



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

DATE: Monday, November 9, 2015

TIME: 8:30 a.m.

Committee Members: Paul Babcock (Chair) Ed Morse
Glen Borland (Vice Chair) Dick Shultz
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 October 12, 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. Review of Chapter 59 regarding UW-Extension and the County Partnership – Blair Ward
9. Update, Discussion and Input on nEXT Generation Model
10. Review of 2015 Department Update – UW-Extension
11. Review and Update on the Administrative Specialist Position – UW-Extension
12. Review and Update on the 2016 Budget – LaVern Georgson
13. Discussion of Monthly Agent Reports – Sarah Torbert, LaVern Georgson, Steve Grabow, Kathleen Eisenmann
14. Discussion to Identify Future Agenda Topics
15. Review 2016 Meeting Dates
16. Adjourn
 - Next Scheduled Meeting: Monday, December 14
 - 2016 Tentative Meeting Dates (2nd Monday of the Month): Jan. 11, Feb. 8, Mar. 14, Apr. 11, May 9, June 13, July 11, Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12

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: October 12, 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 Shultz

Agents Present: Eisenmann, Georgson, Grabow and Torbert.

Others Present: Ben Wehmeier, County Administrator; Jim Schroeder, County Board Chair

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 September 14, 2015 Meeting Minutes:

Motion was made by Borland and seconded by Hartz that the minutes of the September 14, 2015 meeting be approved. Motion approved: 5-0.

Communications: None.

Public Comment: None

Item: Review of August 2015 Departmental Financial Statements and Department Update

Georgson reported that the 2015 budget is on track. We will come in under budget due to vacant position.

Item: Review and Update on the Administrative Specialist Position

Position is in the 2016 budget.

Item: Review of 2016 Department Budget

Georgson reported that as a 2016 departmental budget will be presented to the County Board this month. Have been no changes since last discussion. Comment: Provide committee members with a hard copy of the proposed budget in future years for their review.

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: Grabow, Torbert, Georgson and Eisenmann.

Grabow distributed a copy of Cooperative Extension's nEXT Generation "Local Component: Draft Proposal" and invited committee members to attend a webinar on this topic scheduled for this Wednesday, October 14 at 10:00 a.m. in Room 12. Some initial questions were fielded.

Upcoming Agenda Items and Meeting Dates: The next committee meeting will be held on November 9, 2015; December 14, 2015. Agenda topics for next meeting: crop/harvest report; update on nEXT Generation; review of statutory language for committee's responsibility on hiring, firing and performance review process.

Adjournment:

A motion was made by Borland, seconded by Hartz, to adjourn the meeting at 9:44 a.m. Motion passes: 5-0

Secretary



University of Wisconsin-Extension

University of Wisconsin-Extension
Cooperative Extension

October 16, 2015

To Chancellor Sandeen and Dean Klemme:

Listed below are the questions and comments from a 25 minute discussion at the conclusion of the October 14 Wisconsin Counties Association Webinar entitled: "Cooperation Extension: Transforming Today's Extension for Tomorrow's Possibilities."

The UW Extension Jefferson County office team invited the two supervisors representing the Jefferson County University Extension Education Committee to:

1. Ask questions
2. Provide comments

The County Board Supervisors present generated the following questions and comments based on the webinar and the draft document. Each question and comment on this list was reviewed by the Supervisors and they affirmed that this accurately and directly represents their input.

The Supervisors did take note that Chancellor Sandeen and Dean Klemme said they "will take note of every comment received."

Questions:

- Do we know who will not have a job and what layoff is (i.e. seniority, faculty governance)?
- Trying to understand what are new positions/labels (area educator, area leader, county educator)?
- What are County based educators? Are they like our current Administrative Specialist and support staff?
- What will current faculty be called in the new model?
- Who do clients go to for programming help? Who do they talk to first?
- Counties will "lose out" in this model and will then ask: Why should we fund Extension?
- Is one of the county-based educators a 4-H Agent? Seems like one has to be a 4-H Agent
- Who will create programs?
- How will Extension Committee members be meaningfully engaged in Area Advisory Boards?

