Members Present: Melissa Amos-Landgraf (chair), Sue Babcock, Elizabeth Bolt, Heather Daniels, Carol Hillmer, Brenda Krueger, Barb McPherson, Barb Peters, Lisa Rutherford, Dorothy Steele, Debbie Weber, Kevin Walters and Damon Williams

Members Absent: Daña Alder, John Dowling, Leland Pan, Gary Sandefur

Ex-Officio Members Present: Maury Cotter, Alice Gustafson, Eden Inoway-Ronnie, Steve Lund, Luis Piñero

Others Present: Greg Bump, Kurt Dorschel, Mike Fay, Carl Hampton, Scott Hildebrand

1. Agenda review

2. Meeting minutes from January 13th, 2012
   • Minutes were approved as amended.

3. Committee meeting observers
   • Committee clarified and approved the process for considering requests to observe Committee meeting.
   • Requests are submitted to Committee Chair, Gary Sandefur, and Vice Chair, Melissa Amos-Landgraf, for review, by Wednesday of the week a meeting is held.
   • The Chair or Vice Chair will notify members of request.
   • The Chair or Vice Chair will decide whether to permit observers based on the agenda for the meeting and notify Committee members of the decision.

4. Parameters - Steve Lund
   • Reviewed a draft revision of the project parameters to include reference to classified and student employees. The proposed language to cover classified employees needs to be simplified. Steve Lund will revise the language and bring it back to the Committee at its next meeting.

5. Project Update – Steve Lund
   • Provided update on the Phase 2 kickoff meeting scheduled February 2, 2012.
   • Provided status of meetings visited, work team interaction, groups facilitated, education of groups, and the transition for work teams to breakdown topics into manageable pieces, e.g. compensation and titling work team efforts.
   • Reviewed support team’s plan and strategy to engage campus through collaboration, communication, change management / training.
   • Committee member expressed concern about sufficiency of communication efforts.
6. Focus Groups Exercise (breakout):
   • Diverse Workforce
   • Performance Management
   • Focus Group Debrief

7. Adjourned