

CLASSIFIED STAFF ADVISORY COUNCIL

MINUTES – May 19, 2010, 102 UWEX Building and via wisline

Submitted to CSAC for approval via email

Future Meetings: September 15, 2010; November 17, 2010

PRESENT: Donna Faulkner, Rick Mills, Lauren Reemsnyder, Kathie Bennett (minutes), Lisa Lake (wisline), Cathy Crandall (wisline)

ABSENT: Howard Fenton, Chad McClure (Attending National Extension Research Administrative Officers conference at Monona Terrace Convention Center)

March 17, 2010 meeting minutes were approved with correction.

Agenda Items

Officer Reports:

Chair: It was noted that Lauren Reemsnyder will be moving to Boston! She will be greatly missed. A mid-term appointment process will be discussed at future meeting.

Donna briefly reported on recent CEAC meeting. “Working with generations” agenda item may be a good potential professional development offering in the future.

Secretary: Discussion ensued on posting minutes. Postponed vote to next meeting on posting minutes sooner by seeking CSAC email approval instead of waiting until subsequent meeting.

UWEX Budget Update:

Annie Jones from the CE Council for Strategic Change joined us to offer clarification on the budget reduction exercise and its impacts. The Council for Strategic Change is charged with implementing portions of the Strategic Plan and to coordinate with other groups working on same issues. Council is not overseeing the 10% exercise. Wisconsin has a structural deficit – the next budget cycle will be impacted. Important to get a head start on what the reduction may look like in CE and using our resource engine to continue to grow. Will listen to concerns and hopes for organization in the future and we will have more time to control our destiny in preparation for the cut so we can adapt and make adjustments.

What does it mean for positions in program areas, districts, units? The 10% exercise has a new approach from last time; one that utilizes a broader “30,000 ft.” view. It is important that classified staff know this is being looked at broadly. In the past, county support staff and operating expenses were cut. This time we are looking at strategies and actions so that our infrastructure can grow back. Looking at preserving positions and alternative approaches, guiding principles of strategic plan, and overall health of organization, e.g., key positions. The timeline for implementation is July 1, 2013.

A core issue for classified staff is that some do not feel they can approach administrators with their concerns.

ACTION: Donna will take this issue to CEAC to encourage units, etc., to involve the classified staff voice.

Fall Conference

Discussed activities planned for fall conference. Working to find themes and topics for all attendees. Jo Ann Hinz memo indicated that this is not a mandatory conference and classified staff will not be eligible for

overtime. Waiting for clarity on expectations for classified staff attendance. Not mandatory, but encouraged to participate in part if not all portions.

ACTION: Donna will craft message with information shared by Annie Jones and encourage participation when time comes.

Chad/Rick/Cathy/Lisa gave updates on work associated with setting the classified staff agenda at the fall conference. Rick said Larry Jones indicated one of his certifiers could lead the Covey Training Preview Session. Cathy listed possible breakout sessions on October 20th: 10:30-noon and 1:30-4 pm. The CSO breakfast meeting topics could include sharing survey results and restructuring committees.

Classified Communications committee possible topics:

Intermediate Word Press Q & A

Facebook – Fan Page Design

Desktop Publishing – New Tips and templates

Tips for Managing Communications

MS Outlook – Managing my Email – Day to day Tips.

Lisa Lake shared a poster session idea.

ACTION: Lisa and Cathy will work with Donna on a display.

CSAC Election:

CSAC election discussion tabled. Will discuss topic via email.

Cooperative Extension Classified Staff Award:

Information was sent out. Due June 11 to Lisa Perkins. Committee for review has been arranged.

Survey Results:

Survey crafted by Respectful Workplace and Human Resources Committees. We will use the results as a guide for next steps in the future development of our organization. Mentoring is an important issue. Make it a task force? Reclassifications: offer as professional development opportunity. Suggestion made to have HR or Communications Committee send out email on current job openings. Next Steps with Survey information: 1) in-depth discussion on current committee structure which may entail having a separate meeting in order to include current subcommittee members in discussion; 2) each subcommittee chair will be asked to review survey results and assemble with committee members or email committee requesting ideas on where they see their committee's future. After soliciting ideas, chairs meet with CSAC.

ACTION: Donna will email committee chairs with this request by July 4th. Have larger meeting with CSAC and Subcommittees toward end of July.

Meeting adjourned at 10:07 am.