

## LMC Meeting Notes

October 1, 2008

**In Attendance:**, Robin Miotke, Kathy Hendricks, Kathy Reeves, Chris Vance, Jill Kinyon, MA McCrackin, Mary Kamensky, Sara Drake, Mark Pullium, Jeff Howe

**Unable to Attend:** Brad Hall, Byron Drake and Shelley Hiniker

**Arrived Late:** Lynn Stocking

**Recorder:** Debbie Erbacher

LMC Meeting Schedule – Next meeting is scheduled for November 5, 2008 .

1. Review and approve 09/03/08 meeting notes. –

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

2. Subjects/Topics for Discussion

**Web page status (Robin Miotke and Byron Drake)**

- Have e-mail in to Tim but haven't heard back as of yet. Links are all complete and hopeful that the web page will be up and running by the end of the week.

**Management /Supervisory Training**

- **Finalize the revised position statement on first-line supervisor training -**  
**Discussion/Action:** The position paper was sent to the President on Monday, September 29th.
- **Report from management/supervisory training sub-committees -**
  - i. Stakeholders/Infrastructure team:** (Kathy Reeves, MA McCrackin, Robin Miotke, Brad Hall, Lynn Stocking, Kathy Hendricks and Chris Vance)  
**Discussion/Action:** Subcommittee presented the results of their brainstorming session to identify key stakeholders and infrastructure requirements critical to designing and implementing a successful first line supervisory training program. Discussion generated questions related to needed financial and personnel resources such as the need for program coordinator, someone to coordinate training and how would that training be presented (on-line, classroom), whether to roll out the training initially as a pilot program, and should LMC provide a statement addressing constraints or should that be part of the infrastructure? All agreed that it is very important that COT be included.
  - ii. Management Competencies** — (Sara Drake, Mark Pullium, Mary Kamensky, Byron Drake, Jill Kinyon, Jeff Howe, Shelley Hiniker).  
**Discussion/Action:** The management competencies committee reported their progress in developing a set of management competencies. The committee had identified the top 7 competencies as:

- i. Fostering team work
- ii. Manage performance & developing others
- iii. Conflict Management
- iv. Communication
- v. Strategic Thinking
- vi. Customer Focus

Discussion generated other questions and ideas from the LMC committee as a whole. General consensus on the definition of first line supervisor is “anyone who is responsible for formally evaluating employee performance”. Suggested competencies for the sub-committee to consider when meeting again included recruitment skills, organizational planning, retention, employee engagement, pay structure, finance and budget training. All in agreement that managers need to understand the compensation plan.

- **ACTION:** The sub-committee agreed to further develop the definitions of the competencies and email those to the committee for further discussion at our next meeting.
  
- **Update from Betsy Hawkins, Human Resources Director**  
**Discussion/Action:** Betsy addressed the committee and shared her excitement and appreciation for the committee’s work on the first line supervisory training issues. Discussion focused the need for a systematic approach at UM to developing manager/supervisor competencies and skills consistently across the campus and on how UM will develop emerging leaders and create/build system wide competencies of higher education. Other concepts/ideas discussed included:
  - Missouri State’s Ambassador Program
  - A Blue Ribbon Advisory Group
  
  - **ACTION:** LMC to continue its work in identifying management competencies, key stakeholders and the infrastructure needed for a first line management/supervisory training program. Further consider its role as a design/leadership team of the training program.
  
- **Student Retention Subcommittee – Follow Up**  
**Discussion/Action** Student Retention Subcommittee – Student retention committee to present presentation at next meeting.
  - **ACTION:** The first hour of the November 5<sup>th</sup> meeting is scheduled for presentation.

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