



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

DATE: February 12, 2015

TIME: 4:30 P.M.

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. Approval of Agenda - Discussion and possible action
4. Public Comment
5. Approval of December 11<sup>th</sup> Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. UW-Manitowoc Update....Dean & CEO, Charles Clark - Discussion only
8. 2014 Budget Review - Discussion and possible action
9. 2015 Budget Review - Discussion and possible action
10. Staffing Update....Wisconsin Nutrition Education Program Coordinator (WNEP) and Support Staff - Discussion and possible action
11. Meeting Room Update
12. Educator Report...Kevin Palmer, 4-H Youth Development Educator - Discussion only
13. February Office Newsletter Review - Discussion only
14. Date of Next Meeting
15. Adjourn

Date: February 5, 2015

Catherine Wagner, Chair  
By: Kevin A. Palmer  
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**  
**February 12, 2015**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Melvin Waack, Todd Holschbach, Laurie Burke, and Pat Kohlman. Also present were UW-Extension 4-H Youth Development Educator and Department Director Kevin Palmer, UW-Extension Program Assistant Ruth Aebischer, and UW-Manitowoc Campus Dean/CEO Charles Clark.

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

There was no public comment.

Motion by Kohlman, second by Burke, to approve the Minutes of the December 11, 2014 meeting. Motion carried.

Correspondence: There was no correspondence.

UW-Manitowoc Update: Dean Clark reported an articulation agreement was signed on Tuesday, February 10, between UW-Manitowoc and Silver Lake College. This allows students admission to Silver Lake College to earn a bachelor's degree after they have earned an associate degree from UW-Manitowoc or any of the other UW-Colleges. There are two paths for admission to Silver Lake College through this 2+2 Agreement: Guaranteed dual admission provides students assurance and a seamless transition to Silver Lake College after completing an associate degree with a UW-College. The other path is a Traditional path where the student must submit a completed admission application and official transcripts at the time of admission to Silver Lake College after completing an associate degree at a UW-College. The hope of this program is to have graduates stay here in Manitowoc County and make Manitowoc County stronger together. Dean Clark also said that they have met with Mayor Nickels to discuss transportation and would like to see a direct route to Silver Lake College or UW-Manitowoc for students. The possibility of this happening might occur this coming fall. He also reported that they will be conducting a housing study to see what kind of housing is in demand--apartment style or dorm style housing. They will also be meeting with Bob Ziegelbauer and Gerry Neuser to determine if there will be a major renovation to the present facilities or a new dedicated science building to meet their needs. Dean Clark also reported that they are casting crew for their upcoming theatre performance "Proof". They are also offering their second "24 Hours of Art". Dates are February 20-21 with the Theatre Performance on Saturday, February 21 at 6:30 p.m. and the Art Gallery Opening and Reception at 7:30 p.m. Dean Clark also stated that they are struggling with budget just like everyone else is.

2014 Budget Review: Kevin went through the final budget numbers for 2014. We ended up with \$1,456.98 being given back to the county.

2015 Budget Review: With Pam coming in two days a week now instead of one, Kevin said the Salaries Non-Represented account was increased. And with technology being used more and especially email, we are not using postage like we used too. For the 2016 budget, we will probably look at decreasing the postage account.

Staffing Update: We are still without a WNEP Coordinator. After a second search, we did not have enough candidates to interview for the position. A thought that Kevin had was to connect with another county coordinator in a surrounding county but has not looked into it yet. We feel Betsy Warmus, the former coordinator, would still be interested if it were a half-time position but the State wants it to be a full-time position. At this point, we will repost and hope that we get a number of applicants to interview for the third time around. Pam Miles will be leaving her Program Assistant position the end of March. Kevin has been working with the Personnel Department in refilling that position.

