Department of Youth Development Meeting
April 6, 2006 10:00am – 3:15pm
UW-Stevens Point
Legacy Room – University Center

Agenda:
1. Meeting called to order by President Schmitz at 10:02 am.
2. Certification of Wisconsin Public Meeting Law thru Mary Detra was verified by President Schmitz who welcomed the body. Guest speaker Ray Schultz, Secretary of the Faculty was introduced.
3. Call for Notetaker – Laberee
4. Appointment of Parliamentarian - McDowell
5. Roll Call taken by Sally Schoenike
6. Approval of Minutes 12-9-05 (visit http://www.uwex.edu/ces/4h/department/) Moved by Winkler, seconded by Miller to approve minutes of the December 2005 meeting. Motion carried.
7. Reports were reviewed prior to the meeting. Moved by Barker, seconded by Mollendorf to approve reports as printed. Motion Carried. Reports are attached.
   a. Committee of Professors - Schroeder
   b. Research and Publications – Schleif
   c. Standard Rank and Promotions – Prissel
   d. Tenured Faculty Review – Schmitz
   e. University Committee – Nelson
   f. Faculty Senate – Hobson, Livingston and Wetzel
   g. System-wide Extension Council – Berger
   h. 4-H Youth Development Professional Development Advisory Committee – Schneider
8. Handbook Update
   a. Main Section (visit http://www.uwex.edu/ces/4h/department/)
      • Discussion around the issue of changing “administrative unit” to “cluster” to avoid confusion with District, County and Administrative Units. Motion by Priessel, seconded by Pleskac to leave administrative unit in the document. Motion carried.
      • Page 4 in purple colored document: Item IV.A.3. Delegation of the duties of the Executive committee, item IV.A.4. and item IV.B. Committee of Professors. Motion by Kay Schroeder, seconded by Jeanne Baum to approve the recommended changes. Motion by Priessel second by Winkler to amend the main motion so that Article 4B 2a and Article 4A 3c reads “recommend” rather than “determine,” seconded by Winkler. Amendment carried. Vote on amended motion carried.
b. Appendix L (visit http://www.uwex.edu/ces/4h/department/) Item L taken off the table because it was already decided not to change the wording “administrative unit”.

9. Update by Chair (see http://www.uwex.edu/ces/4h/department/leadership.cfm)
Congratulations to those who were elected—all recognized. See Department website. Vice-chairs had a wisline following the strategic Planning session. Human Resource Network is discussing when to deviate from the faculty model when hiring. Reported to CEAC committee that people feel there are many more demands on faculty i.e. CPAG and RBC.

A new electronic professional development tool is the Journal of Youth Development. It was agreed to spend $150 to this new initiative. Hutchins set aside funds to support the effort and was thanked for support as well.

10. Planning for Promotions in a Responsibility Based Culture - Schmitz shared that office colleagues and Department Head should be discussing coordinated plan for moving ahead on promotions.

11. Presentation on Faculty Rights and Responsibilities by Secretary of Faculty and Academic Staff - Raymond Schultz
Chapter 36 of the Statutes identifies the role and responsibilities of the faculty. “Department gets to write their own rules.” Rules are strict and timelines prevail. Be active in knowing your rights and responsibilities.
Kim Reaman shared tips of advice from Faculty Governance Committee as you move forward on writing your tenure document were shared with those present.

12. Department’s Strategic Plan - Small Group Discussion of Priorities and Action Planning – (visit http://www.uwex.edu/ces/4h/department/).

Chair Schmitz recognized Deb Ivey’s work on the process and Sue Pleskac and the 2002 committee on their work on the previous plan. The goal for the meeting was to discuss the plan and identify who will step forward to address the issues identified for the Department of Youth Development in the coming months. 12 ISSUES were identified with relevant points to consider. Instructions were provided participants. Recorders were identified at each table. A list will be shared with the vice chairs and discussion will proceed to the vice chairs. A mission statement will also be discussed with the vice chairs. Suggestion to include more probationary faculty on the strategic planning process was proposed. Department members are encouraged to contact Chair Schmitz with issues and concerns.

