

Joint Executive, Human Resource and Ag Committees

December 21, 2005

9:39 a.m.

Present: Executive Committee: Chair Martin, Vice Chair Baumgartner, Supervisors Pufahl, Boockmeier and Westby

Human Resource Committee: Chair Wopat, V. Chair J. Robert Curtis, Supervisor Ross, and Robert Westby.

Ag Committee: Chair Hamele, V. Chair Stoltenberg, Supervisors Robson, Nelson and Stevenson

Also Present: Laura Paine, UW Extension

Meeting called to order by Chair Martin at 9:45 a.m.

No changes to agenda were noted.

Laura Paine, UW Extension, informed the committee that one of the two (2) support staff members had posted for a position and would be transferring to the Accounting Department.

To expedite posting and advertising for this position, Paine asked for approval from each of the committees present. The vacancy would be effective January 3, 2006. The position title is Administrative Assistant, and is a salary level grade 3, full-time position and budgeted for in 2006. Paine estimated total costs for the position was \$48,165. That amount included fringe benefits. Further, Paine reported this amount was slightly higher than was approved in the 2006 budget as a result of anticipating the new hire may require family rather than single insurance coverage.

Chair Hamele indicated the Ag Committee recommended moving forward on this position replacement request. Pertinent information regarding probationary period and testing for the position was discussed. HR Chair Wopat indicated the position would be filled within the parameters of the job description. Grade 3 level employees would qualify for this position.

Supervisor Nelson, on behalf of the Ag Committee, made a motion to approve of the request to replace the administrative assistant position in the UW Extension Department resulting from an internal transfer of

one of the support staff members to the Accounting Department, second by Supervisor Stoltenberg. Motion carried.

Motion was made by Supervisor Westby on behalf of the HR Committee to approve of the replacement of the administrative assistant position in the UW Extension Department resulting from an internal transfer, second was made by Supervisor Ross. Motion carried.

Motion was made by Supervisor Baumgartner, on behalf of the Executive Committee, approving of the replacement request made by Laura Paine for the administrative assistant position in the UW Extension Department, second was made by Supervisor Pufahl. Motion carried.

Secretary of Record,

Recording Secretary,

Executive Committee:

Barry Pufahl

Jeanne Miller

Human Resource Committee:

Andy Ross

Agriculture and Land and Water Conservation:

Claire R. Robson