

HUMAN RESOURCE DEVELOPMENT COMMITTEE
August 13, 2008

Committee Members: Chad McClure, Cathleen Condon, Angie Koppen, Lisa Perkins, Kathie Bennett, Chris Whalen, Mary Detra

Initial facilitators: Angie Koppen – CE HR angie.koppen@uwex.edu

8/13/08 Present: Chad McClure, Cathleen Condon, Angie Koppen, Kathie Bennett, Chris Whalen, Lisa Perkins.

All News Sharing

Update on CSAC – Chad McClure & Kathie Bennett

- 26 people completed survey and said they would attend
 - CSAC – finalizing roles and responsibilities and focusing on a planning committee
 - Today's meeting they came up with a planning committee for conference on October 30th the following is on the committee:
 - Lisa Lake
 - Rick Mills
 - Liz Hiltz
 - Cathy Crandall
 - Kathie Bennett
 - Cathleen Condon
- Anyone is able to join at anytime!

Work in Progress, Next Steps and Future Goals – All

We all discussed our report that we submitted to CEAC. We all discussed and prioritized; Chris Whalen created an HR Committee Task List (attached). Please review and we will discuss in our next meeting.

Here is the list of questions that still are needing answers. Once we complete these we can post them on the CSO web site. Do we have any volunteers for these?

If you would like just send an email to all indication what numbers you are willing to take.

Supplies/Resources

1. Work space needs – ergonomics. Who to go to and get what you need.

Other

2. What courses would be most helpful as a new employee?
3. Where can a person get a UW photo ID?
4. Tuition reimbursement – why not us too?
5. Reclassification system
6. Who do I contact if I have questions? For what?
7. How do we find out who our union steward is? Will they be visiting us?
8. What professional development opportunities are available and who funds them?
9. What are the institutional affirmative action policies?

10. How do I get a reclass (advance in civil service)?
11. Who are my supervisors? (not just the first line one but up the line)
12. Critical websites – Purchasing, Policies & Procedures; Payroll, Employee Assistance?

Organizational Context:

13. Mission, Vision, Values, Goals
14. What is and isn't considered public information
15. Interrelationships between the various systems (fiscal, UWEX vs. Coop vs. UWS, paperwork)
16. Working in Admin and being isolated-wanting to know about the actual educator's work out in the counties
17. Glossary of UWEX/CE Committees/Groups Acronyms w/definitions (CEAC, CSAC, SPSC, etc.)
18. What is Extension; what is Cooperative Extension; explaining the different divisions, and what each does...and now explaining the collaboration with UW Colleges
19. Overview of program areas and CE districts

Next meeting Wednesday, November 5th, 2:00-3:30 p.m. room @ the Lowell Center.