

Agriculture & Education Committee
UW-Extension
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UW
Extension
University of Wisconsin-Extension
<http://rock.uwex.edu>

Agriculture & Extension Education Committee
Wednesday, March 14, 2018 – 7 pm
Rock County Courthouse
Courthouse Conference Center – 2nd floor – East Wing
51 S. Main St., Janesville, WI 53545

1. Call to Order
2. Adoption of Agenda
3. Approval of minutes from February 14, 2018
4. Citizen Participation, Communication and Announcements

UW-Extension:

5. Rock County UW-Extension staff and program updates
 - a. Introduction of Laura Vander Veen, 4-H Program Coordinator
 - b. Introduction of Tara Hanley, Office Coordinator
 - c. Farm Update – Nick Baker, Agriculture Extension Educator
6. Discussion and possible action for shared Agriculture Extension Educator (horticulture focus)
7. Review of Payments

Fairgrounds:

8. Fairgrounds Maintenance and Contracts
9. Fairgrounds
 - a. Discussion and possible action on long-term planning
 - b. Discussion and possible action on the sale of alcohol on the Rock County Fairgrounds – Resolution: Amending Section 5.02(16)(a) of the Rock County Ordinances
10. Fair Board Report
11. Comments from the Committee
12. Adjourn

Guiding Principles for the Shared Agricultural Extension Educator

DRAFT

The Agriculture Extension Educator will be responsible for horticulture programming in both Rock and Walworth Counties as stated in the position description.

The UW-Extension 136 Contract will reflect a split of \$22,128/.5 FTE and \$250 per county for professional development on both annual contracts to fulfill the 1.0 FTE fee for service of \$44,256 per position and \$500 professional development costs.

The Educator is responsible to report to each county office as scheduled and mileage will not be reimbursed to report to the work location.

The Educator will work on a 2/3 day per week split between the two counties throughout the year.

Mileage, program supplies, training, etc. within the county for work related responsibilities will be funded through the individual county UW-Extension budget.

Horticulture Educator (100%) – Rock County with University of Wisconsin-Extension in Janesville, WI

Posted on March 4, 2013

Type of position	This position is a fixed-term academic staff appointment in the University of Wisconsin-Extension's division of Cooperative Extension. Fixed-term academic staff appointments are made on an annual basis with renewal possible.
Employer	University of Wisconsin- Extension
Location	Janesville, WI
Description of Location	Rock County UW-Extension Office, Rock County Courthouse, 51 S. Main Street, Janesville, WI 53545
Salary	\$41,067-50,000
Benefits	State of Wisconsin benefits (http://www.uwsa.edu/hr/benefits/newemp/orientwrs.pdf), including retirement, vacation, sick leave, health insurance, and other insurances.
Closing date of competition	April 2, 2013
Date position available	TBD
Description of duties	As an academic staff member of the University of Wisconsin-Extension, Cooperative Extension, employed with Rock County, the Horticulture Educator is an educational leader in teaching, accessing and applying research findings from horticulture, agronomy/plant sciences, agricultural economics, community food systems and natural resources. The Horticulture Educator takes a scholarly approach in integrating concerns and issues identified at the county, state and national levels relative to horticulture, horticulture economic development, horticulture profitability and environmental quality, and in building the capacity of adults, youth, families, organizations, and communities.
Qualifications	<ul style="list-style-type: none"> ▪ Master's or other graduate degree, with at least one degree in a field that relates to the responsibilities of this position such as horticulture, plant

sought	<p>sciences, agronomy, botany, agricultural education, or related fields (soils, entomology, or plant pathology)</p> <ul style="list-style-type: none"> ▪ Current content knowledge in fields related to the purpose of this position such as horticulture, plant sciences, agronomy, agricultural education, community food systems, or related fields (soils, entomology, or plant pathology) ▪ Demonstrated skills in planning, implementing or teaching educational programs ▪ Experience partnering with others (paid or volunteer) to promote involvement in community decision-making and positive action ▪ Knowledge and skills to effectively interact with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity
Contact for additional information	<p>Please email or call the Human Resources office at: 608-263-1945 or ces.jobs@uwex.edu</p>
Application procedure	
Submit what	<p>To receive full consideration, application materials must be received by April 2, 2013 and include all of the following (when uploading documents, pdf format is preferred):</p> <ul style="list-style-type: none"> ▪ COVER LETTER (up to two pages) that summarizes how you meet the minimum qualifications of this position. Please prepare a paragraph for each of the minimum qualifications and include formal education, training, professional work history, volunteer work, research, and any related life experiences in your response. Please note that your response will be evaluated for content and written communication skills. ▪ PROFESSIONAL RESUME, including related education, professional work history and volunteer experience. ▪ CONTACT INFORMATION FOR THREE (3) PROFESSIONAL WORK REFERENCES, including at least one person who has been your immediate supervisor. For each reference, please indicate the nature of your professional relationship and include the persons title, e-mail address and telephone number.