Comments:

- If model is not better than presentation, we are in trouble.
- We are losing face-to-face interaction.
- We are diluting programs. It's hard not to be negative.
- We get good value at the County level the way it is.
- Will not come to another session (since this technology was very poor). If Extension is advocating for more technology, it better be better than this demonstration.
- The "Chat Box" did not work in our County so we were unable to provide feedback.

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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.

- We were unable to see the questions asked so we are not sure what the questions that were addressed at the end actually were.
- We do not understand any more now than we did before since presentation was so bad.
- Pretty soon, clients won't come to Extension for help. They will go to private sector, others.
- Seems like we have to go through new levels with the 24 Administrators positions.
- Seems like smaller organizations, smaller businesses, and smaller farms are negatively impacted; they cannot afford to pay.
- Concern – This seems top heavy.
- The administrative layer is hard to understand.
- Programing will not work through technology. Clients need the face-to-face and personal relationships. This moves away from the Wisconsin Idea.
- Relationships are most important and we will lose this under new model.

Sincerely,

A handwritten signature in cursive script that reads "Paul K. Babcock".

Paul Babcock, Jefferson County Supervisor
Extension Education Committee Chair

Cooperative Extension's nEXT Generation

Local Component: Draft Proposal

Oct. 1, 2015

Background

The University of Wisconsin System funding was reduced by \$125 million in the first year of the 2015-2017 state biennial budget. This State General Purpose Revenue (GPR) reduction equates to \$2.2 million for Cooperative Extension. Combined with the prior year's structural deficit of \$1.4 million, we have a \$3.6 million structural deficit. This amounts to 7.7 percent of 'base' funding, supported by state and federal partners.

In the spring of 2015, Cooperative Extension's Dean and Director Richard Klemme responded proactively by immediately implementing a 7 percent reduction across Cooperative Extension's four program areas: Agriculture and Natural Resources; Community, Natural Resource and Economic Development; Family Living and 4-H Youth Development. The proactive response was made possible through a managed staffing plan implemented by Dean Klemme in 2012. In April of 2015, Dean Klemme charged the Cooperative Extension Administrative Committee (CEAC) to develop strategies for addressing the reduction. Following that meeting the program directors and regional directors worked closely with the dean's office to organize and facilitate the May, June and August CEAC meetings to address the impacts of the state budget reduction and develop criteria and key elements for new educational delivery structures.

This document is focused on *one* component - the **local presence component**. Additional work groups are developing similar materials for campus and administrative components. These components will be shared as drafts are completed. The budget challenges are large. No one component will absorb the total reduction. Campus and administrative units will adapt to meet programming needs and changes at the local level.

For a detailed description of the process used to develop the **local component** of the nEXT Generation Model, please refer to our Future of Cooperative Extension SharePoint site at <https://intranet.ces.uwex.edu/sites/2015budgetinformation/Pages/Home.aspx>.

Criteria

Criteria for a local presence component were developed with input from four primary categories: results from the colleague survey, CEAC, county government leaders and boundary conditions from Dean Klemme. Criteria developed by these independent sources often overlapped and yet, were consistent with Cooperative Extension's purpose, vision and values.

Colleague Input - Colleague input was generated using a Qualtrics survey sent to colleagues in June. More than 250 colleagues responded. The survey focused on challenges and opportunities

facing Cooperative Extension (Appendix A). Program Development and Evaluation Qualitative Research Specialist Christian Schmieder conducted a thorough qualitative analysis. Primary criteria of a new model commented on by colleagues were the ability to:

- Self-direct collaborations.
- Clarify focalization of duties, programming and common goals.
- Provide and contribute to local context and continuity.

Non-negotiable Boundary Conditions – Dean Klemme developed boundary conditions to set the stage for model development. The five conditions are: **Align** with purpose, vision and values; comply with state statutes (59.56) establishing extension offices in each county; maintain and enhance our local presence; maintain strong disciplinary focus while encouraging interdisciplinary work; and address fiscal challenges.

