

LMC Meeting Notes

February 4, 2009

In Attendance: Kathy Hendricks, Kathy Reeves, Chris Vance, Jill Kinyon, MA McCrackin, Sara Drake, Mark Pullium, Byron Drake, Jeff Howe and Brad Hall

Unable to Attend: Robin Miotke

Arrived Late: Shelley Hiniker and Lynn Stocking

Recorder: Debbie Erbacher

LMC Meeting Schedule – Next meeting is scheduled for March 4th.

1. Review and approve 12/03/08 meeting notes. –

Vote – all in agreement to approve. **Approved.**

- **ACTION:** Will send to Robin to for posting.

2. Subjects/Topics for Discussion

3:00 – 4:00 p.m.

- Mary Kamensky's resignation - replacing with labor representative
Discussion/Action: Since the resignation of Mary, discussion took place as to who would be an eligible representative to take her place. The individuals that attended the training and are eligible are Kathleen Wetzel, Diane Rapp, Kelly Speer and Joe George.
 - **ACTION:** Kathy R. & Kathy H will e-mail the individuals to find out if any of them are interested in serving on the committee for a 4 year term. Jill will work with the labor folks.
- **Selecting Co-Chairs for 2009-2010 by April 1, 2009 (1 management/1 labor).**
Discussion/Action: Need to select new co-chairs for the new term by April 1st. Committee was asked if anyone would be interested in volunteering for the co-chair positions and Chris Vance (labor) said she would be interested. After some discussion Byron Drake (management) also said he would volunteer to be the other co-chair.
Vote – all in agreement to approve. **Approved.**
 - **ACTION:** Starting April 1st, 2009 Chris Vance and Byron Drake will be co-chairs of the LMC Committee.
- **Membership expectations and behavior norms -**
Discussion/Action:
Unexcused absences – There have been some problems with repeated absences and the lack of communication for those absences. Discussion took place as to how and what type of communication should happen when a committee member would not be able to attend and how many absences should be allowed before questioning the commitment. The committee

decided that going forward committee member absences and the status thereof (excused or unexcused) will be recorded. If a committee member will not be attending or will be late, she/he should e-mail both the co-chairs. We will also start a tracking system to identify excused, unexcused, consistent and excessive absences. It is written in the charter that 2 unexcused absences may be grounds for removal from the committee. This may also refer to lateness as well. Need to assess everyone's commitment to this committee and find out what hurdles are preventing them from coming and help to figure out how to make it work. One idea would be to ask President Dennison for support to send out a letter referring to the charter every year to the supervisors of acting members and to the new members to help remind everyone of the importance of the commitment to this committee. Discussed whether or not the committee should consider having another training session in order to prep others to take over when terms end or resignations happen. Mandatory training is not in the charter and several members agreed it was not but preferred. The committee suggested not having a training but develop an on boarding process and have a "team building meeting" for new members. This meeting would be spent getting to know each other, discussing why each of the members is committed to the charter and providing training for the new member(s).

- **ACTION:** There will be an e-mail sent out to members asking for their commitment to this committee.
- There will be an e-mail sent out to the four individuals asking if they are interested in serving on the committee.

3. Parking Lot –Review subject/topic for continuation in Parking Lot or purge

- No New News

4. New Subjects/Topics for Discussion

- No New Discussion items

5. Supervisory/Management Training – Design

4:00 – 5:00 p.m.

- Continue designing supervisory/management training with Betsy Hawkins (Finalize Learning Content Analysis)