	<ul style="list-style-type: none"> ▪ FINAL COLLEGE TRANSCRIPTS for each of your degrees. Unofficial copies of final college transcripts are acceptable when applying for this position. Official final college transcripts are required upon hire. <p>Please upload only the materials requested above. Any documents, other than those requested, will be deleted from your application. Application materials that do not comply with these instructions are incomplete and will not be considered. Applications received after the application due date will be accepted through the conclusion of the initial application screening process.</p>
Submit to	<p>Please submit application materials to Cooperative Extension Human Resources online using the URLs below. Once you are in the Candidate Gateway, please make sure to click on the Advanced Search link and enter 8898 into the Job Opening ID field.</p> <ul style="list-style-type: none"> ▪ Before you get started with the online application process, we recommend you preview the frequently asked questions (FAQs). To do so, please click here. External applicants can also view the FAQs after accessing the online system by clicking on the “Help” link in the upper right corner. ▪ If you are applying as an applicant who is NOT currently employed by the University of Wisconsin System, please click here. ▪ If you are applying as a current employee of the University of Wisconsin System, please click here.
Additional Information	<p>As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment; and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record. We promote excellence through diversity and encourage all qualified individuals to apply.</p> <p>Materials will be made available in alternative format upon request. Please call 711 if you are hearing or speech impaired and need assistance. Direct inquiries concerning equal opportunity to: UW-Extension Office of Inclusion; Room 501; 432 N. Lake Street; Madison, WI 53706.</p>

This entry was posted in [Jobs](#).



**AGRICULTURE
EXTENSION EDUCATOR**

**POSITION DESCRIPTION
DRAFT**

WORKING TITLE: Agriculture Extension Educator (100%)

OFFICIAL TITLE: Outreach Specialist Series

The Agriculture Extension Educator serves the people and communities of Wisconsin by addressing local, statewide and national issues, improving lives through research-based education, fostering partnerships and action, and facilitating positive impacts that support:

- Thriving individuals and families;
- Effective organizations;
- Healthy and vibrant communities; and
- Strong economies.

OFFICE LOCATION: This position will have two office locations:

- Walworth County, UW-Extension, 100 W. Walworth St. Elkhorn, WI 53121 and
- Rock County Courthouse 51 S Main Street, Janesville, WI 53545

INITIAL PROGRAMMING FOCUS:

This Agriculture Extension Educator position will primarily serve both Rock County and Walworth County.

The Agriculture Extension Educator designs, delivers, and evaluates research-based educational programming and services aligned with the position's programmatic focus. Initial programming focus will include: (add bullet list of 3-5 priority program topics)

- Consumer Horticulture Education
- Commercial Horticulture Education
- Master Gardener Volunteer Program
- Community Garden Management

This individual will apply the University of Wisconsin's research, education and outreach resources to address locally identified needs and opportunities.

PRIMARY DUTIES:

Programming

- Provide leadership, education, management, recruitment, and retention to the Master Gardener Volunteer program in both counties.
- Utilize knowledge of local communities and partners to identify needs and deliver relevant programming;
- Access, develop or adapt culturally-relevant, research-based educational programming to meet identified needs and opportunities;

- Manage and recruit volunteers and Associate Extension Educators responsible for delivering programming including day-to-day management and performing annual Performance Reviews;
- Expand access by reaching and engaging diverse audiences and ensuring full access to programs, facilities, and educational services; and
- Evaluate and report on programming by utilizing established tools and processes to inform future program design, improve effectiveness and demonstrate value.

Collaboration & Relationships

- Collaborate with local colleagues to promote a positive office environment, determine local needs, and share resources;
- Develop and maintain respectful working relationships;
- Collaborate with statewide colleagues within and across organizational structures to develop and adapt standardized and relevant programming; and
- Promote Cooperative Extension and its programs to build greater access, visibility and value.
- Develop and/or support community coalitions and partnerships that extend programmatic reach and expand programmatic impact.