(continued)

Educator Report: Kevin reported that all his topics would be related to Camp TaPaWingo. First one was Winter Leadership Camp which was offered to youth in grades 6-8 throughout the East-Metro Region on February 6-8. They had 25 youth participate and it was the most well-behaved group Kevin said he has ever worked with. They participated in leadership training and were also given time for outdoor activities. Surveys had positive comments about the camp and everyone appreciated the powerpoint that Pam put together on the event. Tractor Safety Camp will be offered April 17-19. We did try to hold it last November but did not get enough registrations for it. It looks the spring one will be a go. Camp's annual fundraiser will be held on Saturday, April 11 at City Limits. The proceeds raised from this fundraiser are used for educational programming, scholarships, and camp upkeep. Another fundraiser is our annual Tree Sale. Deadline for applications is March 13. We will be planting 6,000 trees in the Spring of 2016 and we are still in the process of clean-up. We have Summer Camp set for July 20-23 and a Hunter Safety Camp for July 13-15. We are pushing to get that information out early. Kevin also showed how the "4-H Express" newsletter is being put together using MailChimp and then emailed to everyone. This program also gives you stats on how the newsletter is being utilized. This was shown on the new video conferencing equipment installed in Room 110/111 that we received from the State.

The Manitowoc County Extension October "UWExtra" Office Newsletter was presented. Kevin highlighted information from each of the Educator's articles.

Motion to adjourn by Burke, second by Holschbach. Motion carried with the meeting adjourning at 5:15 p.m. The next meeting of the NREC is scheduled for Thursday, April 9, 2015 at 4:30 p.m.

Respectfully submitted,



Ruth Aebischer  
UW-Extension Program Assistant



## MANITOWOC COUNTY NATURAL RESOURCES & EDUCATION COMMITTEE MEETING NOTICE

DATE: April 9, 2015  
TIME: 4:30 P.M.  
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. Approval of Agenda - Discussion and possible action
4. Public Comment
5. Approval of February 12<sup>th</sup> Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. UW-Manitowoc Update...Dean & CEO, Charles Clark - Discussion only
8. 2015 Budget Review - Discussion and possible action
9. UW-Extension Resource Management Funds - Discussion only
10. Staffing Update...Wisconsin Nutrition Education Program Coordinator (WNEP), UW-Extension Program Assistant, and 4-H Youth Development Educator - Discussion only
11. Capitol Connections - Discussion Only
12. Meeting Room Update
13. Educator Report...Teri Zuege-Halvorsen, Family Living Educator - Discussion only
14. April Office Newsletter Review - Discussion only
15. Date of Next Meeting
16. Adjourn

Date: April 2, 2015

Catherine Wagner, Chair  
By: Kevin A. Palmer  
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.

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**Natural Resources and Education Committee**  
**Manitowoc County Office Complex**  
**April 9, 2015**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Melvin Waack and Todd Holschbach. Excused was Pat Kohlman. Absent was Laurie Burke. Also present were UW-Extension 4-H Youth Development Educator and Department Director Kevin Palmer, UW-Extension Family Living Educator Teri Zuege-Halvorsen, UW-Extension Program Assistant Ruth Aebischer, and UW-Manitowoc Assistant Dean Bruce Peters.

Motion by Waack, second by Holschbach, to approve the Agenda as printed. Motion carried.

There was no public comment.

Motion by Holschbach, second by Waack, to approve the Minutes of the February 12, 2015 meeting. Motion carried.

Correspondence: There was no correspondence.

UW-Manitowoc Update: Assistant Dean Bruce Peters reported that the proposed budget cuts to the U.W. system will be approximately \$300,000.000. For the UW two-year colleges, it will be approximately \$6,500,000 and about \$300,000 for UW-Manitowoc. About 92% of UW-Manitowoc's budget is for personnel. With the proposed budget cuts, there will be staff cuts both in part-time and full-time positions. The Chancellor has formed a task force and will make public the recommendations based on what the task force comes up on dealing with the budget cuts. Natural Resources and Education Committee members present were asked if they'd like to receive UW-Manitowoc budget reports? They indicated they would so they will receive future reports from Dean Clark. Some good news is that plans are progressing for the new science building and Bob Ziegelbauer will be presenting a proposal to the County Board in the Spring of 2016 for a decision on his recommendation. A reminder that "Proof" is playing if anyone is interested in attending. Garden Expo was very successful. UW-Manitowoc's Office of Continuing Education co-partnered with UW-Extension Master Gardeners on this event.