Cooperative Extension Administrative Committee (CEAC) Input – CEAC members focused on eight primary areas: Enhance Cooperative Extension’s unique position within the UW System; work in service of educational priorities; enhance the development of outreach scholarship; enhance internal and external capacity as an inclusive organization in partnership with others; maintain county relationships and funding partnerships; allow for quicker programmatic response; allow for long-term financial stability while addressing short-term funding cuts; and improve retention and recruitment of colleagues through focalization, compensation and promotional opportunities.

County Government Leader Input – In September, a Qualtrics survey was sent to more than 400 county government leaders. Survey participants conceptualized local presence predominantly as the programming Cooperative Extension provides. Participants emphasized that they want us to continue expanding our educational programming. We will conduct a Wisconsin Counties Association (WCA) webinar on Oct. 14, 2015, to continue dialogue with our county funding partners.

Key Attributes of the Local Component

Input from colleagues, CEAC, the dean’s office, colleagues from Cooperative Extension services in neighboring states (written and via phone interviews) and several work groups over the past six months generated a list of desirable local presence component attributes. These are not specific characteristics, but general attributes that reflect desirable aspects for the local component. They include:

- Adhering to purpose, vision, and values.
- Maintaining county and tribal offices with a local delivery component.
- Enhancing the delivery of educational programming from a multi-county and urban county structure.

- Generating extramural funding consistent with priorities.
- Reducing FTE base dollar investment by 15 percent at county and campus levels.
 - Nine percent for a budget reduction and 6 percent reallocated toward the implementation of key colleague support priorities, including technology, salaries, marketing and communications, operational budget, merit funding and professional development.
- Providing the ability for counties and tribal offices to supplement their ‘base’ service with additional funding.
- Employing a half-time or greater volunteer development position per county to build capacity across Cooperative Extension’s educational programs.
- Maintaining current partnership investments.
- Maintaining educator-based curriculum development and instruction.
- Providing opportunities for additional financial partnerships such as municipalities.
- Addressing population, geography and other factors in the selection of multi-county areas.
- Developing an urban emphasis while maintaining strong rural programming.
- Increasing the use of technology for program development and delivery.
- Reducing some services and programs.
- Phasing in implementation over two years.
- Minimizing forced moves of faculty and academic staff.
- Maintaining access to:
 - Programming around priority areas.
 - General and useful public information.
 - Specialized content or processes.
 - Extensive local or regional processes.
- Streamlining of positions and processes.
- Defining clearly articulated deliverables – return on investment (ROI) progress and impact.
- Creating greater opportunities for colleague advancement along a career path.
- Implementing will result in transition costs – need to allocate funding for success.

The Local Presence Component

The criteria and components above were used by CEAC and several work groups to generate four interim local presence components that were combined by the ‘refinement work group’ in early September to form the *local presence component* of the nEXT Gen model. The refinement work group based their discussions around the question, “*Given the analysis that has already been completed, our reason for change, and our educational purpose, what is the structure that best addresses our current organizational strengths and weaknesses to achieve our key functions that need to be performed?*” The local presence component described in the following text addresses the majority of criteria and components developed over the past six months.

For the *local presence component*, the state will be divided into ‘**areas**,’ each consisting of approximately three to six counties, and five to eight urban county areas, for a total of 24 areas made up of county groupings and some single counties. Each four-county area -- the average area size will be four counties – will have approximately eight educators and one area leader (Appendix B).

Each urban area will have three educators and one area leader. Area-based educators and area leaders will be co-funded by the state and county. Each county office will have two educators co-funded by the county and state. Area educators who meet a high standard of research, scholarship, publications and grants will have the opportunity to apply for area specialist classification. These classifications will be limited in number. Expectations for these positions involve high-level statewide research and scholarship and area-level programming. Counties will have the option to invest in additional educators consistent with area plans of work.

