



**MANITOWOC COUNTY  
NATURAL RESOURCES & EDUCATION COMMITTEE  
MEETING NOTICE**

DATE: January 5, 2012  
TIME: Immediately following the Commission on Aging Meeting  
PLACE: Manitowoc County Office Complex

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to order
2. Roll call
3. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
  
7. UW-Manitowoc report
8. Budget report
9. Educator report
10. Review of outreach - office newsletter
  
11. Date of next meeting
12. Adjourn

Date: December 20, 2011

Susie Maresh, Chair  
By: Faye Malek  
Manitowoc County UW-Extension Department Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**NATURAL RESOURCES AND EDUCATION COMMITTEE**  
**Manitowoc County Office Complex**  
**Thursday, January 5, 2012**

The meeting was called to order by Susie Maresh at 5:12 p.m. Other Supervisors present were: Cathy Wagner, Laurie Burke and Melvin Waack. Andy Schneider was excused. Also present were Kevin Palmer, Charles Clark, and Faye Malek.

There was no public input.

Motion by Laurie Burke, second by Melvin Waack, to approve the minutes of the December 2011 meeting. Motion carried.

Motion by Cathy Wagner, second by Laurie Burke, to approve the agenda as printed. Motion carried.

Correspondence: A handout from the UW-Extension Eastern District office was distributed to remind the NREC of the June WACEC Conference in Green Bay. Melvin highlighted articles relating to the 100<sup>th</sup> Anniversary of Cooperative Extension in a January 2012 WI Counties publication received by all county board supervisors. There is a UW-Extension Eastern District 6 annual meeting scheduled at the Holiday Inn in Manitowoc on October 19<sup>th</sup>. Faye Malek was asked to represent the WI Association of Family and Consumer Sciences at the April Public Issues Leadership Conference in Washington D.C.

Charles Clark provided the UW-Manitowoc report including: approximately 40 students completed their education at UW-Manitowoc at the end of first semester; a Winterim session began last Tuesday; and there is a facilities committee including Jeff Beyer, Kevin Behnke, as well as faculty, staff and foundation members who are working to determine the needs of the campus. The science labs are outdated and need to be state-of-the-art. It has been ten years since new facilities were built on the campus. Charles remains in discussions with Silver Lake College administrators regarding dorm facilities and curriculum work. At this time, 46 students live in rent while attending UW-Manitowoc.

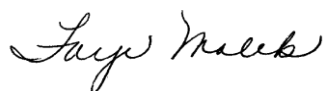
Faye shared the new budget printout. She should have an idea of how much money was not used in the 2011 UW-Extension budget and will share that number at the next NREC meeting.

Kevin Palmer provided the educator report. He referenced the Pension Reform Act of 2006 which does not allow for a national tax exempt status for county 4-H Clubs as it had previously. He worked with 22 clubs and seven committees to help them obtain a tax exempt status. Kevin indicated this move also helps with increased accountability including the need for clubs to provide an annual educational plan. He co-authored and piloted the charter documents which are now used statewide. Cathy Wagner, 4-H Leader, indicated the forms were thorough and understandable.

Faye discussed the January office newsletter articles including: attending a legislative breakfast to increase the awareness of local drug abuse, a scheduled Money Smart in Head Start workshop for Head Start and Early Head Start parents, facilitating healthy eating classes for pregnant teens, and current Manitowoc County ag statistics.

Motion to adjourn by Cathy Wagner, second by Laurie Burke. Meeting adjourned at 5:47 p.m. The next meeting of the NREC is February 2, 2012.

Respectfully submitted,



Faye Malek  
Manitowoc County UW-Extension Family Living Educator and  
Department Head



**MANITOWOC COUNTY  
NATURAL RESOURCES & EDUCATION COMMITTEE  
MEETING NOTICE**

DATE: February 2, 2012

TIME: Immediately following the Commission on Aging Meeting

PLACE: Manitowoc County Office Complex  
4319 Expo Dr., Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to order
2. Roll call
3. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
  
7. UW-Manitowoc report
8. Budget report
9. Resolution authorizing Community Development Block Grant (CDBG) Planning Grant
10. Educator report
11. Review of outreach - office newsletter
  
12. Date of next meeting
13. Adjourn

Date: January 24, 2012

Susie Maresh, Chair  
By: Faye Malek  
Manitowoc County UW-Extension Department Director

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**NATURAL RESOURCES AND EDUCATION COMMITTEE**  
**Manitowoc County Office Complex, Thursday, February 2, 2012**

The meeting was called to order by Cathy Wagner at 5:29 p.m. Other Supervisors present were: Laurie Burke, Melvin Waack, and Andy Schneider. Susie Maresh was excused. Also present were Scott Gunderson and Faye Malek.

There was no public input.

Motion by Melvin Waack, second by Laurie Burke to approve the minutes of the January 2012 meeting. Motion carried.

