

STAC Minutes
March 12, 2007 – 1:30 p.m.
DNR Conference Center

Attendance (X denotes attendance):

	Adams, Cheri		Krause, Guy		Struempf, Beverly
X	Anderson-Harper, Rosie	X	Matthews, Mechelle		Verslues, Lisa
	Barnett, Sheila		Mixon-Page, Lorraine	X	Waller, Michele
X	Bassett, Cindy		Mundell, Jessica	X	Webb, Becky
X	Beermann, Barbara	X	Murphy Sara	X	White, Donna (represented by ZeMichael Negussie and Roxy Flores)
X	Bode-Oliver, Elaine		Oetting, Beth		Wilson, Barbara
	Charrier, Jim		Robinett, Darlene		Wiseman, Geri
	Dudenhoeffer, Keith		Rockers, Paul		Wolken, Gail
X	Forbis, Allan		Roesti, Jane		Yahnig, Ed
	Hillstrom, Victoria		Sarver, Carla		
	Horn, Denise		Scroggins, Cynthia		
	Howard, Bryan		Smith, Pat		
	Jackson, James		Snyder, Mary		
	Kempker, Judy		Stixrud, Mary		

Chairperson Carla Sarver was absent and asked Elaine Bode-Oliver to run the meeting in her absence. Elaine called the meeting to order and welcomed members; 10 people were in attendance.

Approval of Meeting Minutes

Minutes from the February meeting will be motioned for approval at the April meeting.

Announcements

Michelle Waller announced a proposal to be put on the April meeting's agenda. The proposal is to put together a list of core materials to share among all departments. An e-mail will be sent to all STAC members requesting feedback with a due date.

OSWD – Diversity Survey Results

ZeMichael Negussie and Roxy Flores presented the Diversity Survey Results, see Attachment #1.

ZeMichael asked the Curriculum Sub-Committee assist in developing a curriculum so that each department can have similar core items.

OSWD will work with the Curriculum Sub-Committee to develop the basics to include in the curriculum.

A question was asked regarding any frequency guidelines of the diversity curriculum. The Executive Order included a provision for diversity training bi-annually.

DNR is hosting a Diversity Training on March 20, 2007. All are encouraged to attend.

Old Business

The listing of training rooms available throughout the state is coming along. If it goes on the web site, an electronic copy of the listing will have to be submitted to Darlene Robinett. Michelle Waller volunteered to bring results once compiled to Darlene and explain the project.

Cindy Bassett explained how to use the STAC List Serve. Send messages to STAC@mail.mo.gov to be sent to all STAC members using the List Serve.

Office of Administration Update

Allan Forbis discussed the Performance Appraisal System website is up and running. Users can sign up on the distribution list to receive updates. He added that OA is visiting with all agencies on how they plan to roll out training on the performance appraisal system. Test work on the system will continue and the final product is scheduled for April 15th if testing goes well.

The performance appraisal system "Train-the-Trainer" program should be ready around May 1st, once the whole system is active.

The system has 5 Standards. Supervisors will create Objectives to relate the 5 Standards. One appraisal will be required annually rating each Objective as More Improvement Needed, Needs Improvement, Successful, Very Successful, and Highly Successful. A limit of 39% of employees can be in the top 2 levels.

OA's training program will address the Standards, setting up Objectives, and Implementation.

It is hoped that the performance appraisal system may be a resource for the legislature to determine appropriations for raises.

Achieve Global is changing its curriculum. They are retiring many topics at the end of the year. When books and supplies are gone, any additional copies will need to be printed by the company which will take more time and increase the cost. Certification times are also increasing from 2 days to 2.5 to 4 days.

Allan closed by announcing the Public Sector Employment Law training session to be held on May 15, 2007. The is \$189.

Sub-Committee Review

Time was allotted for each sub-committee to meet.

Elaine called the group back together and asked for any updates from the various sub-committees.

Curriculum:

Is working with OSWD to set up principles that all departments to base their Diversity training on. Each Curriculum Committee Member is asked to list the principles that

should be included in diversity training. The Curriculum Committee will share the principles with each other by March 23rd. Then meet at the Committee Break Out time during the April STAC Meeting to compile a list of agreed principles. Send out the list of agreed upon principles to all STAC members for comment, once a list of agreed upon principles are developed.

