



**Department of Family Development
Vice Chairs Meeting
Teleconference**

September 28, 2010

Minutes (Approved Jan. 18, 2011)

1. Call to Order – Kathy Metzenbauer, Chair called the meeting to order at 10:00am. Members present – Metzenbauer, Zierl, Kooiker, Nagelkerk, and Crevier. Baker excused.
2. Welcome/Introductions – Crevier volunteered to take notes of today's meeting.
3. Certification of Wisconsin Open Meetings Laws – Metzenbauer reported the meeting agenda was filed and posted in compliance of the WI open meetings law.
4. Review and Approval of June 10, 2010 minutes –
Motion by Kooiker, second by Zierl to approve the minutes from the June 10, 2010 meeting.
Motion passed.
5. Additions to Agenda (discussion items only)
None at this time.
6. Elect new Chair-elect
Motion by Zierl, second by Kooiker to elect Sue Nagelkerk as Chair-elect.
Motion passed.
7. Elect new secretary/recorder
Motion by Nagelkerk, second by Zierl to elect Nancy Crevier as Secretary.
Motion passed.
8. Discuss role of Vice Chair
Committee members were reminded of the roles and responsibilities of the Vice Chair Committee as defined in the department by-laws.
 - Serve as a communication link between the Department Chair and department members at the UW-Extension Cooperative Extension Administrative District level.
 - Meet with Department Chair to discuss department policy matters and positions.
 - Conduct department business with district members.
 - Encourage department member participation in the peer review process.
 - Assist probationary faculty members in identifying their mentoring team.
 - Provide professional development opportunities to mentors and mentees.

Committee members also reviewed the list of Mentor/Mentee Assignments as found on the Department website. Members will verify the information regarding mentoring teams from their district and will submit updates to Chair Metzenbauer.

9. Discuss any proposed ideas for mentoring Family Living Associates
This item will be moved forward to the January meeting agenda. The committee will poll department members at upcoming district meetings to identify the needs of Family Living Associates, Department Mentees and Department Mentors.

10. Discuss the importance/value of tenure
Crevier reported the Department's Ad Hoc Committee on Rank Appointment at Hire are planning to facilitate a discussion at the October 21, 2010 Department of Family Development face to face meeting on the importance/value of tenure.
11. Any Other Business (for discussion only)
None at this time.
12. Set next meeting date/s
January 18, 2011
10:00-11:30am
13. Adjournment
Motion by Zierl, seconded by Kooiker.
Motion passed.

Minutes submitted by Crevier, Secretary