Each county-based area will have an ‘Area Advisory Committee’ made up of representatives from each county extension committee. Stakeholder representatives and key agency partners will also be members of the Area Advisory Committee. Area leaders will coordinate the Area Extension Advisory Board with support from the regional director. Each ‘urban area’ will have representatives from the county extension committee and representatives from stakeholder groups and key partners. Area educators, area leaders and county educators will be university employees. Area educators will be located at their current county location, at least initially. The four regions will be composed of multiple areas with one of the regions consisting solely of urban areas.

Roles:

- *Area Educators* will develop educational programming and delivery by conducting research and developing curriculum and applications toward the achievement of educational priorities driven by issues identified by area-wide/urban needs assessments. Area educators may also be academic staff in leadership roles with programs such as WNEP. Current academic departments will continue to function. Future consideration by faculty and administration will be given to academic department restructuring that brings efficiency and consistency to the mission of the academic departments, including the possibility of consolidating departments.
- *Area Leaders* will be the primary administrator responsible for area oversight. Duties include developing and maintaining county relationships and external partnerships, hiring, performance management, budget management, needs assessments and managing the area advisory group.
- *County-based Educators* will be responsible for day-to-day activities in the county office including such activities as serving as a liaison/partner to area educators and statewide specialists, answering questions from constituents, carrying out the direct education components of programs, providing educational handouts and contact information and

sharing electronic educational materials. At a minimum one-half of a position will be focused on volunteer coordination primarily through external sources.

- *Regional Directors* will coordinate area activities within a region. They also will work directly with program directors on area and regional programming and personnel issues. Regional directors will be responsible for civil rights review and documentation, signatory, political issues management and human resource development linkage between counties, areas and the state.
- *Campus* activities and investments will focus on developing basic and applied research foundations for Cooperative Extension's educational programming, curriculum development, training graduate and undergraduate students, and direct programming to relevant audiences. Campus-based specialists will be closely connected to the program office and collaborate with area and county-based educators on educational programming and research. Specialists will also be active members of their campus and department host institutions.
- *State* roles focus on statewide leadership, programming priorities, program support, developing educational programming, political effectiveness and relationships, professional development, technology, publishing, distance education, marketing and communications, developing, interpreting and enforcing policies, campus and federal relationships. State level positions will coordinate activities across the state while interacting and partnering on regional and national issues of importance to Cooperative Extension.
- *Technology* – Expand the use of technology in appropriate areas of program delivery, educational product development and administration.

Revenue and Expenditures

Municipalities, agencies and nonprofits will be sought out and engaged to invest in an area, specific educator positions or specific products with the caveat that their objectives are consistent with the educational programming priorities, purpose, vision and values of Cooperative Extension.

An incentive-based model will be developed to encourage educators to secure extramural partnerships, volunteers, funding and other resources consistent with priorities, purpose, vision and values.

New revenues and salary savings will be directed to several key priority areas and provide flexible funding to allow for nimbleness around funding and emerging educational priorities. Examples include advancing technology for improved and efficient program development and delivery, operational budgets, special projects, initiatives, compensation related to recruitment and retention, and performance-based merit.

Career Growth Advancement

Classifications and career growth advancement will include new opportunities that will be clearly defined. Classifications could include faculty, academic staff, area specialist, area leader and regional director.

Conclusions

The *local presence component* proposal will allow Cooperative Extension to maintain a presence in county and tribal offices to effectively impact local issues that are in alignment with Cooperative Extension's educational priorities and purpose, vision and values. Through streamlining organization-wide administrative functions, educators will have the ability to dedicate their efforts toward the relationship-building and scholarship efforts that are the foundation of Cooperative Extension's niche. Educators will have the ability to design, implement and evaluate longitudinal educational programs. Through regionally-based field specialization and locally-based academic staff, Cooperative Extension will have the ability to be nimble and flexible as it addresses emerging issues. Most importantly, the *local model component* proposal of the nEXT Generation Model will allow the organization to maintain and enhance relationships with traditional partners.

Appendix A. Summary of Cooperative Extension's June 2015 All Colleague Survey. Analysis by Christian Schmieder, Program Development and Evaluation.

