws from past committees in which they have served to the Policy committee. These will serve as prototypes for the Policy committee in the creation of STAC By Laws.

State Library Presentation

Cindy Bassett will give a presentation of the State Library's resources and how these resources can be accessed.

On February 23rd, 2:00 – 3:30, at SEMA, Cindy will offer training to STAC members to show members how to navigate the website to obtain desired information. Jim Charrier will need a list of who is coming. Jim will email directions to STAC members and Karen will organize the RSVP's and send that information to Jim.

Action: On February 23rd, 2:00 – 3:30, Cindy will offer training to STAC members. Members will RSVP to Cindy before February 17th.

Jim also asked Karen to communicate with his assistant Tina regarding the number attending the presentation, as he will be out of town that day. Her email is Tina.Brown@sema.dps.mo.gov; her telephone number is 526-9215.

New Business

SAP Presentation

Randy Henley and Daryl Kirkland shared their Power Point presentation of the functionality in SAP's Learning Management System. Due to a complication with the Internet connection in the Route 66 Conference Room, Randy and Daryl were not able to access the Learning Management System to present a live visual of the capabilities. Randy stated that he would coordinate a date/time with Karen to reschedule another presentation in the Truman Building if the committee so desired. Karen has a few extra handouts from the presentation and will bring them to the next meeting for anyone interested.

Reminders

The next STAC meeting is March 13, 2006 at the Bennett Springs Room, DNR Conference Center on East Elm

Meeting adjourned.

Minutes submitted by Lisa Schulte.