

## LMC Meeting Notes

December 3, 2008

**In Attendance:** Kathy Hendricks, Kathy Reeves, Robin Miotke, Jill Kinyon, Sara Drake, MA McCrackin, Chris Vance, Jeff Howe, Byron Drake, Betsy Hawkins

**Unable to Attend:** Mark Pullium, Shelley Hiniker

**Arrived Late:** Brad Hall, Lynn Stocking, Mary Kamensky

**Recorder:** Whitney Nunnally

LMC Meeting Schedule: Next Meeting is scheduled for January 7<sup>th</sup>, 1:00pm-5:00pm, location TBD.

- **Action:** Kathy R. will confirm time with Betsy and make room arrangements.  
**Vote** – all in agreement to approve. **Approved.**

3:00-4:15 Joint Labor Management Committee's role in developing/designing supervisory/management training. Betsy Hawkins proposed a project work plan for developing a management/supervisory training program and volunteered to serve as project leader/instructional designer with the joint labor management committee members as the project team. The work plan would include collaborating with other UM committees including the Quality of Work Life committee. The purpose of the project would be to identify first-line supervisory competencies, assess learning needs on campus, determine design principles and options and develop an implementation guideline to effectively launch a management/supervisory training program at UM.

**Vote** – all in agreement that LMC would serve as the design/leadership team. **Approved.**

1. Review and approve 11/05/08 meeting notes.

**Vote** – meeting notes approved as revised. **Approved**

2. Subjects/Topics for Discussion

**Update: letter of support for the Student Retention Initiative (Kathy H. and Mary)**

- Mary reported that some of the initiatives put forth by the staff workgroup on student retention have already been implemented. If they need a letter of support at a later date, LMC will provide one.

### ***Management/Supervisory Training***

- **Management Competencies – subcommittee has not meet since last meeting.**

***Discussion/Action:*** Feedback on current list of competencies: #8 add building trust-based relationships, #1 add aligning institutional ethics. Sara will update competencies with these additions.

### ***Course Repeat fee***

- Lynn updated committee on the course repeat fee being discussed at the December 4 Faculty Senate meeting. Lynn will report back to LMC on the outcome of that meeting in relation to the course repeat fee.

### 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