2015 Budget Review: Kevin reviewed budget and we are on target for this time of the year.

UW-Extension Resource Management Funds: Kevin applied for an East Metro Region Professional Development Funds Grant and received it, which was \$6,000. With that funding, he will work with Paula Huff, Oconto County UWEX 4-H Youth Development Educator, and Frank Martinelli, a Non-Profit Consultant, in developing a tool kit that other Educators in the East-Metro Region can use on Organizational Development.

Staffing Update: The third round of WNEP Coordinator screenings will be held soon. Tracy Schuppel has replaced the part-time position in the office that Pam held. Tracy lives in Sheboygan Falls and is getting more familiar each day with her responsibilities and office procedures and fits in well with the staff. Matt Welter, Youth Development Educator, had three months left on his contract with UW-Extension so he will be working in our office until the end of June on special projects while he is here. Matt is a naturalist so we are glad to have him with us and the extra help he can give us while he is here is appreciated.

Capitol Connections: This year's Capitol Connections will be held on Thursday, April 30<sup>th</sup>. It's an opportunity for participants to learn more about the legislative process and it's a way to strengthen our relationships with state elected officials. The morning events will be held at the Concourse Hotel and Governor's Club. In the afternoon, state legislators' visits are planned. At this time, we have about eight 4-H Teen Ambassadors planning on attending. If any NREC members are interested in attending, let Kevin know. He will also get this information to Laurie and Pat.

(continued)

Meeting Room Update: The furniture that was in Room 100 has been moved to Room 111. People seem to like the change. On occasion, we have split Room 300 into two rooms to accommodate everyone for meetings. We are having limited access to the Soil Conservation Service's interoffice meeting room because of confidentiality reasons so it is not being scheduled for meetings at this time until that issue can be resolved. And according to the Public Works Department, Room 100 will be available for meetings until further notice. They have not heard anything from the ADRC Department to change it into offices and Public Works needs a 30 day notice so until that happens, we will be using it.

Educator Report: Teri Zuege-Halvorsen, Family Living Educator, reported on the "Raising A Thinking Child Program" pilot program. She handed out an Impact Report and talked about what was in the report and the results of the program. This program was conducted from February 2 to March 23 at Franklin Elementary School. It was held for eight weeks and each session was 90 minutes long. Teri worked with the parents while two education students from UW-Manitowoc were trained and taught the pilot program to the youth. A total of ten families registered for the program and eight completed the program. After completing this program, it will help children solve problems and resolve daily conflicts; explore alternative solutions and their consequences; and consider the feelings of others. Skills children learn through this program can prevent and reduce early behaviors that predict later problems such as violence, substance abuse, and depression. For parents, the program is designed to help them use a problem-solving style of communication which guides the young children to think for themselves. In looking over the responses parents made after taking the program, it showed that things had changed at home. All eight families said they would recommend the program to others so Teri was very happy with the results and plans on offering the program again in the fall. All materials for the program were funded by Franklin Elementary School PTA.

The Manitowoc County Extension October "UWExtra" Office Newsletter was presented. Kevin talked about the 4-H Pinewood Derby and how successful it was with 170 youth participating. He also talked about collaboration between Scott Gunderson, UW-Extension Agriculture Agent and Jerry Halverson, Soil and Water Conservation Department Director on soil and water conservation. Teri Zuege-Halvorsen's article highlighted the "Raising A Thinking Child" program which was discussed earlier.

Motion to adjourn by Waack, second by Holschbach. Motion carried with the meeting adjourning at 5:00 p.m. The next meeting of the NREC is scheduled for Thursday, June 11, 2015 at 4:30 p.m.

Respectfully submitted,



Ruth Aebischer  
UW-Extension Program Assistant



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

DATE: June 11, 2015

TIME: 4:30 P.M.

