Residential Services Transition Mtg. Minutes Wednesday, December 10, 2008

Present:	S. Margraves	Absent:
K. Corley	B. Patterson	S. Petrisin
M. Giggy	B. Whitbeck	M. Dawisha
M. Heberlein	B. Wiltsie	
K. Horvath	A. Kovisto	
P. Manson	L. Cole	
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Agenda Item	Discussion	Action
Communication Plan	 a) Wiki: Ken Horvath discussed the wiki site in development where info will be posted and shared with the other transition teams. Please note that this site is only for the transition team members right now. A handout was distributed outlining Divisional communications related to the organizational transition. b) Plan: Maria Giggy reviewed the communication plan created by H&FSMC. Please refer to the Conference Report dated Dec. 4, 2008 that Maria discussed. The plan includes communication via the strategic planning website, a newsletter, bi-weekly scripted communication updates from each team and other sources as outlined in the plan. 	Maria will send out a list of key Univ. partners. Team will contact Maria with additions to list of key Univ. partners who
January Workshop	Ken discussed the January workshop scheduled for Tuesday, January 6, 2009 at the Kellogg Center, Big Ten B Room from 8 am – 3 pm. All teams will be there to confer and discuss their progress to date and key issues will be identified.	should receive newsletter
Sharri's e-mail	Sharri received additional ideas from Adam Koivisto and Paul Manson. She discussed Adam's flow chart and Paul's ideas regarding the role HR will play in the transition process.	
	Sharri distributed two documents for the group to review: Vennie's Four Obsessions and Beware of Temptations.	
Issues & Opportunities	Sharri gave of an overview of what has been discussed to date. Bob Wiltsie reviewed the main issues and concerns the group has identified in the previous two meetings. Clarification was provided as needed and the team identified transition issues vs. less pertinent issues. Less pertinent issues were noted as "Dock Issues" for discussion and review at a later date.	
	Attached is a list of Internal and External Opportunities The team then participated in a brainstorming activity by submitting processes/services and then grouping them into like/appropriate categories. Bob will post these processes in the category format the group decided on and post on the Wiki site.	Review for next meeting. Review and submit additional processes to be considered if any

Agenda Item	Discussion	Action
Homework	Identify any services missed during Residential Services brainstorming activity. Create headings for the different categories identified in brainstorming session. (found on Wiki) Think about and come prepared to prioritize in order of importance and flesh out issues (opportunities) we've identified. Check Wiki site	Bring to next mtg. Bring to next mtg. Bring ideas to next meeting
Communication Issues	Discussed by Ken Horvath and Maria Giggy (see handout dated Dec. 4) Wiki site only for transition team members at this time	
Success	Accomplished comprehensive list of internal and external issues	

^{*} Next meeting: Wednesday, December 17, 10 am, Laundry Conf. Rm.

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