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**Name of Group**                      *Division Integration Steering Committee (DISC)*

**Date of Meeting:**                      Thursday, April 10, 2008

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**Minutes Prepared By:**                      Kenny Watts

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### **1. Goals of Meeting**

Review interview fact sheets  
Review DISC flow chart  
Finish project charter

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### **2. Attendance at Meeting**

Dr. Jerry Anderson - CYS

Dr. Judith Bassett - HSD

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Jessica Mockabee – HSD

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Deb Myers – Controller's Office

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Carrie Ann Frolio - CYS

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Chuck Snyder - AAA

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Kenny Watts - HSD

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Bruce Funk - HSD

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### **3. Meeting Notes, Decisions, Issues**

Deb completed and shared the benefit fact sheets to be considered for use during interviews of new staff in all of the departments.

- A fact sheet for YDC was not completed and will be for next meeting.
- DISC discussed some items that need revision/clarification
- These will be made and sent to HR for review.

Have not heard from Bob Nace about the list of illegal questions not to ask at interviews as well as his status of meeting with each department's HR liaison for details on recruitment, interview, and retention procedures.

DISC reviewed the DISC process flowchart – there were minor suggestions for revision and these will be made prior to next meeting.

The next topic was determining a schedule to meet with team co-facilitators.

- Need to move all information from these meetings into the teams project charter form so all of the information that DISC is receiving is standardized.
- It was suggested that Kenny, Carrie Ann, and Jessica coordinate a meeting with all of the team co-facilitators to establish 2 standardized documents that DISC will review.
  - Facilitators need to have input on the forms.
  - This meeting is scheduled for May 2, from 1:30 – 3:00 in the 1<sup>st</sup> Floor Conf. Room.
- The DISC needs to identify short-term vs. long-term teams and have a discussion about the different ways to manage them because they have different tasks and goals.

### 3. Meeting Notes, Decisions, Issues

Need to finalize the project charter – Carrie Ann will send this out once the information is put into the document.

### 4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Coordinate meeting with facilitators to discuss forms	Kenny	5/2/08	Completed
Creat benefit fact sheet for YDC and send to HR for review	Deb Myers	4/22/08	
Update DISC process flow chart	Carrie Ann	4/22/08	
Update project charter	Carrie Ann	4/22/08	

### 5. Next Meeting

<i>Target Date:</i>	<b>April 22nd</b>	<i>Time:</i>	8:30 – 10:00	<i>Location:</i>	3 <sup>rd</sup> Floor Conference Room
<i>Objectives:</i>	•				

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