

UNIVERSITY EXTENSION EDUCATION COMMITTEE MINUTES

Date of Meeting: March 11, 2013

Meeting called to order by: Chairman Borland at 8:30 a.m.

Members Present: Borland Bregant Foelker Hanneman Kelly

Agents Present: Eisenmann Grabow Roberts

Also present : Dave Diestler and Gail Zastrow from Fair Park Dept.; Gary Petre; and John Molinaro. Supvr. Kelly arrived at approximately 8:45 a.m.

Certification of Open Meetings Law : The agenda has been duly posted and the door is open.

Approval of Agenda for Possible Rearrangement: None

Motion made by Foelker and seconded by Bregant that the minutes of both the January 7, 2013 be approved as drafted.

Motion passes: 4-0

Motion made by Foelker and seconded by Bregant that the minutes of the February 11, 2013 meeting be approved as drafted. Motion passes 3-0 with Hanneman abstaining due to absence at the February meeting.

Communication/Citizen Input and Comments: None

Item: Wisconsin Association of County Extension Committee's Annual Conference

Discussion Points: Roberts provided an overview of the conference plans for the committee. As of the date of the meeting, no members planned to attend.

Item: Update on Hiring Process for the 4-H Youth Development and Agriculture Agent Positions

Discussion Points: Grabow updated the committee on the plans for covering the Agriculture calls. The program area has recruited several Ag agents and the calls will be covered according to topic. Support staff have received the memo and been briefed. Eisenmann updated the committee that the 4-H Youth Development position will be posted at the end of March, 2013 and the Agriculture Agent position will be posted shortly after that, probably first week of April, 2013. Both positions will remain posted for 4 weeks. The committee reiterated its concern that the positions be posted and the process begun as soon as possible. Candidates will then be screened and first interviews conducted in Madison by UW-Extension administration. Grabow and Eisenmann will represent the office in those interviews. 3 candidates will be selected from those first interviews and brought to the county for the final interview with the committee. The final interview usually consists of a presentation on a topic related to the program area by each finalist and a formal interview with them as well. The staff participate along with the committee. The county administrator and county board chair may participate as well. The committee then takes feedback and discusses their preferences for hire and advises the Regional Director accordingly. Eisenmann wanted to alert the committee members that we may need to schedule one or more special committee meetings in order to expedite the hiring process for the two positions. She anticipated we may be able to schedule a special meeting in late May, 2013 – depending on how the 4-H Youth Development position posting and first interviews go. Both she and Grabow will know more once the posting period and initial screenings take place.

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Item: Convene in to close session pursuant to Sec. 19.85(1)c Wis. Stats. Considering the employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion made by Hanneman and seconded by Kelly **THAT** the committee move into closed session for the stated purpose.

Roll call vote: Bregant: aye Borland: aye Foelker: aye Hanneman: aye Kelly: aye Motion passes: 5-0

Item: Motion to move into open session pursuant to Sec. 19.85(2) Wis. Stats. To conduct business as detailed on duly posted agenda by Bregant, seconded by Foelker.

Roll call vote: Bregant: aye Borland: aye Foelker: aye Hanneman: aye Kelly: aye Motion passes: 5-0

Upcoming Agenda Items and Meeting Dates: The committee reviewed scheduled meeting dates through July 8, 2013. Grabow and Eisenmann will plan to update the committee on the status of the positions for hire at each meeting. The committee is aware of the potential to schedule a late May special meeting and possibly an additional special meeting in June. The staff will update the committee as soon as those plans are known.

Adjournment:

Meeting adjourned at 11:35 a.m.

Secretary