

Notes- **Human Resources Development Committee**

January 14, 2008

Extension Building, 432 N Lake St., Madison

Present: Kathie Bennett, Cathleen Condon, Mary Detra, Angie Koppen, Lisa Perkins, Chris Whalen

New Classified Staff Advisory Council Update – Kathie Bennett and Chris Whalen

The WSEU Local 2412 contract requires the appointment of a representative to any employee sponsored organization. Jennifer Lord, Dean's Office, Madison has been named to the Council in that role.

The Council presented a review of its progress to the Cooperative Extension Administrative Committee (CEAC) at their Dec. 13 meeting and met with a very favorable response.

The next steps for the council are to focus on finalizing role descriptions and determining term length as well as which members will serve as liaisons.

Charge Revisited

The charge of the HR Development Committee is: "Provide resources and advocacy, in particular mentoring and professional development, for UW-Extension, Cooperative Extension classified staff."

HR Development Committee Website - Angie Koppen

New postings include the Welcome Letter, the New Employee Checklist for Madison and FAQs.

Recommended changes:

Add New Colleague Orientation under New Employee Training (on For New Employees page)

On Madison-based checklist, expand Introduction to other CE locations to include ERC, Local Government Center, CCED and SHWEC.

Add link to Coop Extension HR

Modifications specific to counties will be made by Angie and sent to the committee for review prior to posting the New Employee Checklist for Counties

FAQs – all are to review the FAQ section and bring edits to next meeting.

Next meeting

Review the rest of the website

Discuss how to determine who will welcome new hires.