



**University Extension Education Committee Agenda
Jefferson County
864 Collins Road
Room 12
Jefferson WI 53549**

DATE: Monday, January 11, 2016

TIME: 8:30 a.m.

Committee Members:	Paul Babcock (Chair)	Ed Morse
	Glen Borland (Vice Chair)	Dick Schultz
	Peter Hartz (Secretary)	

1. Call to Order
2. Roll Call (establish a quorum)
3. Certification of Compliance with Open Meetings Law
4. Approval of Agenda (for possible rearrangement)
5. Approval of University Extension Education Committee minutes for December 14, 2015
6. Communications
7. Public Comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.)
8. Discussion and Approval of 133 Contract – UW-Extension
9. Update, Discussion and Input on nEXT Generation Model
10. Review of 2015 Departmental Budget - UW-Extension
11. Review and Update on the Administrative Specialist Position – UW-Extension
12. Discussion of Monthly Agent Reports – Sarah Torbert, LaVern Georgson, Steve Grabow, Kathleen Eisenmann
13. Discussion to Identify Future Agenda Topics
 - State WACEC Conference – June 20-21 in Wausau, WI
 - March 14 Meeting – Annual Accomplishment Review
14. Adjourn
 - Next Scheduled Meeting: Monday, February 8, 2016

A quorum of any Jefferson County Committee, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

“Enriching people with knowledge, perspective, skills and aspirations. “University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.

UNIVERSITY EXTENSION EDUCATION COMMITTEE MINUTES

Date of Meeting: December 14, 2015

Meeting called to order by: Chair Paul Babcock called the meeting to order at 8:30 a.m.

Members Present: Babcock, Borland, Hartz, Morse and Schultz

Agents Present: Eisenmann, Georgson, Grabow and Torbert.

Others Present: Ben Wehmeier, County Administrator; Jim Schroeder, County Board Chair; Blair Ward, Corporation Counsel

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

Approval of Agenda for Possible Rearrangement: None

Approval of November 9, 2015 Meeting Minutes:

Motion was made by Schultz and seconded by Borland that the minutes of the November 9, 2015 meeting be approved. Motion approved: 5-0.

Communications: None

Public Comment: None

Item: Update, Discussion and Input on nEXT Generation Model

Grabow provided an overview for the committee. He also stated that a formal letter was submitted by the County asking for clarification and discussion on the model.

Item: Review of 2015 Department Budget

Georgson reported that as a 2015 departmental budget is on track. Will come in under budget due to open position.

Item: Review and Update on the Administrative Specialist Position

Torbert updated the committee on the open position. An LTE position has been approved and will be posted in early January.

Item: Discussion of Monthly Agent Reports

All agent monthly reports were sent electronically to the committee prior to the meeting. Review and highlights from their written monthly reports were provided in the following order: Torbert, Eisenmann, Georgson and Grabow.

Upcoming Agenda Items and Meeting Dates: The next committee meeting will be held on January 11, 2016. Future agenda items: nEXT Generation Model updates.

Adjournment:

A motion was made by Schultz, seconded by Borland, to adjourn the meeting at 9:36 a.m. Motion passes: 5-0

Secretary

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
December 2015*

Program Development/Teaching Highlights

Program Priority: How can Jefferson County build capacity of public institutions and community-based or nonprofit organizations serving children and families?

People Against Domestic and Sexual Abuse, Inc. - Consulted with new executive director and staff on a number of organizational development education topics. Met multiple times to provide educational resources. Will continue to provide educational support during the first quarter of the 2016.

Team Leadership/Family Living Programs Work:

Community Vitality and Place-making team - Met with team members via teleconference to review plans for March 2016 training workshop. I will be presenting/co-presenting several sessions of the two-day in-service.

UW-Extension – Completed year-end annual program and civil rights reporting requirements.

UW-Extension Faculty Senate – Attended the regular faculty governance meeting. Convened an ad hoc committee on faculty dismissal policy. Will be chairing the committee whose work will be completed by June 2016.

