

Approved April 11, 2008

APPROVED Ad Hoc Documents Committee Meeting
Department of Family Development
Friday, February 29, 2008
WisLine

Present: Kathy Eisenmann, Peggy Nordgren, Jackie Carattini, Bev Doll, Jane Jensen, Michelle Tidemann, Linda Olson, Chris Kniep, Nancy Crevier, Donna Doll-Yogerst

Absent: Judy Knudsen, Janay Ziebell

Call to order - Meeting was called to order by Peggy Nordgren at 9:05 a.m.

- I. **Welcome and Introductions** – Nordgren welcomed everyone to the meeting.
- II. **Certification of Wisconsin Open Meeting Law compliance** - Nordgren certified the meeting was in compliance with Open Meeting Law by indicating it was posted through Mary Detra’s office as required by Open Meeting Law Section 19.84 of the Wisconsin State Statutes.
- III. **Motion** by Doll, second by Olson to approve minutes of the January 11, 2008 meeting. Motion carried.
- IV. **Review bylaw revisions** – the committee made minor changes in the bylaws, cleaning up language, adding web addresses. Changes:
 - Chair of professor committee takes over temporarily if chair leaves
 - Check on open meeting laws statutes
 - State tenured status with all committees
 - Allow people to be on one or more standing committees
 - Clarifying when TFR committee starts every year
 - Clarifying reconsideration versus reconsideration
- V. **Motion** by Eisenmann, second by Kniep to approve bylaws and suggested amendments as discussed at this meeting. Motion carried.
- VI. **Review appendices revisions** – Appendices were not reviewed as time ran out. Committee will spend the next meeting on all the appendices. Need to be sent out by April 18.
- VII. **Remembrance** - Nordgren shared information from the Secretary of the Faculty who felt the Remembrance “committee” should not become a permanent in the bylaws because it is harder to change the bylaws. A department chair can appoint an “ad hoc committee” any time and the remembrance person may be better as an appointment, not permanent, in case something changes.

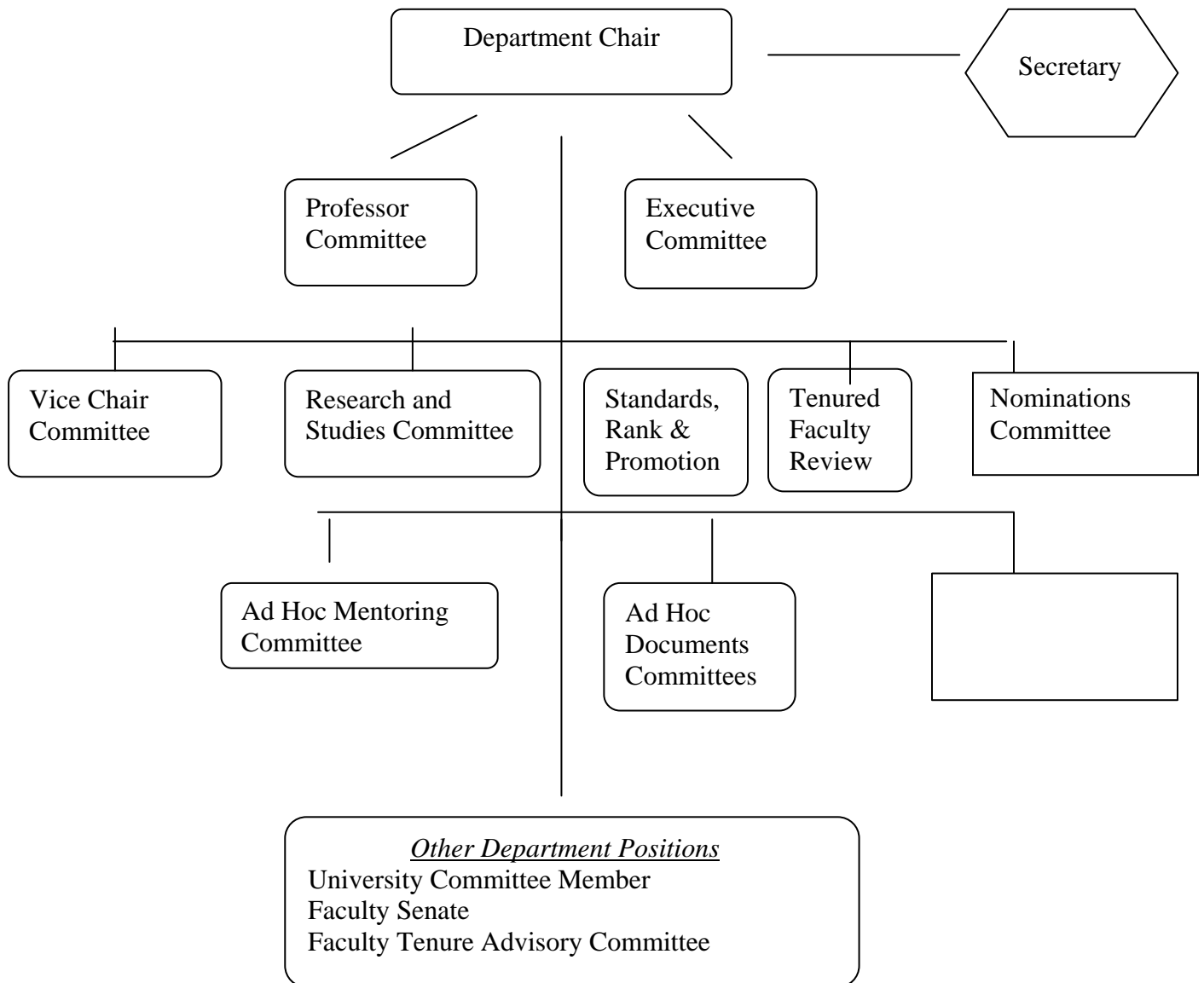
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- VIII. **Next Steps** – All appendices will be approved for recommendation to the full department at our April 11 meeting. May also discuss how to handle the changeover from Vice Chair Committee to two committees.
- IX. **Assign New Tasks**
- A. Finish looking at all Appendices. If there are any last minute changes before the April 11 meeting, send them to Nordgren one week before the meeting.
 - B. Be thinking about how to present the bylaws at the face to face department meeting.
- X. **Set Meeting Dates** – Next meeting is April 11, 2008- 8:30 – 11:00 am. **Note extended time.**
- XI. Meeting was adjourned 11:15 am.

Submitted by Peggy Nordgren, chair

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Department of Family Development Organizational Chart



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Draft 9/07