

TGMI Steering Committee  
Meeting Minutes  
February 9, 2010

Committee Members:

Present: Jon Zirkle – Chairman  
E. Ross White – Vice Chairman  
Lauren Hill – Past Chairman  
Chris Harris – Member at Large  
Georganne Martin – Member at Large  
Marilou Cook – Member at Large  
Mehran Mostijir – 2009 Class President  
Julie Lamb – 2009 Steering Committee Member  
Vojin Janjic – 2008 Steering Committee Member  
Trish pulley – Ex Officio

Excused Absent:

Phyllis Hodges – Member at Large  
Carolyn Estep – 2008 Steering Committee Member

Visitors:

Debra Bloomingburg  
Dr. Mary Jinks  
Lamont Price  
Kandi Thomas  
Bryan Zeigler  
Jerry Lester  
Dr. Tom Kohntopp

Called To Order:

Meeting was called to order by Chairman Jon Zirkle at 2:32 p.m. The meeting was held in the James K. Polk Building, 5<sup>th</sup> floor conference room.

The agenda and a page of questions were emailed to attendees in advance.

Treasurer Report:

Marilou Cook reported that the TGMI account beginning balance was \$1,400.73. Two checks had cleared. One check was to Chef Christopher for \$100 and a second check to Greg and Angie Duncan for the Christmas party for \$130.41. The ending balance is \$1,170.32.

Community Service Report:

Jon Zirkle presented for Robyn Probus that March 20, 2010, had been picked for a Habitat for Humanity work day. It is a Saturday. The time is 7:00 a.m. until 4:00 p.m. No one under 16 will be allowed to work.

Mehran Mostijir stated there had been a lot of discussion of using the Hands on Nashville web site to select community project for TGI. It was agreed that Mehran Mostijir would contact Robyn Probus and ask her to send out an email for alumni to vote on a project of interest from the Hands on Nashville web site listing.

TGI Conference:

Kandi Thomas commented on the annual conference. It has been pushed back to fall to allow time to plan for a dynamic program. The goals, mission and topics are being discussed and Trish Pulley had lots of input at their last meeting. The TGMI Events Committee along with the Leadership and Development Committee will assist with the conference.

New Business

- I. The TGI programs have been moved from DoHR to UT under the Jimmy Naifeh Institute Mary H. Jinks, Vice President of Public Service for the University of Tennessee, opened by stating that the Jimmy Naifeh Center is one of five "agencies" that the Institute for Public Service supports. The Naifeh Center was created to bring all the various leadership programs of the Institute under one umbrella organization. TGEI and TGMI are the premier leadership programs of the Naifeh Center. Years ago, previous Commissioner Randy Camp saw the benefit of TGI and wanted to make sure that it would always be available to state employees. He strived hard to start an endowment fund which still exists to this day. University policy does not allow the principle to be spent, only the interest earning, so that it will be there for future state employees. The interest that is earned each year is added back to the principle until there are sufficient funds to begin spending. Currently, the rules state that \$25,000 must be in the account before any funds can be used. The goal is to raise a minimum of \$4 million so that the interest will pay for all attendees each and every year. Agencies would no longer be responsible for paying for future leaders of government to attend this wonderful training and development experience. The current balance is just over \$25,000.

Trish Pulley, Department of Human Resources (DoHR) representative, stated that her group was 100% behind the Jimmy Naifeh Center. DoHR sees their role as supporting the alumni associations of TGI. Once the candidates have completed the course and walked across the stage, then DoHR is their support. DoHR will support UT as well with input as needed but the candidates will be selected by and attend seminars prepared by UT. Commissioner Story and Assistant Commissioner Lytle are in full support of the alumni having an annual conference, coordinating community projects, and any other

functions that will keep the alumni active, bonded together, and growing as future leaders for Tennessee. DoHR will become the liaison between state employees and UT.

Tom Kohntopp, UT Jimmy Naifeh Center for Effective Leadership representative, stated that UT will be preparing the TGI experience each and every year from start to finish. In the past, DoHR conducted the review of applicants and chose the applicants. Beginning this year, UT will be managing the selection process. UT will plan where the classes will be held. UT will contract with speakers for each day and each session. The major change is that registration for applicants and the selection of attendees will go through UT.

Mary Jinks and Trish Pulley stated that it will be each commissioner's responsibility to recognize who in their department shows potential for being future leaders in state government.

Tom Kohntopp doesn't see his role as being connected to the appointing authority/commissioners. He sees his group working with the alumni association and DoHR to develop the programs. If the appointing authority/commissioners need to be encouraged to nominate an employee, it should come from DoHR and/or the alumni associations working with the Vice President of Public Services at UT.