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. Approval of Agenda - Discussion and possible action
4. Public Comment
5. Approval of April 9<sup>th</sup> Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. UW-Manitowoc Update....Dean & CEO, Charles Clark - Discussion only
8. 2015 Budget Review - Discussion and possible action
9. 2015 June Dairy Month Proclamation - Discussion Only
10. Staffing Update....Wisconsin Nutrition Education Program Coordinator (WNEP), UW-Extension Program Assistant, and Summer Interns - Discussion only
11. Educator Report...Scott Gunderson, Dairy and Livestock Agent - Discussion only
12. June Office Newsletter Review - Discussion only
13. Date of Next Meeting
14. Adjourn

Date: June 4, 2015

Catherine Wagner, Chair  
By: Kevin A. Palmer  
Manitowoc County UW-Extension Department Director

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**Natural Resources and Education Committee**  
**Manitowoc County Office Complex**  
**June 11, 2015**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Melvin Waack, Pat Kohlman, and Laurie Burke. Excused was Todd Holschbach. Also present were UW-Extension Agricultural Agent Scott Gunderson, UW-Extension Program Assistant Ruth Aebischer, and UW-Manitowoc Campus Dean/CEO Charles Clark.

Motion by Kohlman, second by Burke, to approve the Agenda as printed. Motion carried.

There was no public comment.

Motion by Waack, second by Burke, to approve the Minutes of the April 9, 2015 meeting. Motion carried.

Correspondence: There was no correspondence.

UW-Manitowoc Update: Dean Clark reported that the proposed budget cuts to the U.W. system will lead to a consolidation of services and restructuring. Currently they are waiting on what changes the Chancellor will propose to U.W. two-year colleges before they go ahead with anything. One of U.W.-Manitowoc's faculty members received a U.W.-System Grant which will allow the campus to host an annual Campus Research and Creative Activities Symposium at UW-Manitowoc each of the next five years for students. This past year, UW-Manitowoc did not have a men's basketball team but thanks to the recruitment efforts of the basketball coach, they will have a team for the 2015-2016 season. Approximately 93 students graduated in May with Associate Degrees. U.W.-Manitowoc is collaborating with the Capitol Civic Center's Community Choral group in allowing students to receive college credits for participating in the group. In exchange, the Choral group found a home in the school's music department's practice room. So far seven students have participated. Summer classes are now in session.

2015 Budget Review: Scott reviewed budget and we are 55%, which is on target for this time of the year.

2015 June Dairy Month Proclamation: The Proclamation was approved at the May 19<sup>th</sup> County Board meeting, which showcases the dairy industry in Manitowoc County. Scott then handed out a "Manitowoc County Agriculture: Value and Economic Impact" brochure and went through some of the statistics in the brochure highlighting Manitowoc County agriculture and its importance to Manitowoc County's economy.

Staffing Update: Interviews were held for the WNEP Coordinator position and an offer has been made to Laura Apfelbeck. If she accepts, she will be housed in the Manitowoc County UWEX Office and will work with both Manitowoc and Sheboygan Counties. Next in line will be to hire a WNEP Educator. Ruth Aebischer, UWEX Program Assistant, will be retiring August 31, 2015. The 4-H Teen Ambassadors, Kevin, and a committee of four adults will be putting together a Sock Hop for Ruth as her retirement gathering. Please mark your calendars for Saturday, September 26, 6:00-9:00 p.m., at camp for this event. More information will be forthcoming. Ruth's position has been posted internally and three people have applied. They will be screened and notified for an interview if they qualify. Tracy Schuppel, who replaced Pam Miles, is doing a good job. We have two summer interns this summer. One is Justin McLaughlin who will be doing data entry for Teri and Kevin on Boys and Girls Club--no economic impact on our budget. The other intern is Valorie Gengler. Valorie will be going out into the county and conducting needs assessments surveys with different groups, organizations, and individuals for family living, 4-H, and Ag. No fiscal impact on the UWEX budget.

