

## UW-EXTENSION EDUCATION COMMITTEE

Wednesday, May 18, 2016

4:45 PM, Room 104

Location: Agriculture & Resource Center  
227 1<sup>st</sup> Street W  
Altoona WI 54720

### AGENDA

1. Call to Order
2. Review / Approval of Committee Minutes / Discussion - Action
  - a. [May 4, 2016](#)
3. Review Bills / Discussion
  - a. [April 2016](#)
  - b. [Quarterly Financial Report](#)
4. Public Input
5. UW-Extension Orientation / Discussion
6. Update on *nEXT Generation* Model / Discussion – Action
7. Update on WACEC State Conference / Discussion
8. Horticulture Program Update / Discussion – Action
9. 4-H Camp at the Capitol / Discussion – Action
10. Youth In Governance / Discussion – Action
11. Scheduling of Future Meetings / Agenda Items
12. Adjourn

Post:

- Media
- Committee Members
- Extension Staff

**PLEASE NOTE:** Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669, (TDD) 839-4735 or by writing to the ADA Coordinator, Personnel Department, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703

## **UW-EXTENSION EDUCATION COMMITTEE**

Wednesday, May 4, 2016

5:15 PM, Room 104

Location: Agriculture & Resource Center  
227 1<sup>st</sup> Street W  
Altoona WI 54720

## **MINUTES**

**Members Present:** Robin Leary, Tami Schraufnagel, Heather DeLuka

**Members Absent:** Colleen Bates, Doug Kranig,

**Others:** Sara Novotny

### **Call to Order**

Chair Pro Tem Leary called the meeting to order at 5:15 PM.

### **Election of Chair and Vice Chair**

Supervisor Schraufnagel nominated Robin Leary for Chair. Supervisor Schraufnagel moved to close nominations and cast a unanimous ballot for Supervisor Leary for Chair. Motion carried 3-0. Supervisor DeLuka nominated Tami Schraufnagel for Vice Chair. Supervisor Leary moved to close nominations and cast a unanimous ballot for Supervisor Schraufnagel for Vice Chair. Motion carried 3-0.

### **Appointment of Committee Clerk**

Chair Leary appointed Sara Novotny and Erin LaFaive as acting clerks.

### **Review / Approval of Committee Minutes / March 16, 2016**

Motion by Supervisor Schraufnagel to approve the minutes as distributed. Motion carried 3-0.

### **Review Bills / Discussion / March 2016**

The bills were reviewed.

### **Public Input**

No member of the public present.

### **Update on *nEXT Generation* Model and Hub Situation / Discussion – Action**

Sara Novotny noted that many applicants were received state-wide for the advisory and steering committees to develop the final model. Colleen Bates applied for the committees, and will be notified sometime in the upcoming months if she is selected. Dunn County has passed a resolution to be the hub of the area; based on the model evolving, Eau Claire County will join in that discussion if needed. Sara also shared about the changes in the definitions of faculty seniority and how that could affect positions if positions were cut based on changes to tenure from the Board of Regents.

### **Update on WACEC State Conference / Discussion**

June 20-21, 2016 at the Jefferson Street Inn in Wausau. Sara shared the information and both Supervisors Bates and Leary are already registered. Sara and Supervisor Bates gave an update on the Public Issues in Leadership Development Conference in Washington, D.C. that both attended. Colleen shared advocacy information that was shared through her involvement in WACEC and the participation from other WACEC members with their legislature in D.C.

### **Update on Office Manager Position/Staffing Updates / Discussion**

The Office Manager temporary position was hired and Karen LaPage started on Monday, May 2<sup>nd</sup>. The position will be especially responsible for keeping ledgers, accounts, and billing.

**Wisconsin Nutrition Education Program Grant and Update / Discussion – Action**

Nancy Coffey was present and gave an update on the programming and direct impacts of the WNEP program. The WNEP funding is separate from UW-Extension funds and is a contractual agreement. However, just as UW-Extension is facing cuts, the SNAP funds are also being cut on a federal level. Approximately 17% of the Eau Claire County population is utilizing SNAP funds, which determines the amount received for WNEP in the county from the federal level. Due to federal cuts, the amount of staffing will be decreased for FY 2017. Supervisor Schraufnagel moved to sign a letter of support. Motion carried 3-0.

**General Office Updates and Summer Calendars / Discussion**

Erin and Sara gave updates on upcoming summer programming that Extension Education Committee members are asked to visit, including teaching gardens, community gardens, summer 4-H camp, and the Eau Claire County Fair. Mark Hagedorn will be teaching at the National Farm Management Conference in June in South Dakota, presenting on heifer management from information presented in Hoard's Dairyman.