Motion by Andy Schneider, second by Laurie Burke, to approve the agenda as printed. Motion carried.

Correspondence: none.

UW-Manitowoc report: An email report was provided by Charles Clark: A meeting of our Facility Planning Task Force (more below) will prevent me from attending this month's NREC meeting. In lieu of attending, I am submitting a brief report.

1. As of today (1/30/12), we are at our highest enrollment for spring semester since 2005. "At 594 students, we are 1% ahead of last spring semester, which was a very strong semester. We can only speculate that the persistence of a weak economy is encouraging enrollment. As we see high school enrollments decline in the coming several years, we anticipate a greater reliance on "non-traditional" students (over 22 years old) to make up our student body."

2. "I have established the Facility group. This is made up of faculty, staff, Foundation, Extension, and County representatives. I will attend as many of this group's meetings as possible this semester. My charge to the group is as follows: 1.) Compile, review, and synthesize facility-related data in order to determine UW-Manitowoc's future facility needs. Considerations should include: a. curricular needs, especially in the areas of science and art; and b. potential housing needs; 2.) Make recommendation to the Campus, County, and UW Colleges. Jeff Beyer, a member of the group, encouraged his colleagues to be as comprehensive as possible with regard to a facility master plan, to which everyone agreed. While I set an initial timeline of one semester for the group to do its work, I also noted that it should not be constrained by that limit if more work and time are needed; 3.) The discussions with Silver Lake and Lakeshore Tech continue. We will persist in looking for opportunities to collaborate, though I cannot say with certainty that there will be housing for UW-Manitowoc students at Silver Lake this fall." Faye indicated Kevin Palmer is a member of the UW-Manitowoc Facility Planning Task Force.

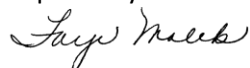
Faye shared that \$6,133 was unused from the 2011 UW-Extension budget. Copies of the 2012 budget were provided to the committee. There were no questions.

Scott Gunderson provided a resolution to write for and accept a Community Block Grant. The money will be used for a feasibility study for an Ag Education Center. Motion by Andy Schneider that Manitowoc County approve and authorize the preparation and filing of an application for a Community Block Grant for up to \$22,500; that the Comptroller be authorized to sign all necessary documents on behalf of Manitowoc County; and for authority to be granted to Manitowoc County to take the necessary steps to prepare and file the appropriate application for funds under this program in accordance with the resolution. It was second by Melvin Waack. Motion carried. It was noted that the grant funder requests the need for a public input prior to grant submission.

Faye gave an educator report including statistics that drive local family living programs, current coalition work, and specific programs that meet local needs. She cited the February office newsletter and welcomed the NREC and their guests to attend "The Heart Truth" program on February 8<sup>th</sup> which is focused on heart health for women.

Motion to adjourn by Andy Schneider, second by Laurie Burke. Meeting adjourned at 6:00 p.m. The next meeting of the NREC is March 1, 2012.

Respectfully submitted,



Faye Malek

Manitowoc County UW-Extension Family Living Educator and Department Head



**MANITOWOC COUNTY  
NATURAL RESOURCES & EDUCATION COMMITTEE  
MEETING NOTICE**

DATE: March 1, 2012

TIME: Immediately following the Commission on Aging Meeting

PLACE: Manitowoc County Office Complex  
4319 Expo Drive, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to order
2. Roll call
3. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
  
7. UW-Manitowoc report
8. Budget report
9. Educator report
10. Review of outreach - office newsletter
  
11. Date of next meeting
12. Adjourn

Date: February 21, 2012

Susie Maresh, Chair  
By: Faye Malek  
Manitowoc County UW-Extension Department Director

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**NATURAL RESOURCES AND EDUCATION COMMITTEE**  
**Manitowoc County Office Complex, Thursday, March 1, 2012**

The meeting was called to order by Cathy Wagner at 5:10 p.m. Other Supervisors present were: Melvin Waack and Andy Schneider. Susie Maresh was excused. Laurie Burke was not excused. Also present was Faye Malek.

There was no public input.

Motion by Melvin Waack, second by Andy Schneider to approve the minutes of the February 2012 meeting. Motion carried.

Motion by Andy Schneider, second by Melvin Waack, to approve the agenda as printed. Motion carried.

Correspondence: none.

UW-Manitowoc report: Charles Clark reported that a UW-Manitowoc Facilities Taskforce Meeting was held on February 27<sup>th</sup> with another meeting planned for March 16<sup>th</sup>. A contract with Honeywell will result in a full energy audit of the campus at no cost to the facility or county. The audit will take two years from start to finish. Meetings continue with Silver Lake and Lakeshore Technical Colleges regarding collaborative curriculum work. The campus has experienced a successful men's and women's basketball season. It is thought that data will be collected regarding students in sports and their academic standing since it appears that campus athletes are of high academic standing.

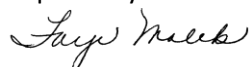
Faye shared the current budget which is on point.