Educator Report: Scott Gunderson, Agricultural Agent, reported that farmers had a very good spring of getting crops in and cutting first crop hay. We're about three weeks ahead of last year. First cutting of hay last year was June 12<sup>th</sup>. This year, it was May 19<sup>th</sup>. All signs show that crops are doing well and alfalfa yields will be good with the consistency of the rains we've been getting. Scott showed the plaque that Manitowoc County UW-Extension and the Alice in Dairyland Committee received for their work on hosting the event. The Committee of 12 did a great job and they will be meeting soon to wrap everything up. Manitowoc County will be hosting the District Holstein Show at Expo on June 12<sup>th</sup>. The event comes around every five years. There will be about 180 registered Holsteins at the show if anyone is interested in attending. Breakfast on the Farm will be held on Sunday, June 14, at the Orthland Dairy Farm, Cleveland,



WI. Scott handed out brochures which contained more information about the event. Parking will be at LTC this year instead of at the farm. Scott then handed out an updated Wisconsin Agricultural Education Center Project Summary publication. Melissa Bender has been hired as the Executive Director for the Ag Education Center. Her focus, at this time, will be fundraising. The Board of Directors for this project have put a lot of work already into fundraising and promotion of this facility and are a great group of people to work with. They believe in the impact this facility will have on educating the public on the importance of sustainable agriculture and its connection to healthy living. Plans are to break ground for this facility in the Fall of 2016. Scott reported that the first robotic milking system in Manitowoc County is presently being built on the Dale and Cheryl Wagner farm on Hwy. 151, just west of Manitowoc. Each unit costs \$200,000 and should pay for itself in 10 years. There is also the possibility of a second system being installed on a farm that Scott is working with at this time. Scott also mentioned the drought in California and how it is affecting farming in that state.

The Manitowoc County Extension June "UWExtra" Office Newsletter was presented. Scott highlighted information from each program area. Hunter Safety camp will be offered July 20-23 and Summer Camp July 20-23 at Camp TaPaWingo. Breakfast on the Farm was again mentioned. Teri's article talked about ACE (Adverse Childhood Experiences), and how childhood experiences affect our health, relationships, school and work success, and status in adulthood.

Motion to adjourn by Waack, second by Burke. Motion carried with the meeting adjourning at 5:15 p.m. The next meeting of the NREC is scheduled for Thursday, August 13, 2015 at 4:30 p.m.

Respectfully submitted,



Ruth Aebischer  
UW-Extension Program Assistant



## MANITOWOC COUNTY NATURAL RESOURCES & EDUCATION COMMITTEE MEETING NOTICE

DATE: August 13, 2015  
TIME: 4:30 P.M.  
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. Approval of Agenda - Discussion and possible action
4. Public Comment
5. Approval of June 11<sup>th</sup> Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. UW-Manitowoc Update....Dean & CEO, Charles Clark - Discussion only
8. 2015 Budget Review - Discussion and possible action
9. Staffing Update....Wisconsin Nutrition Education Program Coordinator (WNEP) and UW-Extension Program Assistant - Discussion only
10. Educator Report...Teri Zuege-Halvorsen, Family Living Educator
11. August Office Newsletter Review - Discussion only
12. Date of Next Meeting
13. Adjourn

Date: August 5, 2015

Catherine Wagner, Chair  
By: Kevin A. Palmer  
Manitowoc County UW-Extension Department Director

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**Natural Resources and Education Committee  
Manitowoc County Office Complex  
August 13, 2015**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Melvin Waack, Todd Holschbach, and Laurie Burke. Excused was Pat Kohlman. Also present were UW Extension 4-H Youth Development Educator and Department Director Kevin Palmer, UW-Extension Family Living Educator Teri Zuege-Halvorsen, UW-Extension WNEP Educator Laura Apfelbeck, UW-Extension Program Assistant Tracy Schuppel, and UW-Manitowoc Campus Dean/CEO Charles Clark.

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

There was no public comment.

Motion by Waack, second by Burke, to approve the minutes of the June 11, 2015 meeting. Motion carried.

Correspondence: There was no correspondence.

UW-Manitowoc Update: Dean Clark reported that there was good news with the enrollments. The enrollments are up from last year. There was also 71 new students that were added as well. The local impact with the budget is that by January 2016 UW Manitowoc will be part of the Northeast Region and there will only be one Dean for the region.

