

MINUTES
Trempealeau County Extension Education and Communication Committee

Mike Nelson, Chair

1. Meeting called to order by Mike Nelson at 1:00 p.m. in the Trempealeau County Government Center in the Packer Room on December 7, 2011.
2. Notice was posted according to open meeting law requirements.

Committee members present:

X George Brandt
X Robert Duellman
X Arild Engelién
X Olin Fimreite
X Michael Nelson

Others present:

 Steve Okonek
X Cyndy Jacoby
X Pat Malone
 Megan Stuessel
X Ron Henry
X Ernest Vold

X Jami Kabus
X Rick Joten
X Michelle Olcott
X Bobbie Guthrie
X Dick Miller

3. **MOTION: Adopt agenda as (printed)**
(Brandt/Engelién : **PASSED**).

4. **Discussion of Vacancy in TCCTV:**

The committee and those present discussed the vacancy in the Trempealeau County Community Television office. Michelle Olcott will transfer to the Senior Services Department. Her last day will be Friday, December 9th. Michelle worked at TCCTV for three days one week and four days the next week, which equaled 56 hours in two weeks (80hrs.) She was employed 70% of a full time employee.

Cyndy Jacoby read a letter from her Supervisor, Deb Jones, Western District Director. In her letter she stated that "When the Extension Office assumed management of the studio, it was our understanding that this was to be a temporary arrangement to allow time for the Extension Education and Communications Committee to make decisions on the future staffing and management of the studio. A year has passed and it is important to us that this discussion move forward and Extension be relieved of these responsibilities."

Miss Jones also added "We would ask that Extension be relieved of the day to day management and that television studio staff take responsibilities for managing:

Phones and email; program schedule; cable casting; daily receipts; taping and editing; technical training of volunteers; equipment rental/loan; agreements with program hosts; volunteer and staff scheduling; maintenance and assessment of equipment repair/replacement; advising whoever is in charge of budget/purchase in cooperation with the IT Department Head."

Miss Jones requested that a new staffing plan be developed that will reflect how the studio will be staffed with minimal oversight by Extension. She added that Extension would assist the studio, but not at the high level of support currently being provided.

The committee is left with a dilemma with a 70% time employee leaving and the "University Extension requesting that Cyndy Jacoby, who has assisted the TCCTV with budget, finances and guidance be relieved of her TCCTV responsibilities and return to her University Extension duties.

The committee and those present had a long discussion regarding the future for TCCTV. The general feeling is that TCCTV provides a valuable purpose providing information, education, government, music and religious programming to Trempealeau County residents. The general feeling was that to keep TCCTV functioning an immediate temporary employee is needed.

MOTION, by George Brandt, seconded by Arild Engelién to fill the part-time position (56 hours per two weeks) as soon as possible. **MOTION carried.**

The committee discussed the need to develop a job description for a TCCTV Coordinator position, to create a method to hire and finance the position.

MOTION, by George Brandt, seconded by Arild Engelién to discuss this at the December 20th Extension Education & Communications Committee meeting. **MOTION carried.**

5. **MOTION: Adjourn meeting at 2:00 p.m.**
(Engelién/Fimreite: **PASSED**).

Olin Fimreite, Secretary
Agriculture and Extension Education Committee