Lunch was held at 12:15.

13. Action plan reports were shared by representatives from the various issues that were identified through the Department Strategic Planning held in March. A formal report will be forth coming.

14. Motion by Livingston, seconded by Hitt to adjourn. Meeting adjourned at 1:35 pm.
Five people sent letters of intent to submit a portfolio for consideration for promotion to professor in 2006. All withdrew this year due to the pending promotion increases for 2007. Professor candidates for 2007 will need to complete the full process, including the letter of intent by July 1, 2006 and the seminar and portfolio requirements.

The draft Department of Youth Development handbook revisions, dated 11-29-05, as related to the Committee of Professors has been reviewed. The Committee of Professors supports the following revision to item IV. A. 3. c. in the draft document: The Executive Committee delegates authority to determine policies and procedures for promotion to professor and authority to recommend promotion to professor to the Committee of Professors. The handbook revisions will be reviewed at the April 6th Department of Youth Development meeting.

Kay Schroeder was elected Chair of the Committee of Professors for 2006-07.

Denise Retzleff represented the Committee of Professors at the Department of Youth Development strategic planning session on March 8, 2006.

The next meeting will be a September Wisline.

Respectfully Submitted,

Kay Buellke Schroeder, Chair
Committee of Professors
Research and Publications Committee Report
Department of Youth Development
April 2006

Rosanne Schleif, Chair
Tom Riese
Matt Calvert
Sharon McDowell
Connie Abert/ Steve Horvath
Kevin Palmer
Jessica Jens

Two papers were passed by the committee so far this year and will soon be posted to the department web site. They are:

- *The Service Matrix*, by Jon de Montmollin and Margaret Hendrick
- *The Youth Specialization Pilot in Grant and Lafayette Counties* by Tom Schmitz

The last submission deadline for consideration this spring is April 10 and will be reviewed May 10, 2006.

The committee recommends adding a clause explaining copyrighting of submissions or submission components by the University. We recommend this be added to the Paper Guidelines under Section VI., letter F.

Items to be acted on by next year’s committee have been identified as:

- Review of the current definitions for paper categories with the primary questions coming from the difference between an Evaluative Paper and Research Paper.
- Poll colleagues about the desire for a committee sponsored phone conference on how to write and submit a paper.
- Poll colleagues on their interest in having a Scholarship Forum in the future.
- Review and promote other opportunities for publishing and sharing scholarly work, i.e., Journal of Extension, etc.

Thanks to committee members for completing their three year terms of service this year: Tom Riese and Rosanne Schleif.

Next year’s committee representation and years of service left in their terms are:

Sharon McDowell, Chair (1)       Connie Abert (2)
Kevin Palmer (2)                 Jessica Jens (2)
Matt Calvert (1)                 Jon de Montmollin (3)
Rosanne Schleif (3)

Respectfully submitted, Rosanne Schleif, Chair, 2005-06
The members of the 2005-06 SRP Committee include: Melanie Miller, State Staff; Connie Creighton, Central District; Karen Sipple, Western District; Chuck Prissel, Quad Counties; Denise Retzleff, Eastern District; Gloria Fauerbach, Northern District and Pam Hobson, Southern District.

During the year, the committee reviewed two portfolios. Congratulations go out to Ian Meeker, Bayfield County and Rene’ Mehlberg, Winnebago County for their portfolio passing the Department of Youth Development SRP Committee. Their portfolios have now been moved onto the Tenure Faculty Advisory Committee (TFAC). There was no mini portfolios submitted this year.

Creighton, Prissel, and Miller have updated the SRP on-line course for untenured faculty and mentors. The course will run again this spring.

Department members are encouraged to attend the Tenure Faculty Workshop that will be held in April throughout the state. SRP Committee members will represent the Department of Youth Development by serving as panel members at most sites.

The chair of the 2006-07 SRP Committee will be Chuck Prissel. A big thank you goes out to all the 2005-06 SRP committee members for all their time and efforts.

