

CLASSIFIED STAFF ADVISORY COUNCIL

MINUTES – March 17, 2010, 102 UWEX Building and via wisline

Will be submitted to CSAC for approval at May 19, 2010 meeting

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

ABSENT: Howard Fenton

January 20, 2010 meeting minutes were approved with correction noted below under Treasurer Report.

Agenda Items

Officer Reports:

Chair: Donna met with Yvonne Horton regarding transition and challenges (e.g., October 2010 conference and survey that will guide our group with next set of goals).

ACTION: Donna will attend CEAC and will send brief report to CSAC secretary to include with minutes.

Vice-Chair: Learning new role – will report at future meetings.

Treasurer: One edit to January minutes: we **SPENT** not **SAVED** \$250 less than previous annual conference. Secretary will make change to minutes.

Respectful Workplace/HR Development Committee Update

Survey will be sent to all CSO asking for key areas for goals for the entire organization.

ACTION: Angie is working on questions – Donna will forward to CSAC.

Discussion on opt-out language for LTEs and project assistants.

ACTION: Develop wording for disclaimer. Donna will send out to CSAC to approve at next meeting.

Discussed Yvonne Horton's comments on importance of RWP Committee to people and her suggestion that we take a new direction instead of dissolving committee – develop and refer people to programs regarding respectful workplace issues. This will avoid problem of classified staff being involved in a "policing" role. Yvonne concerned that if it were not a named committee it would get lost in shuffle. Rick Mills suggested RWP take on professional development for relevant opportunities. Chad mentioned ways that we could reorganize HR-RWP. Suggestion made to establish task forces instead of broad committee structure--have specific task forces with specific charges. Each task force could send out communications of professional development opportunities. This would require a by-law change to be approved at the October 10th meeting.

ACTION: Rick will talk to Howard for his input regarding this option.

Cooperative Extension Classified Staff Award

Question: Should CSAC members be eligible for this award?

ACTION: Conversation delayed until May meeting as Howard is on vacation. Distribution of award information needs to proceed in May.

Fall Conference Update

Chad gave brief update on Steering Committee preparations for the October 19-21, 2010 All-Cooperative Extension Conference. The CSO annual business meeting will be held on Day 3 (Thursday) from 7:30-9:30 am. Breakout sessions are scheduled for Day 1, 1-5 pm (2-3 slots); Day 2, 10-5 (multi slots available). An online proposal submission system is being developed. CSO should plan and submit proposal. Several suggestions were discussed: Patrick Ducharme on conflict resolution; Steven Gilchrist on MCAT group; Covey group: mini modules; tech training. Cross program interests will be most valuable. We have a voice in this meeting and it will be a very worthwhile and relevant event.

ACTION: Small discussion group created to discuss possible proposals: Cathy Crandall, Lauren Reemsnyder and Rick Mills (will touch base with Larry Jones re Covey training and explore other possible areas). Chad McClure will be advisor to Committee. Proposal deadline is end of May. **Look at the 2 hours block on Day 3 (a.m. business meeting) in May. Discuss ideas for session.**

CSAC Election

At least one half of current officers are up for re-election or their term ends in November. Donna mentioned limiting our meeting time commitment to CSAC – 5 times/year now. Invite people to be on a committee if they are not interested in being on CSAC. Information will be sent out on the election in August. The election will be in late September, prior to fall conference.

ACTION: Discuss again at May meeting.

Other

ACTION:

Cathy Crandall will share with an email from Greg Johll on new extension network. Chris Whalen will post on CSO website.

Suggestion made that the “To Do” list (or action items) be reviewed at the beginning of each CSAC meeting. Discuss at the May 17th meeting.

Need to send email to all CSO when minutes are posted on website and announce additional items of interest. At May meeting, discuss possibly changing our current procedure of CSAC approving minutes at subsequent meeting to approving minutes via email shortly after meeting. Publishing minutes earlier would make them more relevant.

Meeting adjourned at 10:50 a.m.

Future Meetings: May 19, 2010; September 15, 2010; November 17, 2010

Brief Update by Liaisons:

Cooperative Extension Administrative Committee (CEAC), January 27, 2010 - Liaison Report by Donna Faulkner

- As my inaugural meeting, I was welcomed openly.

- Focus was on “Inclusive Excellence and Implications for Cooperative Extension.”

The Cooperative Extension Administrative Committee (CEAC) met on February 24, 2010.

- Focus was on “Implications of Engaging Generations Follow up.”
 - I believe Lisa Lake attending the CEAC meeting that introduced this topic last fall, and also found it rewarding.
 - Very interesting subject that helped to show how different generations can be engaged based upon their experiences. Included an engaging activity to show the differences that existed within the room.
 - I became more aware of how I can communicate with different generations both professionally and personally.
 - To serve our communities, one needs to communicate in multiple ways to reach all audiences or in a specific way or two to reach a specific generation. Need to look at this when developing our programs.

The Cooperative Extension Administrative Committee (CEAC) met on March 10, 2010.

- Unfortunately, I was ill that day and unable to attend.

HR Network Meeting, March 25, 2010 – Liaison Report by Lauren Reemsnyder

HR “Hot” Topics discussed were leadership and work/life balance within Extension. DD’s agreed that shared leadership works very well in certain situations; helps to share the workload because leadership duties can be very time consuming, and also helps all employees feel involved in decision making. With regard to professional development opportunities, the group brought up concerns that information from one-time trainings often doesn’t stick; helps to make materials available afterwards. Work/life balance is highly personal and individualized. It should be ok for employees to say “no” to extra work when they are already overwhelmed. In addition, we need to foster understanding of different work schedules: some people don’t work traditional Monday-Friday schedule, but still put in plenty of hours; they should not be penalized for either of these things.

The HR office is in the process of creating a guide to help people with new hires; may designate someone in HR to be go-to person for questions about short-term hires. Sharon emphasized that it is important to work with HR on new hires. Position Description template is ready for final input; formed work group to finish PD: Sue Pleskac, Ann Keim, Deb Jones, Sharon Klawitter, and Mary Detra. Discussed specific changes to the PD template; Sharon will add changes. Sharon reminded the group that for Performance Improvement Plan questions should go to district directors. The HR Office is beginning interviews for Julie Jaksa’s vacancy.