Based on my analysis, I suggest that the axiomatic themes discussed below should be considered by institutional leaders during their evaluation of local presence components.

What are the three most important criteria we should consider when evaluating different local presence models?

The desire to provide local context and continuity.

The ability to self-direct collaborations

Focalization of duties, programming, common goals.

Resources & Support

CRITERION 1: CONSIDER COLLEAGUES' DESIRE TO PROVIDE LOCAL CONTEXT AND CONTINUITY.

Main questions during restructuring effort: How is UWEX grounding itself in local contexts? What constitutes 'locality'?

This criterion aims at a deeper discussion of what local engagement and locality mean. The data does not give an answer to the latter: Local presence means many different things to many different colleagues. This being said, local presence is a core value for colleagues across the state, both for county-based colleagues and non-county based colleagues.

This being said, the data does answer the research question: The way UW-Extension is grounding itself in local contexts (and an assessment of what locality is) is one of the main elements that should be considered in the restructuring effort.

CRITERION 2: CONSIDER COLLEAGUES' DESIRE TO BE ABLE TO SELF-DIRECT COLLABORATIONS.

Main questions during restructuring effort: What functions should collaborations serve? Where, and how are collaborations self-directed?

Maintaining the ability, the power to self-direct collaborations is a very strong theme in the data. While the theme is common, the intentions behind this desire for agency are multi-faceted, and even contradictory.

Again, the data suggests that this is an issue leadership should engage with when talking about regional presence models. It is especially crucial to discuss more fine-grained definitions of what collaborations are, and what functions they should serve.

CRITERION 3: CONSIDER COLLEAGUES' DESIRE TO BE ABLE TO FOCALIZE DUTIES, PROGRAMMING, AND COMMON GOALS.

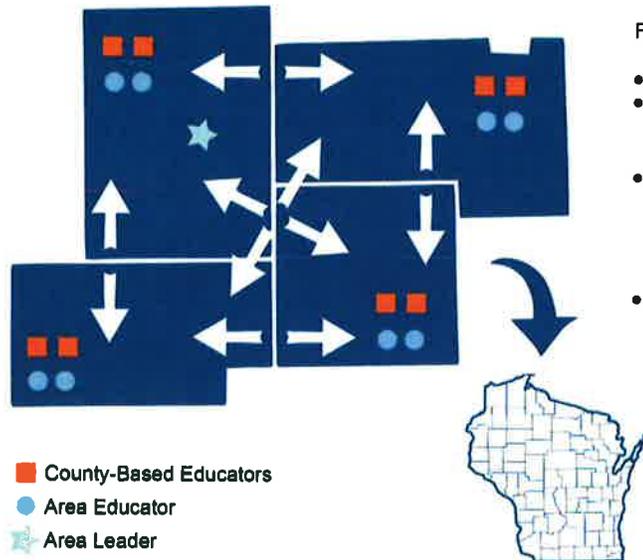
Main questions during restructuring effort: What are we focusing on? How does this focus align with resources & support?

This criterion aims at colleagues' desire to do what they are good at, to do what they are passionate about, and to do what they believe is the reason for being in this institution. This criterion is deeply connected to a common notion amongst colleagues: The issue of feeling to be a "Jack of all Trades", and to not be able to focus on the core aspects of their work.

SUPPORT: THE UNDERLYING CRITERION

The analysis shows that the main desires for support concern marketing, staff/specialist & programming/evaluation support, as well as more communication support. The latter two are tightly connected to a wide-spread desire for having more tech support and more technology for communication and collaboration available.

Appendix B. The following schematic illustrates what a proposed, multi-county area local presence component could look like under the nEXT Generation Model.



