

**UW-Extension, Cooperative Extension
Classified Staff Organization Report of the
“Classified” Communications Committee
April 23, 2008**

CURRENT MEMBERS

- ✚ The Communication/Technology committee consists of Cathy Crandall, Northern District Office (Point Person); Chris Whalen, UWEX Budget Office; Lorraine Toman, Spooner Ag Research Station, Karen Smiley, Eastern District Office and Ginny Nachreiner, Wisconsin Rural Leadership Program.

Our group met several times via Wisline, as well as shared communications via email.

MISSION

- ✚ During our first meeting, we developed our charge “Use technology innovatively to build cohesiveness.” And we named our committee: “Classified” (in quotes) Communications Committee.

ACCOMPLISHMENTS

- ✚ Back in July, 2006, Cathy Crandall, Northern District Office Administrative Assistant worked with Glen Siferd and UW-Extension Payroll to create a Classified Staff ListServ for Cooperative Extension

With the ListServ development complete, we determined that our most time-sensitive duty was to get the D2L site operational, so information could be shared between all classified staff.

In May 2007, the D2L site was officially launched. We tried to make the D2L site inviting, yet functional, within the parameters that the site would allow us.

- ✚ On June 25th, Cathy Crandall, “Classified” Communications Committee Point Person, sent out a welcome letter to all classified staff, introducing the site and encouraging everyone to look for an email from Molly Immendorf, with their username and password to access the site. All classified staff have access to this site.
 - If you haven’t already done so, please go to this site to see the information that is available for all classified staff. The site is: www.uwex.edu/D2L
 - If you need access to the site, please contact Molly Immendorf at molly.immendorf@ces.uwex.edu

WORK IN PROGRESS

- ✚ To date, our committee has determined the following priorities and their outcomes:
 - Priority #1
 - Use technology to better enhance communication, promote organizational goals, and link classified staff to administration, for a more cohesive organization...*the outcomes associated with this priority are:*
 - Continually update the member ListServ (with help from payroll).
 - Create a D2L website and keep information on it up-to-date.
 - Create a public website (with a secured area and/or Intranet area when possible) where classified staff can communicate with each other and administration.
 - Priority #2
 - Increase trust between all staff...*the outcomes associated with this priority are:*
 - Create a "friendly" interactive online community, initially at D2L and later on a website or Intranet.
 - Improve networking by use of staff bios and pictures.

- Priority #3
 - Share expertise by better knowing others in the organization...*the outcomes associated with this priority are:*
 - Guide other Classified Staff Organization committees to use resources (D2L, website, etc) to communicate projects.
 - Recruiting: New hires are encouraged to enter the online community (when first contacted, after hire.)

- ✚ Continued cross-committee (Human Resources/Communications) development and maintenance of the public Classified Staff web site <http://www.uwex.edu/ces/classified/>.

This is where the “Classified” Communications Committee is at today.

FUTURE GOALS

- ✚ In the future, the “Classified” Communications committee will work on developing further the public website for the Classified Staff Organization, with a secured area and/or an Intranet area, with the ability to post information that we do not want shared with the general public (this is why we are using the D2L site at this time). Communications are an integral part of our organization...by webpage, by email, by phone, by D2L and in person.

Cathy, Karen, Chris, Ginny and Lorraine welcome your thoughts and ideas.