Cooperative Extension Administrative Council

December, January, February, March (attended by Vice Chair Tracy Strother)

Employee confidentiality agreement and institutional data security guide

2012 Centennial

Communicating Value Through Relationships

Cooperative Extension’s Business Model

Conceal Carry Law

Teams Update

Managing Change

Action Team Timelines and Recommendations

Statements of Intent

Workplace climate

Scholarship Action Team

County Leadership Conference Debrief

SharePoint and the Intranet

Capacity Building for CEAC

ARTIST Team Update

CEAC members, minutes, and schedule are located at
http://www.uwex.edu/ces/admin/committees/committee.cfm?committeeid=2

Academic Department Chairs

December, March

TFR remediation process

District realignments

Managed staffing plan (discussion with district directors/program directors)

SharePoint

Staffing plan

Statewide resource management team

Faculty governance chairs

Plans of work

Tenured Faculty Review Committee

Committee reviewed 8 faculty members and wrote TFR reports. Final report was sent to the Dean
**Vice Chair Teleconferences**
*January, March*
- Nominations/Elections
- Mentoring
- Scholarly Sharing Opportunities
- Professional Scheduling
  - Staffing YD Faculty Positions – sent statements regarding state staffing to Program Director and Associate Program Director; and statement regarding awareness and input of county staffing to Regional Directors
  - Planning for Department Meeting
  - District Realignment
  - November 2012 Youth Development Conference

**Professional Concerns**

Agendas and minutes are located at http://www.uwex.edu/ces/4h/department/committees/listallcommittees.cfm

**Leadership Forum**
*December, February*
- Findings of WAE4-HYDP Professional Concerns Committee – recommend new committee be put in place to assess how to make changes
- On-line training options for new volunteer training and annual club training
- District restructuring and representation
- Future professional development
- Professional scheduling
- November 2012 4-H Youth Development Conference
- 4-H Hall of Fame nomination

**Professional Concerns**

**Other**
- Website updates
- Addressing questions from department members regarding tenure timeline
- Preparing for Department meeting
- Addressing questions from committees regarding committee membership and responsibility, and posting on the department web site
- Participating in discussion on 4-H Youth Development Foundational Teams
- Establish rank for candidates in open positions
- Write letters requesting tenure timeline extensions
- Approve TER’s
- Organize meetings to discuss representation changes due to new district alignments
- Notify faculty members of their eligibility to request emeritus status upon retirement.
- Address questions from a person inquiring about faculty status
- Write letters of request to the Dean and background letters to the Chancellor for five faculty members recommended for Emeritus status, and then write letters to faculty upon emeritus status being granted
- Notify faculty members of program reporting and planning, and mentor reporting guidelines.
- Send second request for mentors and mentees to file annual reports
- Discussion from faculty regarding program direction, feelings of frustration, not being heard, and lack of communication
- File plans of work, annual accomplishment reports, and mentor/mentee reports
- Discussion with Interim 4-H YD Program Director Yvonne Horton on need to
  - Communicate understanding and timeline of the Foundational teams and how we are getting input and buy-in from colleagues
  - Update on staffing of state positions – liaisons, arts, agriculture, what happened with Tom Carpenter’s position
  - Timeline and permanent level of staffing for open and interim positions
- Chair Search and Screen Committee for 4-H YD Program Director
- Write letters to request rank change of faculty members from Instructor to Assistant Professor without tenure; Post announcement of promotion in YouthLine
- Write welcome letter to new faculty member
- Review position description template for wording of required and preferred hiring qualifications
- Via YouthLine, notify Academic staff of the process to request faculty status
- Request feedback from candidates and mentors on the SRP process
- Request tenure, professor and TFR candidates from this year to share their scholarly work on monthly program area WisLines