Submitted by,

Pam Hobson
2005-06 SRP Committee Chair
Tenured Faculty Review Committee Report
Department of Youth Development
April 2006

Tom Schmitz, Chair
Bob Matysik
Jeanne Baum
Dan Renzoni

Six tenured faculty were scheduled for review and all of them completed the process.

The reviews were moved from April to January this year to better coincide with Cooperative Extension’s performance review process.

Next year 10 Faculty members are scheduled for Tenured Faculty Review, they are:
  • Connie Abert
  • Jeanne Baum
  • Johnnie Johnson
  • Bob Matysik
  • Denise Retzleff
  • Tom Riese
  • Marie Ritscher
  • Tom Schmitz
  • Mary Thiry
  • Marie Witzel

If you are schedule for a TFR and are considering submitting for Professor, please contact me.

Annette Bjorklund will be replacing Bob Matysik on the committee beginning July 1, 2006.

Respectfully submitted, Tom Schmitz, Chair
Updates have been provided to University Committee on the following topics:

**UW Colleges/UW-Extension Transition Team Progress**
- The team has been working to identify key issues that Chancellor Designate David Wilson will need to address during his first 6 months as chancellor beginning May 1.

**Administrative Integration Steering Committee Progress** (This group works on internal processes of the two institutions working together.)
- Vallerie Maurice has been hired as the new EEO director.

  - The IT group is working toward fuller integration on some services such as a consolidated server.

  - The administrative Services sub-committee is working in four areas:
    1) Looking at Administrative Services and identify key individuals to be involved in discussions.
    2) Analyze and compare service delivery.
    3) Document the advantages and disadvantages of integration.
    4) Quantify potential cost savings or increases that may result from integration.

  - The location of the chancellor’s office is under review.

**Streamlined Disciplinary Process (UWS 7)**
- Several faculty senate bodies from colleges and the UW-Extension faculty senate have written reaction papers to drafts proposed by the UW Board of Regents addressing serious concerns about the outlined process. The reaction papers have been shared with all faculty senate groups.

  - See Faculty Senate Report

**Faculty Tenure Orientation Workshops**
- Three Faculty Tenure Orientation Workshops have been scheduled: April 11, April 12, and April 24.

**UPG #7 and UPG #12**
- UPG #7 (Lateral Transfer) and UPG #12 (TFR and merit pay) have been discussed at several meetings. See Faculty Senate Report.

**Taxpayer Protection Amendment**
- The University Committee members were updated on the status of the Taxpayer Protection Amendment.
Faculty Senate Report from the March 7, 2006 meeting
Submitted to the Youth Department Meeting on April 6, 2006
Submitted by: Nancy Anne Livingston, Associate Professor
on behalf of Pam Hobson and Marie Witzel

UPG# 7 – Reassignment of Tenured Faculty
Lateral Transfer and/or Retraining of Tenured Faculty
This is important for answering the question; “How can we retain a quality Extension
Workforce in the future in light of budget reductions?”
There is a current “Expectations and Guidance Document for Reassignment of Tenured
Faculty” November 2005 is the approval date. In brief, “…tenured faculty may occasionally
need to be reassigned to a different position due to a loss of funding support for the current
assignment or a need to significantly redirect existing funds to support new program
directions. Tenured faculty may be a) dismissed for disciplinary cause by the Board of
Regents (UWS 4.01 and UWEX 4.02), or b) laid off only when the Board of Regents of the
University of Wisconsin System declares a financial emergency (UWS 5.01 and UWEX
5.01). In all other circumstances, these guidelines will be followed when a tenured faculty
member’s current assignment is no longer available for the continued employment of that
faculty member.”

UPG# 12 - the linkage between tenured faculty review and the merit
process
Yvonne Horton e-mailed the following to senators on 3.21.06

In the past, there has been an inconsistency on how UPG # 12.03 (4) was
interpreted and carried out in Cooperative Extension. This note is an
attempt to provide clarity and consistency on the linkage of tenured
faculty review with the merit process.

The results of the tenured faculty review, as described in the summary
report, will be the primary basis for merit in the year of the tenured
faculty review.

1. Therefore, when we have a payplan that includes merit, a
tenured faculty members’ review, will become the basis for merit.

