# Project Team Charter

## Core Competency Model Charter

**Date:** 01/09/09

<table>
<thead>
<tr>
<th>Description</th>
<th>The project team will develop a core competency model for EMU. The competency model will describe the functional and behavioral qualities that EMU employees and leaders need to possess in order to help EMU achieve its organizational goals and mission. The competency model will provide a common framework for employee recruitment, professional development, performance evaluation, and succession planning that can be described and discussed using common language and processes across the institution.</th>
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| Team Activities | The AQIP team will work together to identify and prioritize a list of core competencies and develop an implementation plan to integrate the model into process and systems across the institution.  
- Agree on a Structure for the EMU Competency Model  
- Identify key competencies for each employee groups based on the agreed upon structure  
- Establish an EMU Core Competency Model  
- Develop an implementation plan to integrate the model into process and systems across the institution  
- Develop a communication and rollout plan  
- Implement & track plan |
| Leader & Facilitator | James Gallaher, Director of Training and Professional Development |
| Recorder | Jada Wester, HR Administrative Assistant |
| Team Members | Sharon Abraham – Director of Diversity/Affirmative Action  
Karen Busch – Director, Faculty Development Center  
Chad Crocker - Director Facilities Maintenance  
Darcy Gifford – Director of Publications  
Pat Harris, Human Resources Consultant  
Andrea Jaeckel - Associate VP Finance  
Mary Linblade - Associate Director, Academic HR  
Melody Reifel-Werner, Director Compliance and Cert  
Connie Schaffer - Interim Chief Information Officer of IT  
Akosua Slough – Admin. Associate to Provost & VP AA  
Jaclynn Tracy – Academic Dept. Head, Leadership & Counseling  
Tom Venner – Academic Dean, College of Arts & Sciences  
Fraya Wagner-Marsh – Academic Dept. Head Management  
Kathryn Wilhoff - Director, Health & Safety  
Kay Woodiel – Director Diversity & Community Involvement |
| Sandi Nielsen – Director Professional Education Center |
| Anita Amrhein – Administrative Secretary, Public Safety (UAW 1975) |
| Norm Harrington, Officer Campus Police, POLC |

**Team Ground Rules**

**The role of the Leader:**
- Propose an agenda for each meeting using input from the team membership.
- Ensure that the meeting agenda and any relevant materials are distributed to all members of the team at least two working days prior to the meeting.
- Ensure that the team members have an equal opportunity to be heard regarding all issues.
- Maintain the focus on meeting topics and the team mission.
- Ensure the meetings begin and end on time.

**The role of the Facilitator:**
- Develop charter with sponsor
- Obtain team input on charter
- Identify team leadership with sponsor
- Work with Office of Continuous Improvement & Planning to establish team
- Facilitate team meetings
- Meet with team to monitor team and ensure success

**The role of the Recorder:**
- Maintain minutes of all meetings in hard copy and in an appropriate electronic format.
- Provide a list of action items. For each action item identify the description, who is responsible and the estimated completion date.
- Distribute the minutes and action items for all meetings within five business days after the meeting.

**Role of the Team Members:**
- Meetings will begin and end on time.
- Maintain confidentiality regarding sensitive or controversial topics.
- Judge ideas, not people.
- Attend planned meetings; members should contact Council Leadership prior to the meeting if attendance is not possible.
- Contribute to the achievement of the goals and objectives.
- Ask questions for clarification.
- Have fun!

**Champion – Authority to remove barriers or provide resources**

Karen Simpkins, Interim Associate VP Human Resources