2015 Budget Review: Palmer reviewed the budget and we are at 40%, which is on target for this time of the year.

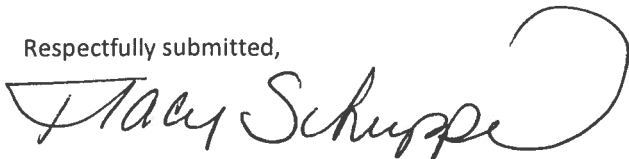
Staffing Update: The new WNEP Coordinator position has been filled by Laura Apfelbeck. She will be housed in the Manitowoc County UWEX Office and will work with both Manitowoc and Sheboygan Counties. Next in line will be to hire a WNEP Educator. Ruth Aebischer, UWEX Program Assistant, will be retiring August 31, 2015. The new UWEX Program Assistant has been filled by Tracy Schuppel. The position of the part-time program assistant has been given to Amanda Knox who currently is working for the Planning and Zoning department. Amanda will spend 40% of her time as the part-time program assistant and the other 50% will be with the Planning and Zoning department. The 4-H Teen Ambassadors, Kevin, and a committee of four adults have been putting together a Sock Hop for Ruth as her retirement gathering. Please mark your calendars for Saturday, September 26, 6:00-9:00 p.m., at camp for this event. Please don't forget the Manitowoc County Fair which is August 25-30 there will be 410 Youth Exhibitors and 3,793 Exhibits and of course the Cream Puff Stand by Camp TaPaWingo.

Educator Report: Zuege-Halvorsen talked about The Home Alone Program which is a program to get children thinking about supervising themselves after school. There are face to face workshops as well as an online version of the program.

The Manitowoc County Extension August "UW Extra" Office Newsletter was presented. Palmer highlighted information from the 4-H Youth Development program area and the Agriculture program area. He also discussed the upcoming Manitowoc County Fair and the upcoming Cover Crop, Tiling, and Drone Demonstration Field Day which is September 3 from 12:30p.m to 3:30p.m. Apfelbeck talked about what the WNEP program area actually is.

Motion to adjourn by Waack, second by Burke. Motion carried with the meeting adjourning at 5:00 p.m. The next meeting of the NREC is scheduled for Thursday, October 8, 2015 at 4:30 p.m.at the Manitowoc County Office Complex

Respectfully submitted,



Tracy Schuppel  
UW-Extension Program Assistant



## MANITOWOC COUNTY NATURAL RESOURCES & EDUCATION COMMITTEE MEETING NOTICE

DATE: October 8, 2015  
TIME: 4:30 P.M.  
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. Approval of Agenda - Discussion and possible action
4. Public Comment
5. Approval of August Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. UW-Manitowoc Update....Dean & CEO, Charles Clark - Discussion only
8. 2015 Budget Review - Discussion and possible action
9. Staffing Update....Wisconsin Nutrition Education Program Educators - Discussion only
10. UW-Extension Budget/Reorganization Update - Discussion only
11. Educator Report...Kevin A. Palmer, 4-H Youth Development Educator
12. October Office Newsletter Review - Discussion only
13. WACEC Service Award Presentations
14. Date of Next Meeting
15. Adjourn

Date: October 1, 2015

Catherine Wagner, Chair  
By: Kevin A. Palmer  
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.

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**Natural Resources and Education Committee  
Manitowoc County Office Complex  
October 8, 2015**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Melvin Waack, Todd Holschbach, Pat Kohlman, and Laurie Burke. Also present were UW Extension 4-H Youth Development Educator and Department Director Kevin Palmer, UW-Extension Program Assistant Tracy Schuppel, and UW-Manitowoc Campus Interim Assistant Campus Dean for Student Affairs Julie Dezeeuw.

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

There was no public comment.

Correction was made to the minutes from the August 13, 2015 meeting. Correction was Pat Kohlman was not present at the August 13, 2015 meeting therefore she could not make the motion to approve the agenda as printed. Motion by Holschbach, second by Burke, to approve the minutes of the August 13, 2015 meeting. Motion carried.

Correspondence: There was no correspondence.