Faye share ongoing projects including an upcoming meeting with Judy Rank to determine identified gaps in mental health services and programs for the elderly. There is a possibility of grant funds which could begin to assess and address needs. A "Partial Analysis of a Systems Approach to Increase Local Food Production and Consumption for Feed Manitowoc County" white paper is being authored by Scott, Kevin and Faye. A proposal for a VISTA person has been submitted through LTC. If approved, the person would assist with the efforts presented in the paper.

The March newsletter was shared which included Kevin Palmer's involvement in a successful UW-Extension Eastern District Leadership Camp of which he was a part of the team who organized and facilitated the weekend camp. A pre-post evaluation indicated significant growth in leadership skills by the 52 middle school youth who attended. Missy Giebel of the WI Nutrition Education Program included an article regarding a successful event at Jefferson Elementary School using MyPlate as the educational emphasis that evening. Faye indicated she and Sherri Richards of the Manitowoc Farmers Market wrote proposals for an Electronic Benefits Transfer machine that would allow FoodShare recipients to use their card at the market, increasing opportunities for limited income resides to access locally grown fresh foods. Scott Gunderson's article provided statistics on an increase in milk prices, and the continued increase in the cost of purchasing farm land and feed.

Motion to adjourn by Andy Schneider, second by Melvin Waack. Meeting adjourned at 5:37 p.m. The next meeting of the NREC is April 5, 2012.

Respectfully submitted,



Faye Malek

Manitowoc County UW-Extension Family Living Educator and Department Head



**MANITOWOC COUNTY  
NATURAL RESOURCES & EDUCATION COMMITTEE  
MEETING NOTICE**

DATE: April 5, 2012

TIME: Immediately following the Commission on Aging Meeting

PLACE: Manitowoc County Office Complex  
4319 Expo Dr., Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to order
2. Roll call
3. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
  
7. UW-Manitowoc report
8. Budget report
9. Proclamation for the 100<sup>th</sup> year anniversary of UW-Cooperative Extension
10. VISTA help through LTC update
11. Mexican Consulate visit in April
12. Educator report - Jean Rausch
13. Review of outreach - office newsletter
14. Date of next meeting
15. Adjourn

Date: March 27, 2012

Susie Maresh, Chair  
By: Faye Malek  
Manitowoc County UW-Extension Department Director

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**NATURAL RESOURCES AND EDUCATION COMMITTEE**  
**Manitowoc County Office Complex, Thursday, April 5, 2012**

The meeting was called to order by Chair Susie Maresh at 5:14 p.m. Other supervisors present were: Melvin Waack, Laurie Burke, and Cathy Wagner. Andy Schneider was excused. Also present were Jean Rausch, Charles Clark, and Faye Malek.

There was no public input.

Motion by Cathy Wagner, second by Laurie Burke to approve the minutes of the March 2012 meeting. Motion carried.

Motion by Melvin Waack, second by Cathy Wagner, to approve the agenda as printed. Motion carried.

Correspondence: none

UW-Manitowoc report: Dean and CEO Charles Clark reported their fast track program was retitled to an "Evening Degree Program". Students can complete an Associate's Degree with only night classes. Kathy Palmer and Jane Pfeffer are retiring as of June 30<sup>th</sup>. An E-alert system has been developed where students become aware of campus emergencies via text and/or email. To answer a question on the work resulting from a facilities tour, it was stated that a plumber noted parts of the campus did not meet city codes. The Focus on Energy project is running parallel to these efforts and will most likely result in some long-term savings when all issues are successfully completed. The United Council of UW Students, a student governance group from UW campuses across the state, is meeting on the UW-Manitowoc Campus from Friday, April 27<sup>th</sup> through Sunday, April 9<sup>th</sup>.

Faye shared the current budget which is on point. The UW-Manitowoc work study student is done working in the office for the school year.

The proclamation commemorating the 100<sup>th</sup> anniversary of Cooperative Extension was shared. This will be presented at the April 24<sup>th</sup> meeting of the County Board. The staff will say a few words.

A proposal for a VISTA person has been accepted. The half-time position focuses on efforts to develop a food system of growing and feeding locally.

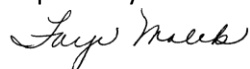
The Mexican Consulate from Chicago will be in Manitowoc at the end of April. Jean Rausch and Faye met with the hosts to share information and best practices learned from those who worked at the 2008 visit.

Multicultural Coordinator Jean Rausch updated the committee on the progress of the Community Partners in Literacy Program, a coordinated effort with the Manitowoc Public Library and UW-Extension. A second tutor training is set for May and June. Nineteen employees at the Lakeside Food Distribution Plant in Manitowoc are interested in getting matched with a tutor. Jean encouraged recruitment efforts on behalf of the committee. Currently, there are eight trained tutors. Jean brings years of tutoring expertise and teaching experience to the program.

The April office newsletter was shared noting several upcoming events.

