Members Present: Melissa Amos-Landgraf (chair), Sue Babcock, Elizabeth Bolt, Carol Hillmer, Brenda Krueger, Barb McPherson, Leland Pan, Barb Peters, Dorothy Steele, Debbie Weber, Daña Alder and Damon Williams

Members Absent: Gary Sandefur, Heather Daniels, Lisa Rutherford

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

Others Present: Mike Fay, Scott Hildebrand, Amy Toburen, Kevin Walters

1. Agenda review

2. Meeting minutes from November 18th, 2011
   • Minutes were approved.

   • Provided an update on the project principles and the next steps.
   • Informed the committee the principles will be presented to the Executive Sponsors the week of December 19.

4. Parameters - Steve Lund
   • Reviewed the basic parameters of the project e.g., no employee’s base pay will be reduced and no employee will be laid off as result of the project.
   • A concern was expressed that the parameters place some limits on the impact to faculty and academic staff, but not classified and that this gives the impression that the university is just picking apart the classified. Is there a way to incorporate the classified staff into the message?

5. Debrief of the Work Team Kickoff - Bob Lavigna & Steve Lund
   • Reviewed the University of Virginia lessons learned. He highlighted the lesson that there can never be enough communication.
   • Informed the committee that the HRS system will not drive the policy decisions, but that it must be taken into account.
   • Participants Impressions:
     o There are employee groups that don’t have ready access to computers. How will the project communicate with them? The team will use postings, inter-office mail and have in-person focus sessions to reach those employees. As many communications as possible will be translated into other languages. The Collaboration team will play an important role in getting the information out to the right group
• Informed committee they are working with team leads and facilitators to redefine process and roles.
• Team leads and facilitators will meet weekly with the project team leads to identify adjustments for the project.
• Informed the committee the quantity of work accomplished at kickoff meeting.
• Talked about the teams meeting during the week of December 19th.
• Reviewed Charters and Scope Statements.
• Reviewed the work team membership roster.
• Informed committee they are still filling work team lead positions and facilitator positions.

6. Focus Group Exercise (breakout): Steve Lund & Kurt Dorschel
   o Compensation
   o Recruitment and Assessment
   o Focus Group Debrief

Committee agreed to cancel the December 23 and 30 meetings.