**Budget Updates / Discussion**

Chair Leary noted that budget rules for 2017 will be released shortly from Finance.

**Scheduling of Future Meetings / Agenda Items**

The next meeting is scheduled for May 18 at 4:45pm, beginning with a UW-Extension overview for the committee members. The June meeting was scheduled for June 15 at 5:30pm at 4-H Summer Camp at Beaver Creek Reserve. Agenda items include a Horticulture Report, UW-Extension orientation, a quarterly financial report, nEXT Generation updates, 4-H Camping at the Capitol initiative, WACEC Conference, and Youth in Governance.

**Adjourn**

Chair Leary adjourned the meeting at 5:24 PM.

**UW - Extension Department  
Eau Claire County  
April 2016**

The following bills were sent to the Finance Department for payment.

Vendor	Amount	Description	100-21-	Accounts description
<b>2016 Invoices</b>				
<b>Payment by Voucher Request</b>				
Green Mill	\$ 481.33	Conf Room Heifer Mgmt Seminar	56701-300-000	Extension account
Wisconsin Dept of Justice	\$ 7.00	4-H Background checks	56141-300-000	4-H
Office Depot	\$ 50.08	Office supplies	56701-300-000	Extension account
Office Depot	\$ 53.94	Office supplies	56700-310-000	Extension account
UW Soil and Forage Analysis	\$ 141.00	Soil Sample Tests	56701-300-000	Extension account
EC County Recycling	\$ 55.00	Supplies for Teaching garden	56701-300-000	Extension account
Marie Swartz	\$ 42.00	4/10/16 Food Review Judge Expense	56141-195-000	Fair Account
Wisconsin Counties Assn	\$ 20.00	Wisconsin Counties magazine	56700-320-000	Extension account
Mark Hagedorn	\$ 60.18	Regular Travel	56700-330-000	Extension account
Mark Hagedorn	\$ 121.38	Travel Training & Conf	56700-340-000	Extension account
Brook Berg	\$ 31.62	Travel Training & Conf	56700-340-000	Extension account
Brook Berg	\$ 102.00	Regular Travel	56700-330-000	Extension account
Brook Berg	\$ 39.17	Program Supplies	56700-300-000	Extension account
Sara Novotny	\$ 26.01	Travel Training & Conf	56700-340-000	Extension account
Sara Novotny	\$ 128.52	Travel Training & Conf	56700-340-000	Extension account
Sara Novotny	\$ 58.15	Regular Travel	56700-330-000	Extension account
Sara Novotny	\$ 20.00	Meals	56701-300-000	Extension account
Sara Novotny	\$ 6.00	Travel Training & Conf	56700-340-000	Extension account
Office Depot	\$ 138.50	Office supplies	56700-310-000	Extension account
Office Depot	\$ 169.95	Program Supplies	16103-000-000	Copy Paper
Office Depot	\$ 80.03	Program Supplies	56713-390-000	4-H
Eau Claire County Central Stores	\$ 134.93	2 Headsets	56700-310-000	Extension account

**UW - Extension Department**  
**Eau Claire County**  
**April 2016**

The following bills were sent to the Finance Department for payment.

			Accounts	
Vendor	Amount	Description	100-21-	description
UW Soil and Forage Analysis	\$ 649.00	Soil Sample Tests	56701-300-000	Extension account
<b>Payment via Credit Card Since Jan 2016</b>				
Martech	\$ 289.00	Support & Upgrade Fair Mgmt Software	56140-214-000	Fair Account
Altoona Post Office	\$ 1.42	Postage	56701-340-000	Extension Account
Wellspring, Inc.	\$ 125.19	Regist. Local Food Summit Conf.	56701-340-000	Extension Account
UW Extension	\$ 35.84	Erin's registration Winter Garden Sem.	56700-330-000	Extension account
Insty Prints	\$ 41.00	Business Cards	56700-310-000	Extension account
Apex Magnet	\$ 33.71	After School Program Supplies	56713-390-000	4-H
Amazon	\$ 7.50	After School Program Supplies	56713-390-000	4-H
Amazon	\$ 10.24	After School Program Supplies	56713-390-000	4-H
Amazon	\$ 11.19	After School Program Supplies	56713-390-000	4-H
UPS	\$ 4.09	Soil Samples	56715-311-000	Extension account
UPS	\$ 7.82	Soil Samples	56715-311-000	Extension account
UPS	\$ 3.75	Soil Samples	56715-311-000	Extension account
UPS	\$ 14.88	Soil Samples	56715-311-000	Extension account
Joint Council of Extension	\$ 395.00	JCEP Conference Registration	56700-340-000	Extension account
Walmart	\$ 41.09	After School Program Supplies	56713-390-000	4-H
American Airlines	\$ 225.20	Conference travel/JCEP Conference	56700-340-000	Extension account
Walmart	\$ 18.92	After School Program Supplies	56713-390-000	4-H
USPS	\$ 5.82	Postage	56715-311-000	Extension account
Walmart	\$ 8.40	Program Supplies	56700-330-000	Extension account