UW-Manitowoc Update: UW-Manitowoc Campus Interim Assistant Campus Dean for Student Affairs Julie Dezeeuw was reporting in place of UW Manitowoc Campus Dean/CEO Charles Clark. Dezeeuw reported that there will be a lot of changes in the upcoming year at UW Manitowoc. The enrollment for fall was up 4% from last year and that the total head count was 478. The new freshman enrollment was also up 3% from last year. Registration for spring will start in November so they are gearing up for that. Fall applications are just starting to come in for students who want to take fall courses next year.

Some of the upcoming events are the Campus Preview, scheduled for Wednesday October 21, from 6:00 p.m. to 9:00 p.m.. This is designed for High School juniors and seniors but sophomores are encouraged to attend as well.

"Into the Woods", theatre production will be held on November 4-7 at 7:30p.m., and then again on November 8<sup>th</sup> at 2pm.

One of the transitions on campus will be Dean Clark has been selected as Regional Executive Officer and Dean for the Southwest Region, which means he will be in charge of UW Baraboo, UW Richland and UW Rock Counties. Dezeeuw reported that she was not sure when the transition would be.

The Executive Officer and Dean for our region will be Martin Rudd. He is currently the Dean at UW Fox and he did serve as an UW interim Dean on the Manitowoc Campus so he does have some experience with that campus. He will be in charge of UW Fond du Lac, UW Fox and UW Manitowoc.

2015 Budget Review: Palmer indicated that we are a little ahead on the budget. We should be at around 30% but in a lot of categories we are higher than that. One clarification is that the account for Postage and Mailing on the second page of the budget dropped to 5.56% because we get an allocation from the state every year so we moved that to a different account. Page one of the budget has a line item entitled UW Extension Aid and then State Allocation Postage. We moved what we received for aid into those accounts for income instead in the expense account. The budget for next year we will be evened out. The other account we are low in is printing and duplicating and we did increase those numbers for next year.

Staffing Update: Palmer reported that now with Laura Apfelbeck being hired as our WNEP coordinator for Sheboygan and Manitowoc counties, Apfelback will be hiring 2 new educators. They are shifting around state wide the allocations of resources and looking at poverty levels around the state. One will be at 100% and the other will be 80%. She is focusing on hiring the educator that will be at 100% first, and then later on she will be hiring the other one. Palmer reported that as far as reorganizations one of the programs that will not be changing a whole lot will be the WNEP program because it is Federal and State funded. There are no county dollars that go into that program other than office space.

Palmer reported that with the UW reorganization ours is taking a little bit longer because it is little more complicated. Dean Klemme is going to be on the Wisconsin County Association Webinar which will be on October 14 from 10a.m.-11a.m. Palmer stated that he was going to try and host the program here at UW Extension. Dean Klemme will be talking about the future model of Cooperative Extension.

Educator Report: Palmer reported that the attendance for Family Fun Night was the lowest it has been. He stated that the schools no longer give out information in Friday folders and that has a huge impact because we usually send out 8,000 flyers to the schools. Palmer said that he would like to market it different so he could connect with the kids. The sock hop for retiring Program Assitant Ruth was very successful and there is talk about having another one for next year.

Palmer is also working with Expo Manager Krizek, to get some dates for shooting sports at the Expo. Palmer is looking at meetings for Air Rifle and Archery.

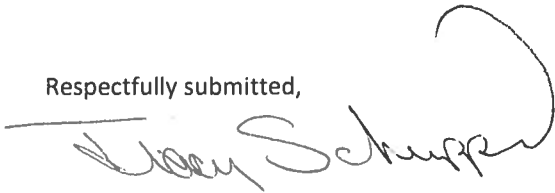
October Office Newsletter Review: Palmer highlighted the new faces at the extension office and that Scott's article talked about the World Dairy Expo and how Gunderson had the opportunity to host a group of 16 German dairy farmers and one consultant. Teri had the opportunity to participate in a leadership development program which was called NELD and available through the North Central Region of Extension. The training provided an opportunity to look at leadership development from a 360 degree perspective. Laura had an article on poverty and how she is going to work and address some of those issues through the WNEP program.

