

July 14, 2006 Department of Family Development Vice Chair meeting

Meeting Minutes

The meeting was called to order by acting chair, Beverlee Baker. Present were Cynthia Muhar, Linda Bruce, Cheryl Rew Stapleton, Brenda Janke and Mary Wood. Jane Jensen not present.

Motion to approve November 2005 meeting minutes made by Cheryl, seconded by Mary.

Brenda Janke nominated by Linda for committee chair. Motion to close nomination and cast unanimous ballot made by Cindy, seconded by Linda. Carried.

Mary offered to take secretary position. Motion to close nomination and cast unanimous ballot made by Cheryl, seconded by Linda. Carried.

Committee recognized Bev's role in filling in for Rhonda, expressed appreciation.

A decision was made to meet quarterly. Next scheduled meeting is November 21, 9:30 a.m.

Nomination process. After some discussion, it was agreed that all **Vice Chair Committee members** would gather nominations from their district, thus sharing the task. November's meeting has been typically to work on candidates for ballot.

Mentor team list and new colleagues. We agreed that, within our respective districts, to informally contact new colleagues to welcome and offer support, as well as explain and encourage their formation of a mentor team. Cindy is willing to be "keeper of the list" for mentor teams, and to link with Donna. She will help others with mentor-related issues, as there are so few colleagues in her Quad area.

By-law revisions relating to accomplishment reports. Brenda raised the issue that they were taken out as a part of the tenure process by the vice-chair committee in the last by-law revision, according to Peggy Nordgren (past chair prior to Rhonda Kleist). Discussion ensued about their inclusion. Bev suggested that a conversation be held, including the SRP chair, to review the issue and perhaps return to inclusion of the accomplishment reports.

In the meantime until the November 21st meeting, we will: work on updating the mentor list; explore both posting the list and identifying available mentors; send an e-mail requesting available mentors. Discussion took place about how to identify mentors, ex: outside of our district or program area, by certain strengths or areas in programming, or experience. We may also want to ask for certain specific duties of mentoring individuals.

The SRP chair will have answers to some of these questions. Cindy will contact the SRP chair and report back.

Assignment for each of us to contact former vice-chair from our district to help us identify, clarify and define the vice-chair position responsibilities and role. Brenda gave the remembrance box fund collection as an informal expectation. What else is expected that we might not know of? We will report our findings at the next meeting.

An error on the mentor list was noted. Patricia Mc Gee should be correctly listed in the Northern District.

Being no other business to conduct, Linda made a motion to adjourn, seconded by Cindy. Carried.

Next meeting 9:30 a.m. November 21, 2006.

Respectfully Submitted,

Mary Wood, Secretary
July 14, 2006

Subject: May 15, 9:30 am wisline, dept of Family Development vice chairs

Call in information:
608-316-0022
888-677-9189
Passcode 8512

AGENDA

1. Call to order
2. Certification of Wisconsin Open Meetings Law requirements
3. Introductions/Roll call - welcome new member(s)
4. Additions to the agenda (for discussion only)
5. Adoption of agenda
6. Review and approval of Feb 20, 2007, meeting minutes
<<Department of Family Development Minutes207.doc>>
7. Department election review/thoughts/comments for future (see agenda item 9 below)
8. review department mentor teams/doc <<Mentoring Teams 12-06.doc>>

9. review new doc proposed re: brief description of each dept committee, terms, etc. <<DEPARTMENT OF FAMILY DEVELOPMENT.doc>>

10. review department committees doc/list of rotations/members - chairs needed for each? <<Committees2007.doc>>

11. Adjourn

Future Meeting: aug 21, 2007, 9:30 am

* Other individuals who would like to participate in this meeting should contact Brenda Janke, committee chair, at (715) 536-0304 at least 48 hours before the meeting. Persons with disabilities who require alternative means for communication and/or need a reasonable accommodation for disabilities or limitations should contact Mary Detra at (608) 265-9887 (the deaf or hard-of-hearing can call 711 for call relay) at least 2 working days prior to the meeting.

Link to Department Resources:
Department of Family Development
<http://www.uwex.edu/ces/flp/department/>

Faculty Secretary website
<http://www.uwex.edu/secretary/index.cfm>

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