**UW- Extension Department**

**Eau Claire County**

**April 2016**

The following bills were sent to the Finance Department for payment:

		Accounts	
<b>Vendor</b>	<b>Amount</b>	<b>100-21-</b>	<b>description</b>
Down to Earth	\$ 19.86	56701-300-000	Extension account
Festival Foods	\$ 15.06	56701-300-000	Extension account
City of Altoona Post Office	\$ 4.80	56715-311-000	Extension account
Old Hickory Buildings	\$ 1,937.43	49300-000-000	Extension account
The Learning Store	\$ 96.95	56701-300-000	Extension account
The Learning Store	\$ 739.04	56701-300-000	Extension account
Univ of WI Dept of Botany	\$ 129.00	56700-340-000	Extension account
University of WI - Madison	\$ 140.00	56700-340-000	Extension account
Chula Vista Hotel	\$ 92.05	56700-340-000	Extension account
<b>TOTALS \$</b>	<b>7,070.04</b>		

submitted EL 4/21/2016

For 01/01/16 - 03/31/16

Expenditure Summary Report

FYR501A

Period 00 - 03

Expenditure Summary

Expenditure Summary

Account No/Description	Adjusted Budget	Y-T-D Knumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
15 YEAR 2015						
100 GENERAL FUND						
21 EXTENSION						
55140 PAIRS AND EXHIBITS						
000						
16-100-21-56140-141-000	200.00	.00	25.00	25.00	175.00	12.50
PAIRS/ BOARD PER DIEM						
16-100-21-56140-142-000	75.00	.00	5.00	5.00	70.00	6.67
PAIRS/ CNTY BUD & COMM MILEAGE						
16-100-21-56140-151-000	25.00	.00	1.92	1.92	23.08	7.68
PAIRS/ SOCIAL SECURITY						
16-100-21-56140-195-000	3,000.00	.00	64.48	64.48	2,935.52	2.15
PAIRS/ EXTRA HELP NON P/H						
16-100-21-56140-214-000	250.00	.00	289.00	289.00	-39.00	115.60
PAIRS/ DATA PROCESSING						
16-100-21-56140-213-000	500.00	.00	228.54	228.54	271.46	45.71
PAIRS/ PRINTING & DUPLICATING						
16-100-21-56140-224-000	412.00	.00	.00	.00	412.00	.00
PAIRS/ MEMBERSHIP EXRS						
16-100-21-56140-260-000	450.00	.00	.00	.00	450.00	.00
PAIRS/ OPERATING SUPPLIES						
16-100-21-56140-733-000	5,000.00	.00	.00	.00	5,000.00	.00
PAIRS/ PRIZES & AWARDS						
000	9,912.00	.00	613.94	613.94	9,298.06	6.19
55141 4-H PROGRAMS	9,912.00	.00	613.94	613.94	9,298.06	6.19
000	400.00	.00	400.00	400.00	.00	100.00
16-100-21-56141-214-000	400.00	.00	400.00	400.00	.00	100.00
4H PROGRAM DATA PROCESSING						
16-100-21-56141-300-000	1,500.00	.00	7.00	7.00	1,493.00	.47
4-H FOOD/ SUPPLIES & EXPENSE						
000	1,900.00	.00	407.00	407.00	1,493.00	21.42
55520 GARDENS	1,900.00	.00	407.00	407.00	1,493.00	21.42
000	1,500.00	.00	105.00	105.00	1,395.00	7.00
16-100-21-56520-245-000	1,500.00	.00	105.00	105.00	1,395.00	7.00
GARDENS/ GROUNDS MAINTENANCE						
16-100-21-56520-370-000	300.00	.00	.00	.00	300.00	.00
GARDENS/ REPAIR & MAINT SUPP						
16-100-21-56520-533-000	500.00	.00	.00	.00	500.00	.00
GARDENS/ SCULP ENRT						
000	2,300.00	.00	105.00	105.00	2,195.00	4.57
56700 GARDENS	2,300.00	.00	105.00	105.00	2,195.00	4.57
000	2,300.00	.00	105.00	105.00	2,195.00	4.57
56700 EXTENSION	2,300.00	.00	105.00	105.00	2,195.00	4.57
000	101,954.00	.00	19,083.14	19,083.14	82,870.86	18.72
16-100-21-56700-111-000	101,954.00	.00	19,083.14	19,083.14	82,870.86	18.72
UW EXT/ SAL PREM-REGULAR						
16-100-21-56700-112-000	2,000.00	.00	924.21	924.21	1,075.79	46.21
UW EXT/ SAL PREM-OVERTIME						
16-100-21-56700-121-000	5,900.00	.00	1,255.65	1,255.65	4,644.35	21.28
UW EXT/ SAL TEMP-REGULAR						
16-100-21-56700-136-000	.00	.00	21,601.41	21,601.41	-21,601.41	.00
UW EXT/ PRO-RELA-LONG SUM PAYOUT						
16-100-21-56700-151-000	7,800.00	.00	1,940.04	1,940.04	5,859.96	24.87
UW EXT/ SOCIAL SECURITY						
16-100-21-56700-152-000	6,729.00	.00	1,320.49	1,320.49	5,408.51	19.62
UW EXT/ RETIREMENT EMPER SHARE						
16-100-21-56700-154-000	10,143.00	.00	2,813.65	2,813.65	7,329.35	27.74
UW EXT/ HOSPITAL & HEALTH INS						

