The Department of Youth Development Meeting  
December 9, 2005  
Wisline Meeting  

The meeting was called to order by Chair Tom Schmitz at 9 am.

Attendance was taken at the beginning and end of the meeting to ensure all members in attendance were accounted for. In Attendance were: Connie Abert, Barbara Barker, Jean Berger, Connie DeCorte, Deborah Moellendorf, Dante Renzoni, Dawn Schneider, Judith Kennedy, Jeanne Baum, Denise Retzleff, Walter Hitt, Merry Klemme, Marie Witzel, Paula Huff, Rene Mehlberg, Ellen Andrews, Dawn Kuelz, Kevin Palmer, Jill Jorgenson, Annette Bjorklund, Gloria Fauerbach, Rosanne Schleif, James Winkler, Doug Liphart, Lorraine Laberee, Ian Meeker, Lucinda LaPorte, Joan Wimme, Tamara Koop, Thomas Riese, Demetrius Brown, John de Montmollin, Thomas Schmitz, Sally Schoenike, Donna Duerst, Pamela Hobson, Karen Nelson, Juliana (Jill) Baker-Tingey, Sally Bowers, Alissa Grenawalt, Amy Mitchell, Colleen Pulvermacher, Kathleen Forsythe, Deborah Jones, Robert Matsysik, Kimberly Reaman, Marie Ritscher, Karen Sipple, Sharon McDowell, Donna Menart, Susan Pleskac, Charles Cropp, Steven Kinzel, Melanie Miller, Timothy Talen, Mary Krause Thiry

This meeting was posted in compliance with the Open Meetings Law. Lori Laberee was appointed secretary. Rene Melberg was appointed parliamentarian. Sally Schoenike and Steve Kinzel conducted roll call and certified that a quorum was present and business could be transacted.

Moved by Winkler/Thiry to approve May 2, 2005 minutes. Motion carried

Reports

Committee of Professors – Chair Schroeder underwent kneecap surgery and therefore there is no report.

Research and Publications – Schleif welcomes everyone to submit papers to the department. December 19, is the upcoming deadline for review in January. Next date for submission is February 15th reviewed in March, April 10th reviewed in May. Electronic submissions are required. You may go on line to review past papers and guidelines through the Department website. Members are encouraged to submit papers.

Standard Rank and Promotions – Hobson informed members that Standards Rank and Promotion Committee has met twice this past year and have been reviewing portfolios. Also the online course will be available again this year.

Tenured Faculty Review – Schmitz reported membership of the committee and indicated that six people will have reviews this year. Reviews will begin the end of January 2006.

University Committee – Nelson thanked Kinzel for attending the November meeting in Nelson’s absence. Progress toward combined leadership and organizational chart has been achieved through continued discussion and collaboration of the systems. Discussion was held on how reporting will work and to whom reports will be filed. Collaboration seems the spirit of the meetings at this time. Sick leave and limited appointments discussion has continued. Regarding back up appointments; people within the system would maintain back up appointments, but not those outside the
Faculty representatives sought more decision-making visioning and not simply a reporting delivery system. Tenure workshops have moved to April, instead of the fall of the year.

Faculty Senate – Hobson, Livingston and Witzel are representatives for this committee. Witzel reported the group met in September. Discussion was held about hiring of new chancellor. Faculty Senate will meet Tuesday, December 13. Tenure Faculty review and merit pay will be part of the discussion during their meeting. Clarification is being sought concerning the tenure faculty review and pay plan in regard to the role of evaluation and merit pay.

System-wide Extension Council – Berger is in her final year with this committee. She was not in attendance at the June meeting. In September there were joint programs on “3rd agers”, folks who have retired from their career but who seek educational programming and new opportunities/endeavors. Discussion focused on how to meet the needs of these individuals. Demographics were reported regarding this population. Joan Cybela has done significant programming in this area and is available for assistance.

4-H Youth Development Professional Development Advisory Committee – Schneider reported eight members serve on this committee. Menart is the Chair. Wisline series last year focused on risk management. Upcoming Wislines this year will focus on individual “hot topics” tentatively scheduled Jan 5-Feb 2 or 7-Mar 5, April 7 or May 4. Streaming audios will be made available as in the past and archived for your review. Parliamentarian training is being investigated. The committee will review content to assure training is on target as suggested by their parliamentarian presenter.

Moved by Pleskac/Barker to approve committee reports. Motion carried

Moved by Pleskac/Winkler to recommend Emeritus status for Tamara Koop, retiring January 2006. Motion Carried.