Trish Pulley stated that the alumni growth is very important and that DoHR will be there to support it. State government is very heavy in baby boomers that could retire in the next 10-15 years, and DoHR wants to start preparing state employees to step up into these soon to be vacant positions.

Tom Kohntopp stated that UT will need DoHR and alumni suggestions on topics that will be meaningful for participants. Suggestions that will become the pulse of what these leaders need to learn. What are the pressing issues? What are things that will make a difference? He will be referring to DoHR and the alumni association to give him suggestions on topics, activities, and other suggestions to make each year a success.

Julie Lamb asked if it would be beneficial for an alumnus to attend these meetings with UT, DoHR, and the Naifeh Center to make sure everyone stays connected and going in the same direction as well as keeping the alumni informed of the progress of each new class.

Mary Jinks stated that one of the many questions her group had asked of the appointing authority is what do you expect an attendee to get out of the experience of attending TGI? She stated their answers had been very vague to very specific. Some appointing authorities, had lists of what they expected and others wanted to reward good employees and allow them a chance to grow.

Trish Pulley addressed Lead Tennessee. Lead Tennessee meets every month on the first Thursday at 10:00. The chair person of both steering committees serves on the

Leadership Team for Lead Tennessee. Trish Pulley is chair. The first Strategic Planning Committee is Thursday, February 11, 2010 for the annual conference.

## II. Specific Questions concerning the future of TGI

Prior to the meeting, 14 questions were emailed to everyone attending. The following are the responses to these questions. Each question will be repeated as it was discussed and the full list will be Attachment One to these minutes.

Question 3: What will the nomination and class selection process look like?

In the past there have been 30-70 applicants for 30 possible attendees. DoHR in the past has handled the applications and the selection of candidates. The criteria have changed over time but every year DoHR has made it happen.

This year the appointing authority (commissioners and other such as the Comptroller) will recommend the attendees and the attendees will apply directly through the UT web-site. The nominations opened up in January 2010. Mary Jinks along with Commissioner Story or Assistant Commissioner Lytle will visit some of those commissioners who have never sent someone or who have sent very few employees. A recommendation came from the floor that an alumnus should plan to attend the meeting with the commissioners. Mike Travis has a list of all TGMI alumni and Kandi Thomas can get a list of all TGEI alumni. These will be provided to Mary Jinks. A second recommendation from the floor stated that the meeting with any commissioner should include Mary Jinks, alumni representative, and a representative from DoHR. The main point to emphasize is that this is not a reward to good employees, nor is it an expense, but it is an investment in the future of state government. This helps develop leaders for the future.

Question 13: Can UT help with alumni communications such as web-site hosting?

Tom Kohntopp stated yes. Mary Jinks stated under the new structure DoHR is suppose to support the alumni, so she recommended the alumni look to DoHR. The TGMI Steering Committee agreed to draw up a list of specifications for DoHR and present it to them.

Question 4: Has UT considered the value that Alumni feel should not be lost in the program transition?

Tom Kohntopp stated that there would be the following:

1. Team Building
2. Participants unexpected events
3. Friendship building time

The overall design of the program will not change. The change has been in who manages the registration process. The recommended employee becomes an applicant by applying on the UT web-site. UT will only "cut" applicants if there are more than the class can handle. Any cuts will be coordinated with the

appointing authorities. UT wants to continue to enhance the program and make it better and better as it grows and develops over the years.

Lauren Hill spoke up and stated that many alumni are concerned that the program is going to be diluted with all the changes. No longer is a state agency (DoHR) the primary lead on TGI. DoHR has thrown their time and effort into Lead Tennessee. Now TGI is 1 of 5 programs being managed by the UT group. Tom Kohntopp asked for clarification, as TGI has always been one program in the cadre of offerings from the Naifeh Center.

Trish Pulley, Mary Jinks, and Tom Kohntopp emphasized that the program has not changed. The change is with the behind the scenes issues. The TGI programs are the premier programs of the Naifeh Center. They will continue to receive top priority on programming.

Georganne Martin commented that it had changed. It is no longer a program managed by a Tennessee department such as DoHR. It is administered by UT. No longer does the state of Tennessee choose who is accepted. UT accepts the approved applicants. Only commissioners/agency leads can nominate someone. It has changed. TGI has been pushed aside and Lead Tennessee is the current program in state government. Mary Jinks stated again that UT is NOT choosing the participants. The appointing authorities are choosing. UT is simply managing the process just as DoHR did last year.