WACEC Service Award Presentation: Palmer recognized Laurie Burke for 5 years of service, Melvin Waack for 5 years of service and Catherine Wagner for 15 years of service.

Date of the Next Meeting: The next NREC meeting will be Thursday, December 10, at 4:30pm at the Manitowoc County Office Complex.

Motion to adjourn by Waack, second by Burke. Motion carried with the meeting adjourning at 5:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tracy Schuppel", with a large, stylized flourish at the end.

Tracy Schuppel  
UW-Extension Program Assistant



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

**DATE:** December 10, 2015

**TIME:** 4:30 P.M.

**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. Approval of Agenda - Discussion and possible action
4. Public Comment
5. Approval of October Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. UW-Manitowoc Update....Dean & CEO, Charles Clark - Discussion only
8. 2015 Budget Review - Discussion and possible action
9. Staffing Update....Wisconsin Nutrition Education Program Educators - Discussion only
10. Educator Report...Scott Gunderson, Dairy/Livestock Agent
11. December Office Newsletter Review - Discussion only
12. Date of Next Meeting
13. Adjourn

Date: November 23, 2015

Catherine Wagner, Chair  
By: Kevin A. Palmer  
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  
December 10, 2015**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Todd Holschbach, Pat Kohlman, and Laurie Burke. Melvin Waack was excused. Also present were UW-Extension 4-H Youth Development Educator and Department Director Kevin Palmer, UW-Extension Dairy/Livestock Agent Scott Gunderson and UW-Extension Program Assistant Tracy Schuppel.

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

There was no public comment.

Motion by Kohlman, second by Holschbach, to approve the minutes of the October 8, 2015 meeting. Motion carried.

Correspondence: There was no correspondence.

UW-Manitowoc Update: None.

2015 Budget Review: Palmer indicated that the budget presented was current as of December 10, and based off that date we should have 5.7% remaining. He related that overall the budget looks good, and we have 6.65% remaining. He also stated that there were a couple of categories that we went over in, and the biggest one was duplicating and printing. Palmer stated that the 2016 budget was adjusted to add another \$900.00 in printing and duplicating.

Staffing Update: Palmer reported that Wisconsin Nutrition Education Program (WNEP) Coordinator Laura Apfelbeck is in the process of hiring 2 WNEP Educators. One Educator will work in Sheboygan County and the other Educator will work in Manitowoc County. Palmer reported that there were over 40 applicants that had applied for the job and that it has been narrowed down to twelve for preliminary interviews. The phone interviews will be conducted next week. He reported that the Master Gardener office will be relocated to the front area by the third window so that the WNEP Educator can have the small office in the back. Having the Master Gardener office up front at the third window will provide better customer service during plant clinic hours.

Educator Report: Gunderson reported that the milk prices have dropped from \$24 to \$17 per hundred weight. He related that our national exports have declined dramatically, and locally many farmers are struggling financially. Gunderson stated that he and the rest of the UW Extension office work to help struggling farmers/families during times of need. He also reported that the Wisconsin Agriculture Education Center is coming along nicely, and the goal is to raise about 12 million dollars for the project. The project is currently about half-way to the goal. The Wisconsin Agriculture Education Center board hopes to have 10 million dollars raised by the middle of next year to begin building the facility.

December Office Newsletter Review: Palmer highlighted some of the past and future programming. The 4-H club officer training conducted in November had over 50 youth participants for the orientation and training. Palmer reported that Halvorsen had an article about "Early Investing", and he highlighted some of the work that she will be doing through the program educating parents. Palmer also reported that Apfelbeck had a nice article about obesity. Gunderson highlighted that on December 17 at 10:00 am the Twin Elm Farm will be hosting the Manitowoc County Forage Council Dairy Cattle Feeding Day.

Date of the Next Meeting: The next NREC meeting will be Thursday February 11, at 4:30pm at the Manitowoc County Office Complex.

Motion to adjourn by Holschbach, second by Burke. Motion carried with the meeting adjourning at 5:00 p.m.

Respectfully submitted,

Tracy Schuppel  
UW-Extension Program Assistant