Cindy Bassett encouraged the Curriculum Committee to use free on-line tools to share their proposed principles: pbwiki and base camp are software programs to assist in sharing documents.

Training Trends and Initiatives

They are developing a questionnaire to send to all STAC members to compile initiatives and training materials that can be shared. They will compile all courses and materials that can shared with other agencies (i.e. internally developed training materials that are not copy righted).

Policy

Announced we will dicuss the Management Training Rule in May.

No reports were given by other sub-committees.

Agency Roundtable

Elaine asked members introduce themselves and 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 April 9, 2007 at 1:30 in the DNR Route 66 Conference Room at 1738 E. Elm Street.



**State of Missouri
Office of Supplier and Workforce Diversity
State Diversity Training Survey
Response**

I. Based on the previous training for your agency, how do you define diversity?

- A variety of something such as opinion, color, or style.
- Ethnic variety, as well as socioeconomic and gender variety, in a group, society or institution.
- Discrepancy or difference from what is considered normal or expected.
- Factors that make us unique:
 - Obvious differences such as age, gender, race, culture and physical characteristics, but also more
 - Subtle and not obvious differences such as work style, life-style, values and beliefs, social and economic background.
 - Distinct qualities such as rural versus urban background, knowledge, generational differences, languages, personality, sexual orientation, and personal habit.
- Understanding differences and appreciating how differences benefit a team by bringing unique ideas, abilities and experiences.
- A workforce for every agency is diverse because all people are different regardless of gender, races, religions, education level and socioeconomic status. Employees from time to time need to be given ideas or suggestions on how to recognize differences and work with differences.
- Diversity means a mix of ethnicity (cultures), sex, economic status, residency (rural vs. city), personality (A vs. B type). These all influence our beliefs, communication style, and workplace personality. We need to be aware of each other's differences in order to better understand and work together in a cohesive fashion.
- A point or respect in which things differ. We see diversity as variety.
- Diversity is the population dispersment among different ethic groups, religious groups, gender, color and race. The diversity percentage for each group at the workplace should closely mirror the diverse percentage for the local population in the area.
- Diversity within an agency is a keen understanding of the importance of supporting and/or embracing individuals with differing backgrounds, ethnicities and cultures in to a work environment. Individuals with differences

who all work together can bring sensitivity, awareness new perspectives and respect for things that different. As a whole, an organizations culture can grow stronger by embracing a diverse work environment because it fosters understanding, new ideas and respect within our work community.

- Diversity is the need for respecting differences such as, racial/ethnic, gender, cultural, disability, and social differences among staff and clients/customers.
- Diversity encompasses all of the ways that human beings are both similar and different. It involves variations in factors we control as well as those over which we have no choice. These factors give us areas of commonality through which we can connect with others. It also gives us aspects of differences from which we can learn.

II. What type of diversity training have you used in the past? How frequently does your agency provide diversity training?

- Classroom format, in a Consideration of Others (CO2) format, bring a topic for discussion.
 - As part of a new employee orientation. (Diversity Training)
 - Diversity Training of Video on line. (Video Conference like)
 - Cultural sensitivity training and sexual harassment
 - Every three years “Bellwether” for diversity was utilized.
 - OA has used new employee orientation for diversity – they called this too as “a refresher” training.
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- Include Diversity in Civil rights training, which is a 6-hours class divided in two blocks. Have separate classes for supervisors and non-supervisors. The class focuses on why diversity is important and the need for staff to come together and “Meet on Common Ground”. Staffs are required to attend diversity training during New Employee Orientation and then must complete the Civil Rights and Diversity class once every 3 years. If they promote in to a supervisory position, they are required to take the supervisory course within one year.
 - One general Diversity Training is provided to all employees. It is based on the SHRM Diversity Train the Trainer Program. In addition, we have provided elective courses such as: Working with Latinos, International Institute of St. Louis, Chinese Culture, Sign Language, Generational Differences, Cambio Center and MU’s Asian Affairs Center

III. On a scale where one is the less satisfactory and five is the most satisfactory, how would you rate the training that your agency has used. Give a brief description.