Motion to adjourn by Cathy Wagner, second by Laurie Burke. Meeting adjourned at 6:03 p.m. The next meeting of the NREC is May 3, 2012.

Respectfully submitted,



Manitowoc County UW-Extension Family Living Educator and Department Head





**MANITOWOC COUNTY  
NATURAL RESOURCES & EDUCATION COMMITTEE  
MEETING NOTICE**

DATE: May 3, 2012  
TIME: Immediately following the Commission on Aging Meeting  
PLACE: Manitowoc County Office Complex

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to order
2. Roll call
3. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
  
7. UW-Manitowoc report
8. Budget report
9. WACEC Conference registration
10. Public Issues Leadership Development report
11. Supervisor orientation
12. Monthly office newsletter
13. June Dairy Month Proclamation
  
14. Date of next meeting
15. Adjourn

Date: April 23, 2012

Susie Maresh, Chair  
By: Faye Malek  
Manitowoc County UW-Extension Department Director

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**NATURAL RESOURCES AND EDUCATION COMMITTEE**  
**Manitowoc County Office Complex, Thursday, May 3, 2012**

The meeting was called to order by Chair Cathy Wagner at 5:20 p.m. Other supervisors present were: Todd Holschbach, Pat Kohlman, and Melvin Waack. Laurie Burke was unexcused. Also present were Charles Clark and Faye Malek.

There was no public input.

Motion by Melvin Waack , second by Cathy Wagner to approve the minutes of the April 2012 meeting. Motion carried.

Motion by Melvin Waack, second by Pat Kohlman, to approve the agenda as printed. Motion carried.

Correspondence: The UW College Days and UW-Extension Local Government Center 2012 County Officials Workshop brochures were shared. Faye encouraged the Supervisors to use these as professional development opportunities.

UW-Manitowoc report: Dean and CEO Charles Clark reported on the death of UW-Manitowoc student Cody Pike and the impact that has had on the campus. The DNR contacted the UW-Manitowoc Botanist for data to inform decisions on water impairments. Applied research is one of the opportunities students have access to. Currently, the campus enrollment for fall is 22% ahead of last year at this time. This year, 126 students graduated from UW-Manitowoc which is representative of numbers from past years. UW-Extension Master Gardeners and the campus Environmental Club will work collaboratively on a campus landscaping project. A question was asked about the kinds of county support given to the campus. Examples included the campus buildings and financial support for maintenance.

Faye shared the current office budget.

The 2012 WI Association of County Extension Committees Conference materials were shared. Section 26.14 of the Manitowoc County Employee Policy Manual states in part: ... "Reimbursement for lodging within 50 miles of the Manitowoc County Courthouse is not permitted unless approved in advance by the appropriate committee of jurisdiction." Therefore, lodging expenses will not be paid for this event. Registration fees will be paid through the UW-Extension office budget. Anyone interested in attending needs to let Faye know well before the May 24<sup>th</sup> deadline.

The Public Issues Leadership Development agenda item was tabled until June due to a meeting for Supervisors at 6 p.m. at the Tech Center.

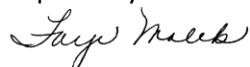
The supervisor orientation was tabled until June due to a meeting for Supervisors at 6 p.m. at the Tech Center.

The May office newsletter was provided.

The June Dairy Month Proclamation was provided. It will be on the agenda for the May County Board meeting.

Motion to adjourn by Melvin Waack, second by Pat Kohlman. Meeting adjourned at 5:50 p.m. The next meeting of the NREC is June 7, 2012.

Respectfully submitted,



Manitowoc County UW-Extension Family Living Educator, Department Head



**MANITOWOC COUNTY  
NATURAL RESOURCES & EDUCATION COMMITTEE  
MEETING NOTICE**

DATE: June 7, 2012

TIME: Immediately following the Commission on Aging Meeting

PLACE: Manitowoc County Office Complex  
4319 Expo Drive, Manitowoc WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to order
2. Roll call
3. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
  
7. Elect the NREC Co-Chair
8. UW-Manitowoc report
9. Budget report
10. Personnel Office review of PA's position description
11. Supervisor orientation
12. Monthly office newsletter
13. WACEC update
14. Public Issues Leadership Development report
  
15. Date of next meeting
16. Adjourn

Date: May 29, 2012

Catherine Wagner, Chair  
By: Faye Malek  
Manitowoc County UW-Extension Department Director

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**NATURAL RESOURCES AND EDUCATION COMMITTEE**  
**Manitowoc County Office Complex, Thursday, June 7, 2012**

The meeting was called to order by Chair Cathy Wagner at 5:12 p.m. Other supervisors present were: Todd Holschbach, Pat Kohlman, Melvin Waack and Laurie Burke. Also present were Charles Clark and Kevin Palmer.

There was no public input.

Motion by Todd Holschbach , second by Melvin Waack , to approve the minutes of the May 2012 meeting. Motion carried.