Features:

- 4 county Areas (Multi-County Areas)
- 4 county partners investing in 8 Area Educators
 - each Area Educator with educational program responsibilities for all 4 counties in the Area
- 4 county partners each investing in 2 County-Based Educators
 - each County-Based Educator with educational program responsibilities primarily for the host/base county
- 4 county partners investing in an Area Leader
 - primary administrator for the 4 county Areas (oversight)

**Please note: Any graphical representation of the four counties is purely coincidental

Cooperative Extension - nEXT Generation Model Timeline



Sarah Torbert
4-H Youth Development Agent
October Extension Report

Communication

- Keeping members up to date through continued use of Social Media pages. Have scheduled daily posts on Facebook, Google+, Instagram and Twitter.
- Wrote article for newspaper on 4-H events in October including National 4-H week, Meat Judging and Awards Banquet.
- Continued use of 4-H newsletter to communicate with members about upcoming programs.
- Send weekly e-mails reminding inactive members to enroll in the 4-H program.
- Send e-mail and letters to follow up with families interested in joining 4-H to answer questions and provide needed assistance.

End of the Year

- Collected Club Charters and working to process them; making sure all 4-H clubs in Jefferson County are in compliance with state and national policies.
- Assisted in the disbanding of three clubs due to lack of members enrolled. 80% of members in disbanded clubs joined other clubs.
- Held 4-H Awards Celebration at Watertown High School. "Trip or Treat" theme allowed for recognition of members and a time to share about 4-H events and activities. Over 150 attended. Preparation for the event included making certificates, judging award applications, creating program, designing awards, ordering awards, creating slide show and working with facilities to run a smooth event. Many youth and adults gained public speaking skills by presenting awards at the event.

Project Related Work

- Assisting MAP Committee with books audit and working with tax preparer to file 990N.
- Lead MAP Educational committee to finalize record books and create a comprehensive educational plan for members for the upcoming year.

Overall County 4-H Work

- Working with Sauk and Columbia County to hold final camp evaluation session. Will be sending comments to 4-H members who served as counselors to help in life skill and workforce development.
- Working with evaluation data from 2015 camp to plan a camp experience that best meets the needs of 4-H youth.
- Held leader training for new club leaders, future certifications are planned in November.
- Met with Leaders Association to explain new policies from the Wisconsin 4-H program.
- Working with the development of three new clubs. Two Rivers in Jefferson, Concord Center Clovers, and Rock River Clovers in Fort Atkinson. All clubs have met and meet the requirements for a 4-H club.
- Planning Officer training. Training will focus on club meetings that are engaging and encourage an environment of belonging and job skill training for each office.
- Lead meeting of the Jefferson County Connections youth and adult coalition. Currently working to plan a countywide leadership conference for high school youth with focus on un-intentional leadership.

Office Responsibilities

- Assisted with office related duties due to vacancy in office support staff position for 4-H programming. Including monitoring of member enrollment with just over 500 youth enrolled thus far (anticipating additional 200 in next week).
- Follow up with 4-H families to ensure proper communication of deadlines and events.

Professional Development

- Participated in two telephone conferences in preparations for trip to Atlanta in November for National 4-H Congress. One youth from Jefferson County is among the 61 youth that will be attending.
- Accompanied four youth and one adult to the American Royal Stock Show as part of the National 4-H Meat Evaluation and Retail Identification Contest.
- Organized telephone conference for the Volunteer Development team, which I am current serving as the co-chair. Also planning a future meeting in December to start the creation of online trainings around Essential Elements of Youth Development, Ages and Stages of Youth Development and the relationship between Life Skills and the Experiential Learning Model.

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

November 9, 2015

Agriculture Programming

A promising project regarding the recycling of agriculture plastics received a disappointing delay early in October. There had been considerable amount of effort invested in sharing a new model for the collection of the plastics used for bunker covers, bale wraps and silo bags. A company from Arkansas with extensive experience in recycling agriculture plastics used for ditch irrigation was looking to expand in Wisconsin. They had a preliminary project established in late spring in Green County. As the agriculture agent for Jefferson County, I was one of several additional contacts included as they explored an expansion of their pilot project. The proper disposal of these plastics has been part of an ongoing discussion for years. Conversations with dairy farmers have revealed a strong interest in doing something other than the current disposal methods. This ag plastics recycling model used dumpsters that were placed on farms and a route truck that would empty the dumpsters about once a month. To explore the feasibility of the pilot the company felt that dairy farms with herds of 90 cows or more were needed. The larger dairy farms in Jefferson County were contacted by letter and personal contact. Our goal was to have dumpsters on at least 14 farms by mid-October. The company ran into some residual silage odor issues with the garbage bags or trashcan liners that were produced from the recycled plastic. They are confident that the consultants they have hired will eliminate the odor. Plastic in Green County, and eastern Lafayette County will continue to be picked up as they explore the logistics of Wisconsin's winter climate. The last communication from the company indicated that by spring they would be ready to expand into other counties.

