

Respectful Workplace Committee  
Agenda and Minutes  
July 3, 2007 – 9:00 am – 11:00am

Attendees: Ballweg, Faulkner, Fenton, Lake (by phone), Mills

Introductions

Review *Quick Start Guide – Committee Development Tool*:

- *HF: Look it over and give some thought to Questions 4, 5, 6, 8, and 9. We'll try to work on Question 7 after we've reached consensus on Question 6. We'll see how far we get.*

**4) Refine Initial Charge:**

The group worked on variations including 'acknowledge' and 'recognize'.

- Agreement on: *Fostering a positive workplace environment where Classified Staff are acknowledged and recognized for their contribution to Cooperative Extension.*

**5) Identify one or two initial priorities your committee will pursue:**

- a) Build Trust – internal/external working relationships; camaraderie
- b) Physical Workspace – environment; office equipment; safety etc.
- c) Fundraising – awards, networking events, guest speakers etc.
- d) Goals (short & long term) – classified staff empowerment, professional development, and recommendations to the council for policy related issues.

**6) For each priority, list one or two outcomes to be achieved:**

- a) Develop relationships with other classified staff outside of your dept/unit – recognition event; networking; 'safe space' to discuss concerns/issues; feature classified staff member interesting hobby, spotlight talents etc. Connect with divisional resources (i.e., M. Hallenbeck, V. Maurice, and G. Mitchell, AFSCME).
- b) Promote existing resources: dean's office equipment transfer program?; employee assistance program?; Union Rep 'brown bag' sessions; UW Risk Management (safety & wellness)?.
- c) Develop a mechanism to acquire funding to achieve classified staff professional development; special needs (equipment) and group activities; volunteerism.
- d) Work towards including classified staff in work related professional development offerings (conferences, courses, professional organizations); policy recommendations to HR committee for DER consideration; work with the Classified Communications team for possible news items.

**7) For each outcome identified, list action plan to guide your work over the next 1-3 years (pages 5-8 in the Quick Start Guide):**

- (A) Develop a short survey to find out from CE classified staff what they feel the RWC priorities might be. Our initial priorities will be shared with the council and get their feedback before communicating to CE classified staff.
- Rick Mills will work with RW committee members and Heather Boyd to develop a questionnaire. The results will be compiled and themes identified. *Get suggestions from Faulkner and Lake.*
- Targeted distribution date: August; results report to council: September

**8) How frequently does the committee plan to meet (face-to-face, teleconferences)?**

- Monthly to start the discussion (#7 Action Planning); if possible, face to face in Madison or Milwaukee (Quad Counties – Lisa Lake);
- WisLine teleconference and WisLine Web. Rick Mills volunteered to make arrangements with ICS as needed.

**9) How will we communicate within our committee between meetings?**

- Email (preferably, unless the size of the committee increases considerably) or;
- Via the classified staff D2L site for communications for entire classified staff or council.

Next Meeting: **to be communicated**

Agenda items to Howard Fenton and committee membership via email prior to meeting date.

- Possibility of Lisa Brennan attending September 21<sup>st</sup> meeting to provide an update on the Strategic Planning Steering Committee's work.