Motion by Melvin Waack, second by Pat Kohlman, to approve the agenda as printed. Motion carried.

Correspondence: There was no correspondence.

Motion by Melvin Waack, second by Laurie Burke to elect Todd Holschbach NREC Co-Chair. Motion carried.

UW-Manitowoc report: Dean and CEO Charles Clark gave an update on UW-Manitowoc that included enrollment for Summer 2012 and enrollment projections for Fall 2012.

Kevin Palmer shared the current office budget.

Kevin Palmer conducted a supervisor orientation of UW-Extension.

Melvin Waack gave a report on his attendance at The Public Issues Leadership Development Conference in Washington, D.C.

The June office newsletter was provided.

Motion to adjourn by Laurie Burke, second by Todd Holschbach. Meeting adjourned at 6:11 p.m. The next meeting of the NREC is scheduled for July 12, 2012.

Respectfully submitted,



Manitowoc County UW-Extension 4-H Youth Development Educator



**MANITOWOC COUNTY  
NATURAL RESOURCES & EDUCATION COMMITTEE  
MEETING NOTICE**

DATE: July 12, 2012

TIME: Immediately following the Commission on Aging Meeting

PLACE: Manitowoc County Office Complex  
4319 Expo Drive, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to order
2. Roll call
3. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
  
7. UW-Manitowoc report
8. Budget report
9. Monthly office newsletter
  
10. Date of next meeting
11. Adjourn

Date: June 25, 2012

Catherine Wagner, Chair  
By: Faye Malek  
Manitowoc County UW-Extension Department Director

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**NATURAL RESOURCES AND EDUCATION COMMITTEE**  
**Manitowoc County Office Complex**  
**Thursday, July 12, 2012**

The meeting was called to order by Chair Cathy Wagner at 5:30 p.m. Other supervisors present were: Todd Holschbach, Pat Kohlman, Melvin Waack and Laurie Burke. Also present were Charles Clark and Faye Malek.

There was no public input.

Motion by Todd Holschbach, second by Laurie Burke, to approve the minutes of the June 2012 meeting. Motion carried.

Motion by Todd Holschbach, second by Pat Kohlman, to approve the agenda as printed. Motion carried.

Correspondence: A resignation letter written by the Coordinator of the Sheboygan-Manitowoc WI Nutrition Program was read and is effective as of July 13, 2012.

UW-Manitowoc report: Dean and CEO Charles Clark indicated enrollments are down from record enrollments last year. The evening degree program is being promoted giving students the opportunity to earn an Associates Degree through night classes. The campus staff is making plans for the 50<sup>th</sup> anniversary of the building, and the 2011-12 annual report will be provided at the next County Board meeting.

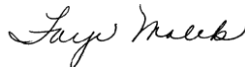
The current office budget was shared showing on target line items.

Faye shared a copy of the pre-post results of "Money \$mart in Head Start" she initiated with 31 households. Several positive financial changes were made during the 2011-12 school year. The July office newsletter was shared with highlights including the growing literacy program, drought facts, and a "Dresses for Africa" 4-H project.

Cathy shared the date of October 19<sup>th</sup> as the annual District 6 WACEC meeting at the Holiday Inn in Manitowoc.

Motion to adjourn by Todd Holschbach, second by Melvin Waack. Meeting adjourned at 6:02 p.m. The next meeting of the NREC is scheduled for August 2, 2012.

Respectfully submitted,



Faye Malek  
Manitowoc County UW-Extension Family Living Educator and  
Department Head



**MANITOWOC COUNTY  
NATURAL RESOURCES & EDUCATION COMMITTEE  
MEETING NOTICE**

DATE: August 2, 2012  
TIME: Immediately following the Commission on Aging Meeting  
PLACE: Manitowoc County Office Complex

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5. Approval of agenda as printed
6. Correspondence
  
7. UW-Manitowoc report
8. Budget report
9. Staff update
  
10. Educator Report
11. Monthly office newsletter
  
12. Date of next meeting
13. Adjourn

Date: July 25, 2012

Catherine Wagner, Chair  
By: Faye Malek  
Manitowoc County UW-Extension Department Director

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Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**NATURAL RESOURCES AND EDUCATION COMMITTEE**  
**Manitowoc County Office Complex**  
**Thursday, August 2, 2012**

The meeting was called to order by Chair Cathy Wagner at 5:10 p.m. Other supervisors present were: Pat Kohlman, Melvin Waack and Laurie Burke. Todd Holschbach was excused. Also present were Charles Clark and Faye Malek.

There was no public input.

Motion by Laurie Burke, second by Melvin Waack, to approve the minutes of the July 2012 meeting. Motion carried.

Motion by Melvin Waack, second by Pat Kohlman, to approve the agenda as printed. Motion carried.

