

September 18, 2008
"Classified" Communications Committee
9:30 am – 10:30 am

Committee Members: Cathy Crandall, Chris Whalen, Karen Smiley, Rick Mills and Tony Roman

Absent: Lorraine Toman, (Ginny Nachreiner has left the committee due to other commitments)

Welcome and introductions made – welcome new members Tony Roman and Rick Mills.

Review of the "Classified" Communications Committee Update from April 23, 2008

- Good overview
- Clear and precise priorities and goals
- Updates under Accomplishments: (1) September 2007- CSO website launched – thank you to Mary Lucas and Chris Whalen. Chris Whalen is our web master. (2) April 2008 - CSO is now providing information to Pamela Seelman, Cooperative Extension's Public Information Specialist to be included in the Dean's monthly newsletter. (great marketing tool for us!)
- Updates under Work in Progress: (1) Priority #1 – change the word "Create" to Maintain of both our D2L and our CSO Website.(2) Add a line- Incorporate new and improved technologies as they become available, i.e., SharePoint, Intranet, RSS. (3) Add a new line under Priority #2 –Seek input from all classified staff in the designing of a CSO logo.

Cathy Crandall will put together a revised overview of our "Classified" Communications Committee. This will be used as one of the handouts for the committee's updates at the CSO meeting October 30th, 2008.

Tony Roman will develop a handout on the "up and coming" technologies heading our way in Cooperative Extension.

Our committee will be asking all of CSO for their ideas of how we can better communicate to enhance our overall mission.

Chris Whalen will be adding the new Cooperative Extension logo link to our CSO website.

Cathy Crandall will email Judy Ballweg, letting her know this logo has been added to our site. We will also ask her to share with all our CSO members that we want their thoughts and ideas on the design and development of our own logo. Everyone's ideas are welcome!

Our group will continue to correspond by email in preparation for our upcoming CSO meeting in October. Cathy Crandall will continue to update the CSAC of our progress.

Thanks everyone!

Next meeting: TBD