For 01/01/16 - 03/31/16

Expenditure Summary Report

FUEXS01A

Periods 00 - 03

Expenditure Summary

Expenditure Summary

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
16 YEAR 2016						
100 GENERAL FUND						
21 EXTENSION						
56700 EXTENSION						
000						
16-100-21-56700-155-000	70.00	.00	6.55	6.55	63.45	9.36
UM EXT/ LIFE INSURANCE						
16-100-21-56700-200-000	130,381.00	.00	.00	.00	130,381.00	.00
UM EXT/ CONTRACT SVCS						
16-100-21-56700-214-000	320.00	.00	320.00	320.00	.00	100.00
UM EXT/ DATA PROCESSING						
16-100-21-56700-225-000	3,500.00	.00	755.61	755.61	2,744.39	21.59
UM EXT/ TELEPHONE & TELEGRAPH						
16-100-21-56700-310-000	3,000.00	.00	945.80	945.80	2,054.20	31.53
UM EXT/ OFFICE SUPPLIES						
16-100-21-56700-311-000	1,000.00	.00	3.30	3.30	996.70	.33
UM EXT/ POSTAGE & BOX RENT						
16-100-21-56700-313-000	5,000.00	.00	374.20	374.20	4,625.80	7.48
UM EXT/ PRINTING & DUPLICATIONS						
16-100-21-56700-320-000	500.00	.00	129.00	129.00	371.00	25.80
UM EXT/ REFERENCE MATERIALS						
16-100-21-56700-324-000	50.00	.00	50.00	50.00	.00	100.00
UM EXT/ MEMBERSHIP DUES						
16-100-21-56700-330-000	6,000.00	.00	408.51	408.51	5,591.49	6.81
UM EXT/ TRAVEL-REGULAR						
16-100-21-56700-340-000	6,000.00	.00	261.00	261.00	5,739.00	4.35
UM EXT/ TRAVEL-TRAIN & CONF						
000	290,347.00	.00	52,192.56	52,192.56	238,154.44	17.98
56701 UME EDUC PROG	290,347.00	.00	52,192.56	52,192.56	238,154.44	17.98
000						
16-100-21-56701-300-000	16,000.00	.00	6,586.01	6,586.01	9,413.99	41.16
EDUC PROG/ UME - SUPPLIES						
000	16,000.00	.00	6,586.01	6,586.01	9,413.99	41.16
56701 UME EDUC PROG	16,000.00	.00	6,586.01	6,586.01	9,413.99	41.16
000						
56703 HMONG GRF						
000						
16-100-21-56703-390-000	96.00	.00	.00	.00	96.00	.00
HMONG AG ENTREPRENEURSHIP TRAINING GRANT						
000	96.00	.00	.00	.00	96.00	.00
56703 HMONG GRF	96.00	.00	.00	.00	96.00	.00
000						
16-100-21-56706-390-000	462.00	.00	.00	.00	462.00	.00
Safety Grant-other supplies						
000	462.00	.00	.00	.00	462.00	.00
56706	462.00	.00	.00	.00	462.00	.00
000						
56710 PARENTING EDUCATION						
000						
16-100-21-56710-300-000	4,858.00	.00	.00	.00	4,858.00	.00
PARENTING EDUCATION/ SUPPLIES						
000	4,858.00	.00	.00	.00	4,858.00	.00
56710 PARENTING EDUCATION	4,858.00	.00	.00	.00	4,858.00	.00
000						
56713						
000						
16-100-21-56713-300-000	4,858.00	.00	.00	.00	4,858.00	.00
PARENTING EDUCATION						
000	4,858.00	.00	.00	.00	4,858.00	.00
56713	4,858.00	.00	.00	.00	4,858.00	.00
000						