The Jefferson County office of UW- Extension completed the 2015 Civil Rights Day on October 27, 2015. This is a significant review that is conducted every five years. Cooperative Extension is the recipient of federal and state funding; therefore, County faculty are expected to make special efforts to reach out to and expand access to people from groups protected by civil rights laws within their programming. Steve Grabow, Kathy Eisenmann and Sarah Torbert are to be complemented for their insight, preparation and attention to details as the review day approached. Kim Buchholz provided highly commendable work in data collection, file management and project coordination along with managing the workload of two support staff positions. The planning for the actual day and the review of our files by the visiting team has been part of our staff meeting agenda for nearly a year. The collection of materials should reflect the ongoing nature civil rights while documenting outreach activities in all reasonable efforts under the Civil Rights Law of 1964. During presentations, conversations and review of files, we are expected to describe intentional efforts and activities to serve audiences who are a protected or underserved. We shared the demographics of the County, the resources and strategies to build relationships, the educational needs of our audience, the educational response along with the outcomes and impacts, including lessons learned. Agents and educators from other counties as well as state staff made up the visiting team. The final report should be delivered within the next 60 days. We were given the verbal assurance that we had met expectations which are established by the US Department of Agriculture.

Planning for upcoming programs has continued. There been many conversations and planning to provide assistance for farm successions including family communication, retirement and estate planning. The average farmer's age is 58 years old. There are estimates that 10% to 20% of the farms and agriculture land will change management and ownership in the next decade. The planning for the 2016 Walworth County Farm Technology Days is intensifying. I am on the UWEX education committee and will be working on the farm tour and Education Station tent booth and exhibit layout. Several meetings are being planned for grain farmers that will look at budgets, marketing and management in response to continuing low grain prices.

The dates have been set and announcements made to the public regarding Master Gardener Volunteer Level I training, Pesticide Applicator Training and Tractor Safety Certification classes.

Responses to individuals have included business development, horticulture plant identification, insect management, soil and water testing, career planning, tree ailments and pasture and beef management among others.

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

Economic Development

- Compiled and distributed a Proceedings Report from Workshop 3 of the Jefferson County Rail Improvement Initiative. Technical rail experts from WisDOT and WSOR (Wisconsin Southern Railroad) participated in this workshop and provided valuable input to the Jefferson County economic development participants. In conjunction with the Jefferson County Economic Development Director, the findings were shared with the JCEDC Board at its October 22nd meeting. The Board was pleased with the progress demonstrated in this three part planning series.

Community Vitality and Placemaking

- Continued leadership with the Community Vitality and Placemaking (CVP) Team for curriculum development, and participated in a two-day Team meeting on October 8 and 9. We continue to refine methods for the community design charrette component, and are finalizing details for the November 5-8 event in Bailey's Harbor.
- In conjunction with UW Extension Specialist Todd Johnson, presented at a one-hour session at the four-state American Planning Association conference at Monona Terrace on October 12th with the topic of "The Meaning of Community Placemaking." It is estimated that 70 professionals attended the session (standing room only with 10 participants standing in the back of the room). Evaluations indicate that the participants greatly valued the program and gained significant new knowledge.
- 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 received a complete review copy of the document, and near final adjustments to this version were submitted to the editorial/publishing Team on October 28th.
- Received a YouTube video on the Lake Mills Community Placemaking and First Impressions Forum on September 30th. This video is now playing on the Lake Mills Public Access TV station. Work on the Proceedings Report is pending the availability of the Administrative Specialist.
- I presented the "Project Understanding and Initial Scope" for the Fort Atkinson Community Placemaking Initiative to the Fort Atkinson City Council on October 6th. This will be a six-month project and will also involve UW Extension Specialist Todd Johnson. The approach was approved by the Council, and a procedure to assemble a diverse 12-15 person steering committee was identified. Follow-up with the City Manager has resulted in a process timetable that will begin with a large public forum on December 3rd.