*took two weeks of leave around Christmas

Sarah Torbert
4-H Youth Development Agent
December 2015 Extension Report

Communication

- Keeping members up to date through continued use of Social Media pages. Have scheduled daily post on Facebook, Google +, Instagram, and Twitter.
- Continued use of 4-H newsletter to communicate with members about upcoming programs.

Club / Project Related Work

- Working with Horse Committee to review communication methods and money handling. Also working to replace two board members who recently resigned.
- Held Beef Weigh-In with over 100 steers weighing in. This number is up from 2014.
- Met with the Ideal Clever Clovers 4-H club.
- Speaking at the Rock River Clovers 4-H club about 4-H opportunities.

Office Responsibilities

- Reviewed position announcement for Administrative Assistant I. Reviewing applications as they come in.
- Answer questions as they arise. Approve new 4-H members and leaders.

Professional Development

- Hosted Southwest 4-H Agent meeting. Meeting included update from Matt Hanson.
- Facilitated Jefferson County Connections meeting. The group is currently planning a March 17th Leadership Conference on unintentional leadership.
- Working with Volunteer Development Committee to develop training materials related to Essential Elements. Currently working on the element of belonging.

Upcoming Efforts

- New Family Dinner and Training
- New Leader Training
- Club Training on Belonging

**December 2015 Activity Report
To the University Extension Education Committee
For Steve Grabow**

Economic Development

- Arranged to meet with the President and CEO of the new Greater Watertown Community Health Foundation to discuss community development assets and implications (this is a priority area of emphasis in the Jefferson County Economic Development Vision).

Community Vitality and Placemaking

- Provided input and review of the final report from a community design charrette event from November 5-8 in Bailey's Harbor; UW Extension Specialist Todd Johnson is the author of this final report.
- Continued progress in the production of the next version of *Principles and Practice of Community Placemaking* publication by continuing coordination with the editor from the UW Extension Publishing Unit. I have provided edits to the near final proof copy, and we are awaiting the final details for printing.
- Facilitated the first session of the Fort Atkinson Community Placemaking Initiative on December 3rd. Approximately 40 people attended the workshop including all 16 members of the Steering Committee. Developed an online "Assessment Tool" that will enable input from the broad community. This is also available in Spanish. This will be a six-month project and will also involve UW Extension Specialist Todd Johnson. This high-profile program received extensive coverage in the local media, and a front-page story was distributed by Meg Gores from Extension Communication. This news article was also placed on the CNRED Facebook page.

Planning and Change Processes

- In response to the Jefferson County Parks Director, developed and facilitated the first session in a workshop series to address organizational considerations related to the DNR no longer funding the Glacial Heritage Area Coordinator position. The first facilitated session was held on November 18th and the Proceedings Report was completed and distributed to participants. The second workshop will be held either on January 13th or January 20th.
- Appeared before the Jefferson County Parks Committee at its December 7th meeting, and summarized the Proceedings Report entitled: "Crawfish River Park Master Plan (Design Charrette Process). This plan will guide project implementation and will be used in fund-raising.

Local Government

- Completed the development of curriculum and prepared a PowerPoint presentation for a program for the UW Extension Local Government Center (LGC). This educator will be the featured presenter on the LGC Wisline Series about the topic of "Fundamentals and Applications of Strategic Planning in Wisconsin Local Governments" which will be held on Monday, January 11th from 10AM to 11AM.
- Made contact with a UW Extension Local Government Specialist to assist in the February 15th ICC Meeting presentation on "Orientation of New and Continuing County Board Supervisors".

