

Classified Communications Committee Meeting
Classified Staff Organization
April 20, 2010

Present: Karen Smiley, Tony Roman, Lorraine Toman, Cathy Crandall

Not Present: Chris Whalen, due to schedule conflict, and Rick Mills who has resigned from the committee

Cathy Crandall welcomed Lorraine Toman as a new member of the committee. Lorraine has a ½ UW-Extension and ½ UW-Madison CALS classified appointment.

The committee will revisit priorities so we have a report update to be presented at the October 2010 All-Staff conference when the CSO has its breakfast business meeting.

We will also plan the technology breakout session proposals for the All-Staff Conference. Sessions are available on Oct. 20 only. These sessions are available to all staff, but we would like to direct them to the specific needs of classified staff.

Lorraine and Cathy will come up with a list of possible topics, and Karen will complete a Zoomerang survey to poll classified staff on their preferences for technology breakout sessions.

Updating the report of the CCC

The previous sample logo that we created did not pass inspection. Double identifier lines cannot be used. It was decided that we would use the Coop Extension identifier and come up with a separate identifying logo for the Classified Staff Organization. Karen looked at UW-Green Bay's Classified Staff logo and will try something similar for us. She will work up a sample in MS Word and Lorraine will work with Sheri Snowbank at the Spooner Ag Research Station to create the graphic version. We should have a logo designed and accepted by the October conference.

Accomplishments:

1. The committee will continue to maintain the CES classified staff listserv. It is hard to keep updated with new hires. Tony said the information should be provided to the list owner by the union steward as people are hired. Cathy will check with Lisa Lake on this.
2. CSO web presence: Chris does an excellent job of keeping the website updated.
3. We will continue to contribute to the Dean's monthly newsletter. We will add an emailed quarterly update.
4. Add a priority #4. E-news informational piece for quarterly distribution. We will seek input from classified staff for future needs using technology. Zoomerang surveys or comment section on a WordPress page was suggested.

This continues to be a work in progress. We are in a holding pattern due to waiting for updates in the web communication systems (Intranet).

For marketing, we will wait for the results of the Zoomerang survey that was previously sent out to all classified staff to see how involved we should be.

Respectfully submitted,
Lorraine Toman