

Human Resources Development Committee

March 4, 2008

Lowell Center, 610 Langdon St., Madison

Present: Cathleen Condon, Angie Koppen, Chad McClure, Janet Short, Chris Whalen

New Classified Staff Advisory Council Update (CSAC) – Chad McClure

Continuing to determine role descriptions.

Liaisons to outside committees do not need to be filled by CSAC member.

HR Development Committee Website Review - Angie Koppen

Chad will maintain FAQs to make sure they are current – send changes to him.

Chad will work with Kathie Bennett to answer questions in an FAQ section called Organizational Context

FAQ Recommended additions/changes:

Payroll/benefits – inform new hires to sign up for Income Continuation within 30 days. (Janet will write copy)

Supply Resources – provide explanation of how to reserve a vehicle from fleet and from DOA (Cathleen will write copy)

Location of meeting rooms in the Extension building and how to reserve them. (Janet will write copy)

Chris will put a bar on top of the FAQ pages to help with navigation

Angie will put a bar on top of the New Employee checklist web page to help with navigation

New Employee checklist:

Angie will add the organization chart of Coop as first item

Angie will add link to county and district websites

Angie will add tours of conference centers on the checklist site

Angie will add programs: Rural Leadership and Wisconsin Geological Survey

Angie will put a bar on top of the New Employee checklist web page to help with navigation

Other Business

At Classified Staff Annual Office Professional Conference in May, is there an opportunity to get together pre or post conference as the Classified Staff Organization?

Everyone will send ideas to Judy Ballweg.

Angie will send email to Classified Staff reminding them of Conference

Angie will check into if a list of available classified jobs be posted on CE web site

Tour of Cooperative Extension Programs and Centers in Lowell

Committee took a tour of Solid and Hazardous Waste Education Center, 4-H, Rural Leadership, Center for Community Economic Development and Local Government Center.

Carry Over

Develop a process for our Welcoming Committee

New Colleague Orientation – Is there something that Classified Staff Organization could host for classified staff while specialists are working on programs?