Leadership and Organizational Development

- Participated in UW-Extension faculty governance and Community, Natural Resource and Economic Development Program (CNRED) matters including individual faculty reviews, counsel and human resources activities in my role as Program Liaison.
- As Co-Team Leader of the UW Extension Strategic Planning Program Team, I had a significant teaching role in a training held on December 8-11 in Madison. Significant curriculum refinements were completed, and resources from programs developed in Jefferson County were shared on the “Team Blog”. There were 20 UW Extension professionals who attended this training. A formal evaluation has been conducted. Informal evaluations indicate that this was a very successful training.
- I completed the extensive year end reporting requirements by submitting: statistics on contacts, areas of emphasis, four detailed narrative results (major initiatives), 14 impact statements (large projects), impact indicators (in-kind value) and a sampling of organizations served. These will be compiled as part of my “Annual Accomplishment Report” which will be delivered and discussed at the March 2016 University Extension Education Committee.
- Assisted a colleague from La Crosse County in the design of a strategic plan for a local organization.

UW Extension Agriculture Report
To the Jefferson County Extension Education Committee
By LaVern Georgson

January 11, 2016

Agriculture Programming

One of the major tasks that was undertaken in December was a newsletter. Collecting and verifying information, dates and activities takes a substantial amount of time. The formatting, printing, folding and posting are some of the behind the scenes necessities in creating a meaningful communication piece. We have explored email only formats. Efforts also continue in securing the information necessary for electronic distribution. We also know that even with the expanding use of electronic communication/email that a significant number of our readers prefer a paper copy. There is a strong appreciation of the tangible paper copy that can be physically manipulated. There also seems to be a stronger correlation with a paper copy and the recognition and utilization of information presented.

The newsletter presented information on the lighting and marking guidelines of the Implements of Husbandry Law that are now in effect. These rules are based on the width, length, time of day and what the machine was originally equipped with from the manufacturing company. There are specifics that include escort vehicles, reflectors/lights to the front, rear and sides of agriculture equipment on the road.

The topic of Unmanned Aerial Systems (UAS) and the Federal Aviation Administration (FAA) rules and cautions were summarized. These devices are sometimes referred to as drones. However it is important to note that drones by definition and design are intended to carry bombs. In agriculture they are able to be used for aerial reconnaissance. Quite literally, through a bird's eye view information can be collected through cameras or sensors. The scanning of crops throughout the growing season can help identify drainage problems, fertilizer deficiencies or other crop issues. The use of this technology and its applications is in its infancy.

There's also information provided on the Moving Forward meeting series. The series is being offered in conjunction with Dodge and Fond du Lac counties. There are four meetings offered throughout the three counties that will be focusing on farm succession, retirement and estate planning for the family farm business.

Information was presented regarding the Pesticide Applicator Training dates to be offered by Jefferson County. Dates were shared for the 2016 Tractor Safety Certification Program. Reminders regarding the Master Gardener Level 1 course were included.

Farmers were given the opportunity to provide information on land rental rates. This is to provide current information to one of the most frequent questions that we respond to. As we look at very difficult budget decisions for crop production, land rents will be one area to potentially control costs.

We also encouraged soybean growers to partner with our UW Extension soybean specialist to be part of a study on soybean yields. Soybean yields can be extremely variable and generally don't return the profit per acre that corn does. There are benefits to a crop rotation including soybeans. The goal of this study is to identify and remedy the barriers to yield and profitability of growing soybeans.

A meeting to provide assistance to our corn, soybean and wheat farmers was announced. This is building on the identified need for grain marketing and production from our needs assessment. The meeting is scheduled for January 22, 2016. Speakers will present on the markets and great marketing, controlling costs when planning budgets and the development of the Jefferson-Waukesha County's Grain Growers. We will be partnering with Rock and Walworth Counties in this program.

Other highlights included in the newsletter were the need for volunteers for the 2016, Walworth County Farm Technology Days, the release of Wisconsin's crop performance trials, record books available through the extension office, the availability of scales to weigh farm equipment, as well as a calendar of events.

December also included client visits, meetings and planning for upcoming programs, a beef producers education meeting, Master Gardeners orientation meeting and a Tenure Mentor Team meeting.