2. The criteria for a merit salary increase based on addressing
divisional goals is not used during the year of the faculty members’ TFR.

3. In addition to merit, during the year of the TFR, payplan
will also be given for solid performance.

UWS 7 – Wisconsin Administrative Code Procedures for Dismissal of Faculty in Special
Cases.

An executive summary of the Senate’s position was adopted unanimously at our March 7,
2006 meeting. Should you want to read the document in its entirety, please e-mail
nancy.livingston@ces.uwex.edu and you will be provided with the document via an
attachment.
UW-Extension Systemwide Extension Council (SEC) Report
April 6, 2006

Prepared by Jean Berger, Department of Youth Development Representative (2004-2006)

The Systemwide Extension Council serves as an advisory group to the Chancellor. Representatives to SEC include persons from each of the Co-op Extension departments, Academic Staff and others. UW-Colleges has a representative as well as the Continuing Education departments of all of the 4-year institutions.

In 2005/2006 the meetings have been heavily focused on the administrative consolidation of UW-Extension with UW-Colleges. The group has had presentations from a variety of administrative leaders and allowed for concerns to be voiced from the Council.

In addition, there have been presentations from some of the membership groups. These have included programs regarding:

- Wisconsin Entrepreneur’s Network – Business and Manufacturing Extension
- Responding to Community Challenges - Center for Community Economic Development
- 3rd Agers and Their Implications for Extension – UW-Stevens Point, UW-Superior, & UW-Extension
- Outreach Scholarship Conference
- Cross Divisional Grants

The SEC meets quarterly on the day following Faculty Senate. The December, 2005 meeting was cancelled due to weather.

Jean Berger’s term will expire June 30, 2006. A current Faculty Senator will be elected to continue in this position.
Mission: Identify, forecast and address the professional development needs of 4-H Youth Development faculty and staff, creating and providing opportunities to share, network and learn.

Committee Members:
Dawn Schneider    Donna Menart
Annette Bjorklund    Alissa Grenawalt
Nancy Livingston    Rene Mehlberg
Karen Nelson     Bob Mataysik

Committee Membership:
Donna Menart has assumed the role of committee chair for PDAC and Bob Mataysik has joined the group. We thank Sue Pleskac for her past leadership and Tom Reise for his participation as well.

Youth Emphasis Wisline Series:
Last year’s Youth Emphasis Wisline Series has turned into some additional professional development opportunities. There is a sub-committee working on additional training in the area of Risk Management for several districts around the state – Donna Menart, Sue Pleskac, Rene Mehlberg, Dawn Schneider, and Frank Ginther and Donna Duerst.

This year we decided not to go with a theme, but instead to focus on individual “hot topics”. Our goal is for the information to be integrated into ongoing programming. There are five Wislines in this series –
• January 5th – Developmental Matrix Concepts with Jim Rutledge – focused on the development of 4-H staff as professionals and the various stages of development they go through.
• February 7th – Dr. Cathann Kress Wisline Web “What Does America Need from 4-H?” (posted to the 4-H Youth Development Professional Development – Extension Web Page with the Power Point “Transforming the Lives of Youth – Why 4-H Matters”)
• March 2nd – Bullying in the Workplace with Corliss Olson - Designed to raise awareness and define the problem, its prevalence, its consequences which include financial, workplace productivity and morale, and health and safety, and suggested solutions.
• April 7th and/or May 4th – Expansion and Review Topics with Jon DeMontmillan
• There will be continuous access to all of these Wislines through streaming audio. The web address for these is – http://www.uwex.edu/ics/stream/ces/yes/

Parliamentarian Training:
The Department Vice-Chairs made a request to provide training for additional Parliamentarians. After a discussion about what the best format would be, it was decided to contact the UW-Extension Local Government Center. They offered a four part Wisline series on the topic throughout the month of February. They offered to let 4-HYD staff participate free of charge. 23 staff members registered to participate. 7 evaluations have been returned at this point. Evaluations will be accepted until April 10th.

Submitted by:
Dawn Schneider
Department of Youth Development Representative
Professional Development Advisory Committee