Review Handbook changes
Proposed changes were sent with agenda for this Wisline meeting as an attachment. Chair Schmitz outlined the changes in the handbook. Discussion was held regarding the recommended changes. Summary of the discussion follows:

- Department Chair vacancy add “or is willing to serve”
- Page 4: executive committee composition
- Item IV. A. 3. The committee updating the bylaws has found that the Executive Committee can delegate the duties assigned to them through Article 3.03 of Faculty Governance either through annual vote at an executive committee meeting or assignment of duties through the Department by laws.
- Schleif questioned if changes in policy would need to come before the entire membership. Schmitz clarified the changes by proposing: Item F. Executive committee delegates authority to approve the department policies and procedures to the entire departmental body. Next item then becomes Item G. The Executive Committee could still reclaim their decision-making authority under the proposed language.
o Schleif, Reese, Pleskac discussed committee of professors clarification. Discussion was held regarding whether policy should be approved by the entire department, the executive committee or the committee of professors.

o Four standing committees reduced to three. Professional Development Advisory Committee member was moved to Department Representation.

o Department representation was clarified in the document under item V.

o University Committee representation: Guidelines remain same but B2 should read “any department member may serve on University Committee”.

o C2 should read “any department member in a senate role at time of election may serve on Systemwide Extension Council

o E4 Procedures for elections to professional development advisory committee as stated in section L

o C3 effective September 1

Moved by Retzleff/Baum to approve page 1 changes Motion Carried

Moved by Renzoni/Koop to approve changes page 3…. With the addition of the words “or is willing to serve” following if no vice-chair is tenured…. Motion Carried

Moved by Renzoni/Bjorklund to approve Item IV. A. 3. with the addition of item f. “Executive committee delegates authority to approve the department policies and procedures to the entire departmental body”. Discussion ensued to seek additional clarification and further research on this item. Moved by Pleskac/Klemme to table the motion. Motion Carried

Item IV. A. 4 - no action

Moved by Winkler/Klemme to accept changes. Motion Carried

Item IV. B. will be returned to the Committee of Professors and have the Committee of Professors review and provide language for the April 6 meeting.

Bottom of page 3, Item IV.C. 1 (Change four committees to three.) Moved by Winkler/Klemme to accept changes. Motion Carried

Moved by Renzoni/Miller to approve changes as outlined in section V including changing B. 2. to read “Any Department may serve on University Committee”, Changing C. 2. to read “Any Department member in a senate role at time of election may serve on Systemwide Extension Council”, changing C. 3. to set the effective date of the term as September 1 and changing E. 4. to read “Procedures for election to Professional Development Advisory Committee is stated in appendix L. Motion Carried.

Moved by Klemme/Hobson to approve changes to Appendix L as presented. Motion carried.

April 6 Department Meeting
Schleif shared discussion resulting from joint YD/FD Wisline meeting planning the April 6, 2006 meeting. Department meetings will be conducted during the morning session. Dean Leholm and Secretary of the Faculty Raymond Schultz will be invited to speak to both Departments in the afternoon. Integration, academic staff and faculty status will be a topic for presentation. Question was raised on why hold a joint meeting. Response indicated a joint meeting was proposed to share transportation and travel costs as well as key presenters. Tuesday, December 13, will be the next Wisline meeting of the committee. Concern was expressed to provide enough time for all
the business necessary to be conducted in the one time the Department of Youth Development meets face to face.

**Department Election**
Mehlberg identified two system wide positions up for election. The positions include Faculty Tenure Advisory Committee member (3 year term) and Department chair (1 year term); both must be tenured faculty members. Clarification of who is on ballot to fill Berger’s Systemwide Extension Council is being sought. Vice chairs will need to forward information on to their respective districts in preparation for the January vice chair Wisline.

**Department Strategic Plan** will be moving forward. Plan of action will be presented to vice chairs at the January 2006 Wisline. Members are welcome to discuss their ideas with Chair Schmitz.

**Update by Chair Schmitz**
Task force was convened to discuss position department will take regarding full time position appointments. Input focused on a variety of topics. An email was sent 12-08-05 outlining promotion increases and background information. The document was sent as an attachment with the Department agenda. Pay increases would be effective July 1 2007, providing funding is available. Review the 12-08-05 memo for further clarification. The new chancellor is being recommended for appointment this morning. Schmitz will send a letter of welcome to the newly appointed chancellor. Feel free to contact Schmitz if you have concerns or questions.

**Faculty Concerns**
Abert shared district discussion focused on budgetary concerns at most recent meeting. Proactive stance was recommended. Kinzel clarified that back up appointment recommendations was confirmed at the November 17th meeting.

Moved by Thiry/Schleif to adjourn the meeting. Motion Carried. Meeting adjourned at 10:55 am.

Respectfully submitted:
Lori Laberee