Correspondence: A handout was shared announcing the \$460,000 Transform WI Grant received by partner organizations in Manitowoc County under the leadership of the Northeast WI Area Health Education Center. The three programs focused on for the grant include: Farm-to-School, active communities, and tobacco-free living. The UW-Extension Family Living staff will continue to be a part of efforts toward program accomplishment. They will be working with a part-time VISTA employee to focus on Farm-to-School efforts.

UW-Manitowoc report: Dean and CEO Charles Clark indicated enrollments are still fluctuating. November 11<sup>th</sup> has been identified as the potential date for the beginning of a year-long 50<sup>th</sup> year celebration of the UW-Manitowoc Campus. Chancellor Ray Cross announced today that the *Wisconsin Idea Award* is being given to the *Lakeshore Natural Resource Partnership and Friends of Hika Bay*. Several students and faculty were involved in applied research in the Town of Cleveland and other areas to add to the body of knowledge on this water reclamation project. A new Director of Continuing Education was hired, and the position went from part to full-time. A Director of University Relations was also hired.

Budget report: The budget showed on-target expenditures. Banding of county employee position descriptions were completed and distributed this week.

Staff update: the WNEP Coordinator position will be posted next week.

Educator report: Faye encouraged the committee to ask questions about any programs and outreach done by the office and recommended contacting staff if there were questions. There remains confusion between UW-Manitowoc and UW-Extension, and taking the opportunity to explain the institutions is always appreciated. She shared a copy of the August office newsletter highlighting articles on the upcoming county fair.

Motion to adjourn by Laurie Burke, second by Pat Kohlman. Meeting adjourned at 5:45 p.m. The next meeting of the NREC is scheduled for September 6, 2012.

Respectfully submitted,



Faye Malek  
Manitowoc County UW-Extension Family Living Educator and  
Department Head





**MANITOWOC COUNTY  
NATURAL RESOURCES & EDUCATION COMMITTEE  
MEETING NOTICE**

DATE: August 21, 2012  
TIME: 6:45 PM  
PLACE: University of Wisconsin - Manitowoc  
705 Viebahn St., Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Public input
4. Out of state travel resolution (discussion and possible action)
5. Adjourn

Date: August 13, 2012

Catherine Wagner, Chair  
By: Judy Rank, ADRC Director

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Natural Resources & Education Committee  
Minutes  
August 21, 2012

Meeting called to order by Cathy Wagner at 6:45 p.m.. Present were Todd Holschbach, Pat Kohlman and Cathy Wagner, Excused were Laura Burke and Melvin Waack.

Roll call on bottom of agenda.

There was no public impute

Out of State Travel Resolution: Discussion and motion to approve by Holschbach and seconded by Kohlman, carried.

Motion by Kohlman, seconded by Holschbach to adjourn the meeting at 6:55 p.m..

Respectfully submitted by:

Cathy Wagner.



**MANITOWOC COUNTY  
NATURAL RESOURCES & EDUCATION COMMITTEE  
MEETING NOTICE**

DATE: September 6, 2012

TIME: Immediately following the Commission on Aging Meeting

PLACE: Manitowoc County Office Complex  
4319 Expo Dr., Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
  
7. UW-Manitowoc report
8. Budget report
9. Staff update
  
10. Proclamation for National 4-H Week
11. Educator Report
12. Monthly office newsletter review
  
13. Date of next meeting
14. Adjourn

Date: August 28, 2012

Catherine Wagner, Chair  
By: Faye Malek  
Manitowoc County UW-Extension Department Director

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**NATURAL RESOURCES AND EDUCATION COMMITTEE**  
**Manitowoc County Office Complex**  
**Thursday, September 6, 2012**

The meeting was called to order by Chair Cathy Wagner at 5:15 p.m. Other supervisors present were: Pat Kohlman, Melvin Waack, and Todd Holschbach. Laurie Burke was absent. Also present were Charles Clark and Scott Gunderson.

There was no public input.

Motion by Todd Holschbach, second by Pat Kohlman, to approve the minutes of the August 2012 meeting with the only change being the spelling of Pat Kohlman's last name. Motion carried.

Motion by Todd Holschbach, second by Melvin Waack, to approve the agenda as printed. Motion carried.

Correspondence: A handout was shared announcing the 2012 WACEC East-Metro Region Annual Business Meeting scheduled for October 19, 2012. The meeting will be held at the Holiday Inn in Manitowoc. The registration fee is \$14.00 per person and is due on October 11<sup>th</sup>. NREC members interested in attending were asked to let Faye Malek know by September 28, 2012. Cathy Wagner and Melvin Waack are a part of the meeting agenda and will be attending. There was no other correspondence.

UW-Manitowoc report: Dean and CEO Charles Clark indicated the enrollment target was met this fall. November 11<sup>th</sup> is the date for the beginning of a year-long 50<sup>th</sup> year celebration of the UW-Manitowoc Campus. The Spirit of Rivers programming effort continues. The goal is to have credit and non-credit programming in the future. Dr. Clark indicated that the proposed Environmental Science Program between UW-Manitowoc and Silver Lake College continues. The goal of the program is to have students take courses at both institutions and ultimately achieve a baccalaureate degree from Silver Lake College.

