

STAC MEETING
December 12, 2011

Missouri Dept. of Conservation – Employee’s Credit Union

Members in attendance:

Barbara BeermannMissouri State Employees Retirement System
Terry Black.....Missouri Lottery Commission
Fred CainDept. of Corrections
Allan Forbis.....Office of Administration / Div. of Personnel
Lori HogueDept. of Natural Resources
Mary Hoskins.....Dept. of Health and Senior Services
Sarah IrwinOffice of the Secretary of State / Missouri State Library
Suzi Middaugh.....Dept. of Natural Resources
Beverly StruempfDept. of Social Services
Maureen WilllohDept. of Public Safety / Missouri Veterans Commission
Geri Wiseman.....Dept. of Conservation

Also attending: Denise Osborne – Office of Administration / Div. of Personnel [minute recorder]

Welcome / Introduction of New Members:

Allan Forbis opened the meeting by welcoming all present STAC members followed by a brief self-introduction of members. Following this a motion was made and seconded to approve the minutes from the October 24th STAC meeting.

Dates for STAC meetings in 2012 were identified as follows:

- January 9, 2012
- April 9, 2012
- July 9, 2012
- October 15, 2012
- December 10, 2012

Meeting locations will be sent to STAC members at a later date.

Training Initiatives/Challenges

Allan opened the floor for discussion on ongoing and/or current challenges facing state agencies. Terry Black with Missouri Lottery asked STAC members to send any information they have regarding tuition reimbursement.

Allan reported the consolidation of MOTEC and staff members Laura Mertens and Nicole Klatt, by the Center for Management and Professional Development. All computer and technical skills training offered by MOTEC are now part of the Center’s curriculum and the Center is working with OA/ITSD to revise the Center’s web pages to better promote these classes and services.

Training STAC members expressed interest in having offered include IT Technical Training [DHSS] and Share Point [Missouri Lottery].

STAC Action Team Updates

Statewide Data Collection of Training Records: Allan Forbis advised STAC that the next phase for the Employee Self Server [ESS] Portal is on track which includes SAM II. STAC members and interested state agencies are encouraged to participate in the development and implementation.

No other updates were available.

Executive Order 10-24 Compliance (<http://governor.mo.gov/orders/2010/10-24.htm>)

Allan advised the group that the final report for Executive Order 10-24 Diversity Training was distributed and feedback received. The report was for the 2010 period and steps are now in place to provide a smoother venue for agency reporting.

Election of STAC Chair and Co-Chair

At the October STAC meeting Sara Irwin, Office of the Secretary of State/State Library expressed interest in the role of Chair. However since that time her schedule has changed which required her to withdraw from consideration.

During the December meeting, discussion was held regarding this opportunity. Terry Black with the Missouri Lottery volunteered to become the new STAC Chair and Maureen Willoh, Missouri Veterans Commission, volunteered to take on the role of Co-Chair. Terry and Maureen were elected by acclamation and will assume these positions effective January 1, 2012. Responsibilities for these positions are as follows:

Duties of the Chairperson:

- Presiding at all STAC meetings
- Serving as a spokesperson for STAC
- Informing the Co-Chair of any membership changes, additions, or deletions
- Serving as lead member of the Oversight Committee
- Facilitating and encouraging the work of committees
- Maintaining the strategic plan through the work of committee leads

Duties of the Co-Chairperson:

- Presiding at meetings in the chair's absence
- Taking minutes at all STAC meetings and publishing such minutes to the council via the STAC listserv or e-mail distribution list.

- Maintaining the current STAC database of members, making changes, additions, and deletions as needed
- Assisting the chair in facilitating the work of subcommittees
- Assisting the chair in the work of the Oversight Committee

Other Business/Items of Interest from Members

Terry Black reported that the Missouri Lottery is reviewing an on-demand training program offered through Business and Legal Reports [BLR]. The program Lottery is considering is for the HR Library with information on 60 topics that can be offered to 200 participants a year for a price of \$2,000. The courses are mostly voice-over PowerPoint and include a reporting element that can email scores to participants.

STAC members interested in more information for this program are asked to contact Terry.

SPECIAL PRESENTATION - Sarah Irwin – Missouri State Library – Database and Internet Searching

Sarah Irwin provided STAC members with a brief presentation on the Database and Internet Searching services offered by the Missouri State Library for state employees. Both of these programs are typically 1 ½ to 3 hours in length, contact Sarah for additional information regarding both programs.

Sarah also provided STAC members with handouts regarding the Reference Services Division of the Library and tips on Better searches – Better results. Sarah will send all STAC members both handouts via the STAC listserv.

At the beginning of her presentation Sarah also provided information to STAC on Prezi – the software she used to produce the presentation. Prezi is a program developed to create presentations that can be stored both locally as well as on-line [“In the Cloud”]. Once stored online all that is needed to access the stored presentation is access to the internet. Prezi is a free service.

Adjourn

Allan thanked Geri Wiseman for her hard work and dedication as the outgoing STAC Co-Chair, and thanked all members for their continued support of STAC.