The meeting was called to order by chair Sue Pleskac at 1:00pm. The meeting was posted in compliance with the Wisconsin Open Meetings Law. Karen Nelson was appointed recording secretary. Rene Mehlberg was appointed parliamentarian.

Lori Laberee took roll call. Members present include: Rosanne Schleif, Lori Laberee, Cindy LaPorte, Joan Wimme, Tami Koop, Demetrius Brown, John de Montmollin, Barb Barker, Jean Berger, Deb Moellendorf, Dan Renzoni, Dawn Schneider, Judith Kennedy, Jeanne Baum, Wally Hitt, Merry Klemme, Marie Witzel, Rene Mehlberg, Dawn Kuelz, Katie Forsythe, Frank Ginther, Deb Jones, Bob Matysik, Chuch Prissel, Kim Reaman, Karen Sipple, Sharon McDowell, Carrie Bailey, Donna Menart, Sue Pleskac, Steve Kinzel, Mary Thiry, Tom Schmitz, Donna Duerst, Pam Hobson, Karen Nelson, Jill Tingey, Sally Bowers, Jessica Jens, Amy Mitchell, Colleen Pulvermacher, Ian Meeker. A quorum of department members was certified.

The September 2004 minutes were accepted with the following changes: Marie Witzel was not present. Chuck Prissel was present.

**Report by the Chair**

Pleskac thank the Vice Chairs for their work on changes to the handbook. She continues to represent the Department at quarterly meetings with Dean Leholm and with academic department chairs and the administrative team. Department of Youth Development topics/work this past year includes: Salary, promotion, compression; Culture shift toward responsibility based organization; Academic staff relationship; Mentor, mentoring process, support for new colleagues; Sits on HR network and represents all faculty – working on processes for hiring; Academic department chairs have tried to coordinate meetings; Coordination of scholarship symposium across departments

**Standing Committee Reports**

- **Research and Publications**: Written Report. Met September and December – 2 papers reviewed, 1 published, 1 recommended for publication after revisions. Additional papers have been found and will be archived.

- **Standard Rank and Promotion**: Hobson. 4 portfolios, 3 passed to next level. 5 – 6 mini portfolios expected next month. Tenure orientation (web based) registration due March 1. Dates: March 18, April 8 and April 29.

- **Committee of Professors**: Professors expect 1 portfolio for promotion to professor in February.

- **Tenured Faculty Review**: Duerst. Much of the work is done electronically. Eight reviews will be conducted, April 18 – 19, 2005. Appendix K is being updated to be in compliance with UPG #12.

- **Professional Development Advisory Committee**: Schneider. (1) Partnered with Research and Publications to sponsor colleague scholarly presentations over wisline. (2) Youth Emphasis Wisline Programs – 5 programs on risk management topics. All programs will be archived in streaming video on the web. (3) Working to plan the 4-H Youth Development conference scheduled for May 11-12, 2005. Embracing Our Uniqueness – 4-H Youth Development.
Motion by Renzoni, seconded by Schleif to accept Standing Committee Reports and place on file.

Faculty Governance Reports

- Faculty Senate Report: Berger/Witzel. Health care/co-pay issues, appendices of governance documents revised to make some more universal across departments for faculty senate and being considered by legal for approval, took action on pay plan, bylaws on representation to update regarding district changes, committee worked on resolution on definition of marriage.

- University Committee: Ginther. Efficiency study is looking at what type of efficiencies might be possible for Extension. A suggestion for Coop Extension to become part of 4-year campuses has been made. Frank, as representative has emphasized the importance of faculty governance for Extension. Secretary of the Faculty position will be vacant and the University Committee is sharing information about the importance (justification) of the position. If you have specific examples that show the importance of the position, please share them with Frank. The Committee is considering hiring a consultant to help them prioritize issues and their work.

- Systemwide Extension Council: Cross divisional programming funds available

Motion by Ginther, seconded by Sipple to accept Governance Reports and place on file.

Old Business

No old Business brought forward.

New Business

- Report on Scholarship Workshops: People are looking for opportunities but response is low when opportunities are provided. Recommended to discuss at districts and feed information back to Vice Chairs.

- Engagement in Controversy: Opportunity to develop standards when it comes to Youth Development when we are engaged in controversy. This will be an opportunity to meet with other program areas around the topic. Frank Ginther has been appointed parliamentarian for this topic.

- Handbook and Appendix Changes: Realignment of administrative units for Cooperative Extension created need to make handbook and appendix changes.

  1. Add to Appendix L in the Department of Youth Development Handbook,

     "Administrative Units for the Department of Youth Development will be defined as the following: Northern District, Southern District, Western District, Eastern District, Central District, Quad Counties, and State 4-HYouth Development Staff. State 4-H Youth Development Staff are those faculty members with at least 50% appointment to statewide programs and projects.

     For purposes of Faculty Senate and Tenure Faculty Review State 4-H Youth Development Staff will join with the Quad Counties for consideration of representation of the geographical zone defined as the Eastern CE district and Quad Counties."
Motion by Berger, seconded by Reaman to approve the Department of Youth Development Handbook proposed revision #1. 39 yes votes, 0 no votes and 0 abstaining. Motion carried.

2. To replace Northeast with Eastern, Southeast with Quad Counties, and Campus or Madison to State 4-H Youth Development Staff throughout the Department of Youth Development Handbook.

Motion by Koop, seconded by Prissel to approve the Department of Youth Development Handbook proposed revision #2. 39 yes votes, 0 no votes and 0 abstaining. Motion carried.

3. Add to the Department of Youth Development Handbook III B Vice Chairs:

G. Maintain the Department Web site.

Motion by Mehlberg, seconded by Moellendorf to approve the Department of Youth Development Handbook proposed revision #3. 40 yes votes, 0 no votes and 0 abstaining. Motion carried.

- Department Elections: See e-mail from Rene detailing the positions open. Nominations due to Lori Laberee by February 1. Voting will be the 10th – 23rd of February.

Rene Mehlberg reappointed as Parliamentarian for the remainder of the meeting.

- Agenda items for May 2 meeting in Stevens Point: Vice chairs have suggested inviting the Dean to talk about Compensation/Compression issues

Faculty Concerns
None brought to the floor

Adjourn

Motion by Renzoni, seconded by Ginther to adjourn. Motion carried.

Respectfully submitted by
Karen Nelson