Budget report: The budget showed on-target expenditures. The 2013 UW-Extension department budget will be completed and sent to the Comptroller's Office by September 14, 2012.

Staff update: the WNEP Coordinator position interviews will be held on October 29, 2012.

The Proclamation Honoring 4-H Week was reviewed and discussed. This proclamation will be acted upon at the September 18, 2012 Manitowoc County Board of Supervisors meeting.

Educator report: Scott provided an update on some of the agricultural programming efforts that have been provided to local clientele along with future programming efforts. He also discussed the move from the Walters Building to the Ice Arena Show Ring for all of the dairy cattle shows at the 2012 Manitowoc County Fair. The issue of Swine Flu was discussed. The Manitowoc County UW-Extension office worked with the Health Department, Public Works Department and Manitowoc County Expo along with the Swine Superintendent prior to the start of the Fair to encourage people to stay out of the Swine barn if they had flu-like symptoms. 150 personal hygiene signs were printed and laminated by the UW-Extension office and placed at entrances to all livestock barns and show rings. Scott discussed the corn silage monitoring program that monitors the maturity of the corn plants destined to be chopped for silage. Farmers, consultants and service providers are provided updates twice weekly during August and September in order to ensure that the corn silage fields are harvested at the optimum maturity in order to improve farm profitability.

Scott shared a copy of the September office newsletter highlighting articles from Faye Malek, Betsy Warmus, Kevin Palmer, and Scott Gunderson.

Motion to adjourn by Melvin Waack, second by Todd Holschbach. Motion carried and the meeting adjourned at 6:14 p.m. The next meeting of the NREC is scheduled for October 4, 2012.

Respectfully submitted,

Scott Gunderson  
Manitowoc County UW-Extension Dairy Agent



**MANITOWOC COUNTY  
NATURAL RESOURCES & EDUCATION COMMITTEE  
MEETING NOTICE**

DATE: October 4, 2012

TIME: Immediately following the Commission on Aging Meeting

PLACE: Manitowoc County Office Complex, 4319 Expo Drive,  
Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
  
7. UW-Manitowoc report
8. 2012 and 2013 budget reports
9. WNEP Coordinator position and wage band updates
  
10. Educator Report
11. Monthly office newsletter review
  
12. Date of next meeting
13. Adjourn

Date: September 19, 2012

Catherine Wagner, Chair  
By: Faye Malek  
Manitowoc County UW-Extension Department Director

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**Natural Resources and Education Committee  
Manitowoc County Office Complex  
October 4, 2012**

The meeting was called to order by Chair Cathy Wagner at 5:08 p.m. Other supervisors present were: Pat Kohlman, Melvin Waack, Todd Holschbach and Laurie Burke. Also present was Kevin Palmer who represented the office due to Faye Malek's teaching assignment that evening.

There was no public input.

Motion by Laurie Burke, second by Melvin Waack, to approve the minutes of the September 2012 meeting. Motion carried.

Motion by Laurie Burke, second by Melvin Waack, to approve the agenda as printed. Motion carried.

Correspondence: A handout was shared regarding a Reality Check event.

UW-Manitowoc report: A report was provided via handout from Charles Clark.

Budget report: The 2012 budget showed on-target expenditures.

Staff update: the WNEP Coordinator position screenings will take place October 12<sup>th</sup>. Wage banding reports went out to all county employees.

Educator report: The 2012 Family Fun Night at Expo was well attended and new families are interested in joining. A Robotics Team is now established with two leaders.

Kevin shared a copy of the October office newsletter highlighting articles from the staff.

Motion to adjourn by Laurie Burke, second by Todd Holschbach. Motion carried and the meeting adjourned at 5:24 p.m. The next meeting of the NREC is scheduled for November 1, 2012.

Respectfully submitted,

Kevin Palmer  
Manitowoc County UW-Extension  
4-H Youth Development Educator



## MANITOWOC COUNTY NATURAL RESOURCES & EDUCATION COMMITTEE MEETING NOTICE

DATE: November 1, 2012

TIME: Immediately following the Commission on Aging meeting

PLACE: Manitowoc County Office Complex  
4319 Expo Drive, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence - visit from the East Metro Regional Director at the January 3<sup>rd</sup> meeting
  
7. UW-Manitowoc report
8. Budget report
9. WNEP Coordinator preliminary interviews update
10. WACEC meeting report
  
11. Educator Report
12. Monthly office newsletter review
  
13. Date of next meeting
14. Adjourn

Date: October 22, 2012

Catherine Wagner, Chair  
By: Faye Malek  
Manitowoc County UW-Extension Department Director

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**Natural Resources and Education Committee  
Manitowoc County Office Complex  
November 1, 2012**

The meeting was called to order by Chair Cathy Wagner at 5:15 p.m. Other supervisors present were: Pat Kohlman, Melvin Waack, Todd Holschbach and Laurie Burke. Also present was Scott Gunderson who represented the office due to Faye Malek's teaching assignment that evening. Also present was Dr. Clark from UW-Manitowoc.