Planning and Change Processes

- Designed and facilitated Workshop 6 (October 6th) for the 1000 Friends of Wisconsin Strategic Planning process. A Proceedings Report from Workshop 5 was compiled and distributed. On-Going
- In response to the Jefferson County Parks Director, developed a workshop series to address organizational considerations related to the DNR no longer funding the Glacial Heritage Area Coordinator position. Possible November dates to begin this series have been shared with the Parks Director.

- Assembled diagnostic and plan-for-planning information for preparation of a “Project Understanding and Scope” for a four-part strategic planning series with session with the Hoard Historical Museum. This program will start in early 2016.

Local Government

- Compiled a final Proceedings Report for the Lake Mills City Council and Manager. This report is in response to a request by the Lake Mills City Manager and City Council to design and facilitate a “Plan Assessment Session” as they monitor their Dialogue for the Future (Strategic Plan) which they developed with my assistance in 2014. The session was taped for Public Access Television and has been broadcast to the public to demonstrate the City’s progress in addressing its action plan recommendations.

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. Facilitated a “Listening Session” for CNRED faculty and staff in reaction to the proposed conceptual model to reorganize UW Extension. On-going
- As Co-Team Leader of the UW Extension Strategic Planning Program Team, have been involved in convening the Team members and support staff for a training that has been scheduled for December 8-11 in Madison. I continue to work with the Co-Team Leader on many logistical matters.

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
October 2015

Program Development/Teaching Highlights

Program Priority: How can we strengthen community-based prevention and intervention efforts to address risk behavior in youth and families (including family violence, juvenile delinquency, alcohol and other drug abuse, school readiness)?

Early Care and Education Advisory Committee – Attended this biannual meeting to advise Madison College on their curriculum development and delivery in the Jefferson County service area. Provided them with a summary of a recently developed dvd series on new early childhood development research and suggested they incorporate it into training opportunities for students, staff and their boards. Reviewed program policies and suggested revisions for their practicum course. Received other program updates as well.

Wisconsin Family Impact Seminar: Training Today's Youth for Tomorrow's Jobs - Attended this 34th policy education seminar at the Capitol with Sarah Torbert by invitation of former UW-Extension state specialist Karen Bogenschneider. This topic has been a high priority for local leaders and Sarah's focus of her program development. It provided us with research-based information and evidence-based practice on workforce training and youth apprenticeships. We will use the information to inform local leaders and may consider it as a topic for a local family impact seminar in the future.

The Raising of America – Reviewed this 5 part dvd series and purchased it for educational outreach next spring. It covers the latest research on early childhood development with a special focus on children from disadvantaged backgrounds or who have experienced childhood trauma. I plan to design several educational forums to view and discuss the material and its implications to Jefferson County families and their communities.

Team Leadership/Family Living Programs Work:

Strategic Planning 101 Team – Developed teaching materials and 3 computer generated presentations for my portions of this four-day training in December 2015.

UW-Extension Civil Rights Review – Prepared for and participated in this daylong review of family living education and the office's compliance with USDA and other federal regulations regarding civil rights laws. This review occurs once every five years.

UW-Extension Office Leadership – Provided leadership to the office by attending the Inter-County Coordinating Committee along with Supervisor Braughler and County Board Chair Schroeder on the reorganization of UW-Extension. Attended the webinar on the topic with the office team and Supervisors Babcock & Borland. Attended the county department head meeting to represent the department. Met with the office team and Ben to discuss the open support staff position.

UW-Extension Faculty Senate – Attended the regular faculty governance meeting.