Mary Jinks stated that the quality of the TGI program is not going to change. That is the reason for the endowment funds. UT is dedicated to working with DoHR, and Tom Kohntopp (Jimmy Naifeh Center) and the alumni. The same lead people that have been involved in the past few years are still involved. Their roles may have changed but the same people make up the group and they have done this before and are going to do it again. Long after any of them leave their positions, the endowment fund will be there for future state employees to attend TGI.

Trish Pulley stated that DoHR understands the importance of TGI and will not let it fall apart. They are going to continue to work with UT, encourage agencies to send staff, and support the alumni association.

Question 10: How large are the classes and how many classes?

Tom Kohntopp stated there will be one class of TGMI and one class of TGEI. Each class will attend 2 weeks of training. Each class will have 30 attendees. The TGMI class is set for May 2-7 in Knoxville and June 20-25 at Montgomery Bell State Park. The TGEI class is set for August 22-27 in Knoxville and October 17-22 in Knoxville.

Orientation has not been set for either group. The TGMI orientation will be sometime in late March or April and the TGEI orientation will be sometime in the summer.

Question 5: What assistance is UT looking for the Alumni Association to do before the weekly sessions, during the sessions, between weekly sessions, and as follow up to the weekly sessions?

Tom Kohntopp stated he would like to see the alumni involved. He stated the following things will happen with each group sometime during the 2 week experience.

1. Outside Team Building Day
2. 360 Assessments
3. Alumni are encouraged to attend a few evenings of each week
4. Alumni with pertinent information to share are encouraged to contact Tom Kohntopp for a lunch time presentation. An example would be what Kae Carpenter and Ken Becker from Human Resources have done in the past speaking on personnel issues and answering questions.
5. After the second week the alumni help with the planning of the next year TGI program.
6. Between weekly sessions, the alumni will be asked to contact current attendees and send emails, make phone calls, etc., in show of support.
7. UT will host most meals but if the alumni could plan one or two and be there it would add some excitement to the week.
8. The alumni are invited to attend at least one night of events while the attendees are at the state park.
9. In the past, the TGEI group tried to hold one meal at a state facility such as Brushy Mountain. Something like this would be welcome in 2010.
10. TWRA could host an evening event.

Tom Kohntopp is open to more suggestions and any input from the alumni. He will accept as much help from the alumni group as they have time and budget constraints allow.

One day of Lead Tennessee may overlap with one week of the TGI sessions. This will be under review.

Orientation will probably be at the TBI facility in Nashville.

Marilou Cook made the motion for the steering committees to add an item to their March agenda which is to develop a list of things they are willing to do to help with orientation and sessions and let Trish Pully, Mary Jinks and Tom Kohntopp know. The motion was seconded and pasted.

Lead Tennessee will be a pipeline to TGI. Lead Tennessee is meant to compliment TGI not duplicate or take away. Trish Pulley made it very clear that TGI and Lead Tennessee are two very distinct groups. Lead Tennessee has 12 leadership core skills. Trish Pulley

talked about current state executive staff in lead positions need to start using the shared languages of the 12 leadership skills so that up and coming leaders can develop these skills and be prepared to move up into these lead positions as employees retirement or move on. TGI is another opportunity to further develop leadership skills and to stay connected with fellow state employees from other agencies. Networking connections are important in state government. You can assist the public in making the right contacts. .

Currently there are 130 people in Lead Tennessee. It is a year long commitment. It is a year long commitment. The attendees have a 360 assessment process to get a basis of their understanding of the basic 12 leadership skills and assessed at the end to see how they have grown in these 12 leadership core competencies. The kick off is in October each year. The web site is: <http://tn.gov/dohr/learning/leadtn.html>

- 14) How will our groups work together going forward? DoHR, UT and TGI Alumni Associations?

This has been discussed at length but some of it will develop as this first year progresses.

The assessment from co-workers and peers will still be in place. The 360 assessment is not detailed enough to allow participants to grow. It is very vague with very little narrative of explanation. Need more comments and detail.

The motion was made to share this meeting with all alumni either through a newsletter or email. The motion was seconded and passed. The Communications Committee is supposed to furnish a newsletter twice year in June and December. They have the option to issue additional newsletters as they see fit.

The annual conference will be in the fall of 2010. The TGMI Events Committee along with the Leadership and Development Committee will draft ideas. These committees will present those ideas to DoHR and UT for their assistance in getting good dynamic speakers. The theme, topics and speakers will be presented to the steering committees for discussion.

Meeting was adjourned at 4:09.

Regards,

Georganne Martin