There was no public input.

Motion by Melvin Waack, second by Todd Holschbach, to approve the minutes of the October 2012 meeting. Motion carried.

Motion by Todd Holschbach, second by Pat Kohlman, to approve the agenda as printed. Motion carried.

Correspondence: The Manitowoc County UW-Extension office received notice that the East Metro Regional Director will attend the January 3<sup>rd</sup> NREC meeting.

UW-Manitowoc report: Dr. Charles Clark reported that an accreditation meeting will be held on November 5, 2012. There will be an open house at the campus from 11 a.m. to 2 p.m. on November 11<sup>th</sup>. UW-Manitowoc and Silver Lake College are working on an environmental science program.

Budget report: The 2012 budget showed on-target expenditures.

Staff update: the WNEP Coordinator position final interviews will take place November 19<sup>th</sup> at the Sheboygan County UW-Extension office. Two individuals will be interviewed.

Melvin Waack and Cathy Wagner provided an update on the WACEC meeting that was held at the Holiday Inn in Manitowoc. Several UW-Extension agents including, Faye Malek, provided excellent presentations regarding how they are working with businesses to increase economic development and job security in their respective counties. Two representatives from Lakeside Foods spoke of the impact of the Community Partners in Literacy program on Lakeside Foods employees. The 2013 State WACEC meeting is in Madison.

Educator report: Jean Rausch provided an update on the literacy program. Three tutor sessions have been held and 25 volunteers have been trained through the 14 hour program. Currently there are 22 matches. Lakeside Foods was the pilot business that worked with Manitowoc County UW-Extension and the Manitowoc Public Library.

Scott shared a copy of the October office newsletter highlighting articles from the staff.

Motion to adjourn by Melvin Waack, second by Laurie Burke. Motion carried and the meeting adjourned at 6:05 p.m. The next meeting of the NREC is scheduled for December 6, 2012.

Respectfully submitted,

Scott Gunderson  
Manitowoc County UW-Extension





## MANITOWOC COUNTY NATURAL RESOURCES & EDUCATION COMMITTEE MEETING NOTICE

DATE: December 6, 2012

TIME: Immediately following the Commission on Aging meeting

PLACE: Manitowoc County Office Complex, 4319 Expo Drive,  
Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
  
7. UW-Manitowoc report
8. Budget report
9. WNEP Coordinator update
  
10. Educator Report
11. Monthly office newsletter review
  
12. Date of next meeting
13. Adjourn

Date: November 26, 2012

Catherine Wagner, Chair  
By: Faye Malek  
Manitowoc County UW-Extension Department Director

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**Natural Resources and Education Committee  
Manitowoc County Office Complex  
December 6, 2012**

The meeting was called to order by Chair Cathy Wagner at 5:14 p.m. Other supervisors present were Pat Kohlman, Todd Holschbach and Laurie Burke. Melvin Waack was excused. Also present were UW-Manitowoc Dean Charles Clark, WNEP Coordinator Betsy Warmus and UW-Extension 4-H Youth Development Educator Kevin Palmer who represented the office and took the minutes.

There was no public input.

Motion by Pat Kohlman, second by Todd Holschbach, to approve the minutes of the November 2012 meeting. Motion carried.

Motion by Laurie Burke, second by Pat Kohlman, to approve the agenda as printed. Motion carried.

Correspondence: Faye Malek was notified by Judy Rank that the Commission on Aging meeting would not be meeting as of January 2103. The NREC opted to meet on the months opposite of Land Conservation meetings. Beginning February 21st at 4:30, the NREC will meet at the MCOC, and that will continue for the third Thursday in April, June, August, October, and December. If additional meetings are needed, they will be scheduled before the Land Conservation Committee meets.

UW-Manitowoc report: Dr. Charles Clark reported that the accreditation meeting went well.

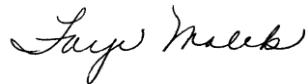
Budget report: The 2012 budget is on target.

Educator report: The WNEP Coordinator position was filled with Betsy Warmus with an official start date of December 6<sup>th</sup>. Betsy spoke of her programming at Jefferson and Koenig Elementary schools, and her future involvement with the Activity and Nutrition Coalition. She used a pantry donation sheet to indicate the types of donations needed to meet the need of local residents.

Kevin shared a copy of the December office newsletter highlighting articles from the staff.

Motion to adjourn by Lori Burke, second by Todd Holschbach. Motion carried with the meeting adjourning at 5:43 p.m. The next meeting of the NREC is scheduled for February 21, 2013 at 4:30 p.m.

Respectfully submitted,



Faye Malek  
Manitowoc County UW-Extension  
Family Living Educator and Department Head