

**STAC Minutes
September 11, 2006
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
	Howard, Bryan
	Jackson, James
	Kempker, Judy
	Krause, Guy
	Matthews, Mechelle
	Mixon-Page, Lorraine
	Mundell, Jessica

	Oetting, Beth
X	Robinett, Darlene
	Roesti, Jane
X	Sarver, Carla
	Scroggins, Cynthia
	Smith, Pat
	Snyder, Mary
X	Struempf, Beverly
	Verslues, Lisa
X	Waller, Michele
X	Webb, Becky
X	White, Donna
X	Wilson, Barbara
X	Wiseman, Geri
X	Wolken, Gail
X	Yahnig, Ed

Chairperson Carla Sarver called the meeting to order and welcomed all members and guests.

Camtasia Software Demonstration

Darlene Robinett conducted a demonstration of the Camtasia software. Darlene shared that she used this software for two training packages in her agency – Leave Track and Welcome to the Department of Revenue. Video clips and audio clips can be added to the presentation. DOR has used this package to record screens through the DOR Intranet as well as with PowerPoint. Editing features allow you to adjust the amount of time on each screen, add title clips, add quizzes (with Flashplayer), etc. Bev shared that DSS has used this software and experienced little difficulty when rolling it out to a large number of employees. Allan shared that OA is also using the software and is developing the merit system training using this software. Darlene offered to individually walk interested parties through the software in more detail. Cindy shared that they have recently purchased it and will be using it to develop training demonstrations of databases. Ed stated that he would share an article that he has that addresses the use of such software when providing training and issues to consider (i.e., application based training).

Approval of Meeting Minutes

Meeting minutes were distributed. Feedback should be provided to Bev Struempf by September 15, 2006.

Old Business

The welcome letter was sent to Steve Meyer. Cindy shared there were some formatting issues with the listserv she is working on with OA. Once it's finalized, all STAC members will be automatically enrolled in the Listserv.

Announcements

Ed shared information regarding an occupational analysis model being used by the Department of Corrections. This tool is used to ascertain, from the employee's perspective, duties assigned to their job classification. If any agency would like an occupational analysis done on one of their job classifications, the Eastern Kentucky University would be willing to facilitate. The DACUM panel is comprised of individuals in the job classification that is being reviewed. Ed stated that the approximately 75 job classifications have been reviewed in DOC using this process. They use the process for job classifications that have more than 10 employees in it. They form the panel to tap information from a variety of geographic areas, facility type/size, etc. Panel members must have at least two years experience. The process is estimated to take about 2 days to complete and at least 5 people need to be on the panel.

The local ASTD Chapter is scheduled for September 28th and they have a three-hour presentation skills training on the agenda.

Carla attended a "Facilitator Enhancement" workshop conducted by Franklin Covey. Carla questioned whether there would be interest in others attending the training. She estimated the cost at approximately \$150 each. **Action Item:** Carla will send out additional information regarding the training once it is scheduled.

Office of Administration Update

Allan shared that 7 of the 16 agencies have provided information regarding the Management Training Rule. While agencies are encouraged to get it in as soon as possible, Allan shared that there is some flexibility

Four recipients (from the 6 categories) have been selected for the Governor's Award on Quality and Productivity. The ceremony is scheduled for October 11 and Allan anticipates that departments will be notified this week.

Work is continuing on the new employee appraisal system. OA is identifying supervisory lines so that notices can be sent, identifying primary components, etc. The project is expected to be done by mid next year. Components will be statewide (i.e., dependability) but each department will decide how to measure that in their agency.

Committee Workgroups – Each of the workgroups were given 30 minutes to discuss on-going projects.

- ✓ **Curriculum** – Information was provided regarding work done in identifying a source for providing training on meeting facilitation for line-staff. DNR is tapping into the Missouri Training Institute, but will consider other options as well. Barb will share information with interested agencies regarding this training.

- ✓ **Communications and Oversight** – They took the opportunity to go over the strategic plan. They had previously shared an update on the development of the listserv and outreach efforts to engage members that haven't been attending or regularly attending training.
- ✓ **Policy** – Draft questions to be used in the Management Training Review were submitted to all STAC members. **Action Item:** Once feedback is received, an inquiry will be sent to each department with a two-week response deadline. The STAC policy will be revised and distributed prior to the October meeting.
- ✓ **Training Trends and Initiatives** – They have planned a training overview on an Insight training offered by DOC. **Action Item:** This will be put on the November agenda.

Reminders

The next STAC meeting is scheduled on **October 16, 2006** at 1:30 in Route 66 Conference Room, 1738 E. Elm.

A representative from the Missouri Employment and Diversity Collaboration will be present at the October meeting to conduct a training walk-thru.