- The over all Diversity Training average scale is four. Which is very satisfactory.
- Highly inclusive course includes many factors of diversity. It is updated as needed to include demographic, generational, and outreach information that has continued to expand the relevance of the course. Beyond our basic Diversity Training, we provide additional elective courses that provide additional learning opportunities. Other programs that support our mission and insure we value differences include seven Habits of Highly Effective People and Myers Briggs Team Building.

IV. Who administered the diversity training at your agency? In-house staff or outside source? Please explain

- In house staff or outside source
- Computer based training through NetG, and PKS.
- We train our own consideration of others.(CO2)
- By the office of employee relation officer (in DNR).
- Human Resource – But approved for the training by other person.
- With the HR staff and Bellwether Diversity Training company.
- OA division of personnel staff.
- The Diversity Training is administered in-house by a Human Relation Officer I who is located in the department’s HR Center.
- The Diversity Training and programs at MDC are administered through the HR Division. In-house staffs facilitate our program. Those staff are members of our Workforce Council, which is an internal group that addresses diversity, recruitment, and retention issues. Various outside sources have provided the elective courses.

V. Where did you obtain the resources to present your training?

- There are proactive EO at headquarter have an extensive video library available for use.
- Through our budget process.
- “Bellewether” Minority Business.
- Some of the materials have been passing down and provided by the OEO for use.
- Division of Personnel staff.
- We obtain some resources from attending the Department of Corrections Diversity Training. Also,

information was obtained from Workforce 2020: Work and Workers in the 21st Century from Hudson

Institute, A framework for Understanding Poverty by Dr. Ruby Payne, the ASTD Trainer's

Sourcebook for Diversity, the US Census Bureau, the Department of Economic Development

MERICK website and a website called www.tolerance.org.

- Some content came from SHRM's Diversity Train the Trainer Program. Some content came from agency staff.

VI. What other activities have you used at your agency to ease the barriers of diversity?

- Formally, through the department workforce diversity plan. That is, the Director, Deputy Director, Division Directors, Managers, Supervisors, and staff follow employment benefit and department policies that integrate and support diverse and fair recruitment, selection, promotions, transfers, training, compensation, classification, benefits, ADA (American with Disability Act) accommodation, provision of services, and purchasing through the use of a goal-oriented approach to affirmative action where by we set goals to address any under-utilized areas of concern. The plan is updated yearly and distributed throughout the Department.
- Provide brief/fun activities throughout the department that get people out of their cubicles and mingling with coworkers on a personal basis. Most activities revolve around food and inexpensive fun such as drawings/giveaways for participants. Getting people to visit and mingle about things other than only normal work topics, encourages interactions on a personal bases and supports our efforts embrace a diverse culture.
- Announcing the local ethnic festival and activities and the EO office participates in several throughout the year. The HR bulletin also spotlights topics monthly.
- Do not see Diversity as a barrier. However, have a multi cultural affairs committee which sponsor an annual Diversity conference:
 - Provide on-going lunch and learn sessions on myriad topics.
 - Provide true colors training.
 - The Department is in the process of providing Franklin Covey 7 habits training.

- Employees are encouraged to attend OA training especially supervisors and managers.
- Interested in resources for providing diversity awareness to the employees.
- At one point, OA initiate “A Diversity Council” some meetings were held in an effort to investigate possible barriers to diversity and to propose way to promote/celebrate Diversity.
- Ask the DSS Office for Civil Rights for Information regarding this.
- Additional activities have been coordinated through MDC’s Workforce Council. We make recommendations for policy changes and updates. We have implemented an internship Program with an emphasis on diverse candidates. We support outreach programs with community organizations that help spread a conservation message to new diverse groups. We have implemented a performance objective for employees to provide outreach programming to new groups that are diverse. We have created an agency award for employees who are involved in outstanding Workforce Diversity activities. We support Youth Conservation Corps, which employ youth in three regions to work crews during the summer months. Most youth involved represent diverse backgrounds and have had very little exposure to conservation prior to this experience. We participate in community events around the state that expose diverse groups to conservation opportunities.