FOR 01/01/16 - 03/31/16

FUEXS01A

Periods 00 - 03

Expenditure Summary Report

Expenditure Summary

Expenditure Summary

Account No/Description	Adjusted Budget	Y-T-D Incumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used	
<b>16 YEAR 2016</b>							
100 GENERAL FUND							
21 EXTENSION							
56713							
000							
16-100-21-56713-190-000	SCHOOL OUTREACH PROG/SUPPLIES	475.00	.00	211.08	211.08	263.92	44.44
000		475.00	.00	211.08	211.08	263.92	44.44
56713		475.00	.00	211.08	211.08	263.92	44.44
000							
16-100-21-56715-111-000	TW EXT STATE POSTAGE/ POSTAGE	2,340.00	.00	397.54	397.54	1,942.46	16.99
000		2,340.00	.00	397.54	397.54	1,942.46	16.99
56715		2,340.00	.00	397.54	397.54	1,942.46	16.99
000							
16-100-21-56726-190-000	FOOD SECURITY GRANT EXP	.00	.00	60.87	60.87	-60.87	1.00
000		.00	.00	60.87	60.87	-60.87	1.00
56726		.00	.00	60.87	60.87	-60.87	1.00
000							
16-100-21-56727-190-000	SUSTAINABILITY FESTIVAL EXP	2,396.00	.00	.00	.00	2,396.00	1.00
000		2,396.00	.00	.00	.00	2,396.00	1.00
56727		2,396.00	.00	.00	.00	2,396.00	1.00
21 EXTENSION		331,085.00	.00	60,574.00	60,574.00	270,512.00	18.30
100 GENERAL FUND		331,085.00	.00	60,574.00	60,574.00	270,512.00	18.30
16 YEAR 2016		331,085.00	.00	60,574.00	60,574.00	270,512.00	18.30

For 01/01/16 - 03/31/16

**Revenue Summary Report**

PURRS01A

Periods 00 - 03

Revenue Summary

Revenue Summary

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
16 YEAR 2016					
100 GENERAL FUND					
21 EXTENSION					
16-100-21-43571-000-000 PAIRS & EXHIBITS	4,000.00	4,068.08	4,068.08	-68.08	101.70
16-100-21-43573-000-000 STATE POSTAGE	1,988.00	.00	.00	1,988.00	.00
16-100-21-43578-000-000 SAFETY GRANT	1,300.00	.00	.00	1,300.00	.00
16-100-21-43581-000-000 POSTAGE FEES	200.00	1,069.63	1,069.63	-869.63	534.82
16-100-21-43582-000-000 4H ACTIVITY FEES & DUES	3,000.00	.00	.00	3,000.00	.00
16-100-21-43583-000-000 COUNTY FAIR FEES	3,000.00	.00	.00	3,000.00	.00
16-100-21-46741-000-000 4-H PROGRAMS	1,500.00	.00	.00	1,500.00	.00
16-100-21-46741-007-000 SCHOOL OUTREACH PRG. GRN	700.00	.00	.00	700.00	.00
16-100-21-46771-000-000 REFERENCE MATERIALS - DME	100.00	.00	.00	100.00	.00
16-100-21-46772-000-000 DUPLICATIONS - DME	500.00	.00	.00	500.00	.00
16-100-21-46774-000-000 EDUCATIONAL PROGRAMS - DME	17,500.00	9,790.13	9,790.13	7,709.87	55.94
16-100-21-46920-000-000 GARDEN RENT	2,300.00	458.00	458.00	1,842.00	19.91
16-100-21-48503-000-000 PARENT NEWSLETTER DONATIONS	4,000.00	400.00	400.00	3,600.00	10.00
16-100-21-48506-000-000 SUSTAINABILITY DONATIONS	2,000.00	.00	.00	2,000.00	.00
16-100-21-49300-000-000 W/L FUNDS APPLIED	12,839.00	-1,937.43	-1,937.43	14,776.43	-15.09
21 EXTENSION	54,927.00	13,848.41	13,848.41	41,078.59	25.21
100 GENERAL FUND	54,927.00	13,848.41	13,848.41	41,078.59	25.21
16 YEAR 2016	54,927.00	13,848.41	13,848.41	41,078.59	25.21