

Department of Youth Development
Report from Chair, Tom Schmitz
March 1, 2006

The last month and a half included the following activities:

- ❑ Vice Chairs Wisline – January 20
- ❑ Human Resource Network Meeting – January 23
- ❑ Cooperative Extension Administrative Committee meeting – January 25
- ❑ Tenure Faculty Reviews January 30, 31 and February 7
- ❑ Cooperative Extension Administrative Committee meeting – February 21
- ❑ Committee of Professors meeting – February 22
- ❑ Leadership Forum – February 23
- ❑ Planning for Strategic Planning Committee
- ❑ Day-To-Day Department Chair Responsibilities

January 20 – Vice Chairs Wisline. The vice-chairs met via Wisline. Agenda and minutes for the meeting are on the Department Website at <http://www.uwex.edu/ces/4h/department/>. Click on the link for committees and then go to the vice chairs page.

January 23 – Human Resource Network (HR Network) – This group includes representatives from academic staff, academic departments, district directors, department heads, program leaders, administration and human resources. The purpose is to tackle emerging human resource issues in Cooperative Extension. The following topics were discussed:

- Communicating Salary Ranges for Vacancies
- Criteria for posting positions simultaneously as Faculty/Extension Associate
- Possible changes in descriptions
- Discussion of current practices

January 25 – Cooperative Extension Administrative Committee (CEAC) meeting – All academic chairs were asked to attend the morning session which dealt with building a diversified workforce.

January 30, 31 and February 7 - Tenure Faculty Review (TFR) meetings. TFR's are conducted every five years for tenured faculty. In the Department of Youth Development, three tenured faculty and the department chair conduct these reviews. Six faculty were reviewed via Wisline. The committee provided written summaries as feedback to the faculty members and members were given a chance to respond. Afterward the summaries were forwarded to the Dean. Agenda and minutes for the meetings are on the Department Website at <http://www.uwex.edu/ces/4h/department/>. Follow the link for committees.

February 21 – Cooperative Extension Administrative Committee (CEAC) meeting – All academic chairs were asked to attend this meeting which dealt with meeting the budget shortfall for July 1, 2007. The discussion was frank and in the committee was able to meet and identify

nearly all of the cuts with minimal disruption to current employees. Several districts are still working out how they will reach their target goals, but the expectation is that they will be met. Promotional increases and increased department head stipends proposed for July 1, 2007 will go forward.

February 22 – Committee of Professors’ meeting – As Chair of the Department of Youth Development, I saw input from the Committee of Professors on possible handbook changes. After lengthy discussion, a modest change was made to the bylaws that were presented at the December 9, Department meeting. The changes will be shared with the vice-chairs at their March 10 meeting and with the entire Department at the April 6th meeting. In addition, the committee discussed timing of Professor Candidate portfolio reviews and TFR’s. In the end, it was decided to not change the timing of either process.

February 23 – Leadership Forum – The group includes 4-H Youth Development leadership from the program area, the department, the association and academic staff. The group meets about once every three months to discuss relevant topics. Items discussed included the upcoming Department of Youth Development strategic planning session, the program areas plan to reach their budget reduction targets, staffing changes, the 2006 National Conference, association elections, Council on Academic Staff Issues updates and youth involvement in PILD.

Department of Youth Development Strategic Planning Session - I have been coordinating the March 8 strategic planning session for the department. Tasks included meeting with the facilitator, developed the participant list and arranging for the site and meals.

Day-To-Day Tasks. I have been working on a variety of issues related to department meetings. These include

- Filing plans and reports
- Questions from Department members and committee chairs
- Website updates.

Upcoming Department Meetings –

- March 8th – Strategic Planning Session
- March 10th - Vice Chairs Wisline
- April 6th – Face to Face with Family Living – UW Stevens Point Meetings of Department Committees can be found on the Department website

Respectfully Submitted:

Tom Schmitz

Chair, Department of Youth Development

March 3, 2006