Administrative & Programmatic Accountability

- Reports to the Area Extension Director;
- Works with the Area Extension Director and local partners to identify programming needs and seek input on performance;
- Creates a plan that identifies local audiences, describes the programming to meet their needs, connects to larger program objectives of Cooperative Extension and assesses programming effectiveness;
- Communicates plans, activities, and achievements to relevant stakeholders;
- Ensures programs serve and reach audiences reflective of the diversity of the state; and
- Submits reports that meet the requirements, policies, and established practices of Cooperative Extension and partners, including federal Civil Rights requirements.

INSTITUTIONAL AFFILIATION:

The Agriculture Extension Educator is an employee of the UW-Cooperative Extension, a member of the Agriculture Institute and will choose one primary program within the Agriculture Institute. Extension Educators may choose a secondary focus with another program.

QUALIFICATIONS: (Please separate qualifications into required and preferred categories.)

Required:

- Bachelor's degree and at least 2 years of relevant field and work experience in the area of programming and service delivery such as horticulture; botany; plant science; natural resources; and environmental conservation;
- Demonstrated success in developing, delivering, and evaluating educational programs for diverse audiences utilizing a variety of educational techniques, methods, and modes;
- Strong interpersonal skills and demonstrated ability to build and maintain professional work environments;
- Demonstrate experience developing effective partnerships or coalitions with community partners and local governments

- Work experience relevant to the programmatic responsibilities of the position;
- Ability to communicate effectively using a variety of methods and technology; and
- Ability to effectively work with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity.

Preferred:

- A Master's degree in a field relevant to the programmatic responsibilities of the position;
- Experience managing multiple tasks, timelines, and schedules while maintaining high quality work;
- Ability to work cooperatively with other agencies, community-based services, or organizations to address educational needs; and
- Demonstrated skill in interpreting, utilizing, and applying evidence-based information and research findings.

WORKING CONDITIONS:

- Expected to make individual arrangements for transportation adequate to meet position responsibilities and essential job functions;
- The work week will be divided between both counties evenly on a 2/3 day rotating split.
- Work evenings or weekends as needed to meet local needs; and
- Carrying educational equipment, up to 25 lbs.

SALARY AND BENEFITS:

This is a full-time (1.0 FTE) academic staff position. Final salary is commensurate with experience and education. State of Wisconsin benefits including retirement, vacation, sick leave, health insurance, and other insurances. For a more detailed description of available benefits, please see <https://www.wisconsin.edu/ohrwd/benefits/>.

TYPE OF APPOINTMENT:

This position is a fixed-term renewable academic staff appointment in the University of Wisconsin-Extension's Division of Cooperative Extension. Reappointment to this position after the initial term is dependent upon performance and availability of funding.

ORGANIZATIONAL INFORMATION:

UW-Cooperative Extension is the educational resource that helps the Wisconsin Idea become reality. Valuing leadership, relationship-building, and inclusion; UW-Cooperative Extension teaches, learns, leads, and serves the people of Wisconsin by connecting them with the University of Wisconsin research and resources. Located in all 72 counties of Wisconsin, UW-Cooperative Extension engages with communities to influence their lives beyond the boundaries of the classroom.

SPECIAL NOTES:

As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment and is strongly committed to maintaining an organizational climate that supports and respects differences and equality of opportunity. UW-Extension does not discriminate on the basis of age; race; creed; color; disability; sex/gender; sexual orientation; national origin; ancestry; religion;

marital status; identity as a veteran, disabled veteran, Vietnam veteran or any other military service; arrest record or non-program related conviction record. ***We promote excellence through diversity and encourage all qualified individuals to apply.***

Materials will be made available in alternative format upon request. Please call 711 if you are hearing or speech impaired and need assistance. Direct inquiries concerning equal opportunity to: University of Wisconsin-Extension Office of Equity, Diversity and Inclusion; Room 201; 432 N. Lake Street; Madison, WI 53706. oedi@uwex.uwc.edu (email); 608.890.0259 (fax)

An offer of employment is contingent upon the following: 1) the establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986, 2) if required, submission of an official transcript upon hire, and 3) a criminal background check prior to employment. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

HOW TO APPLY:

Applicants are required to apply online. UW-Extension will not consider paper, emailed or faxed applications. Online application, with all required documents, must be received by **DATE**.

Required application materials:

- A letter of application that addresses how your education and experience meet all of the required qualifications for the position;
- Professional resume that includes degree information;
- Transcripts; and
- Names and contact information (e-mail address, phone number, and mailing address) of at least three references.

For questions regarding this position, please contact **NAME (email address)**. For technical questions or assistance, please contact UW Service Center at (888) 298-4159. For all other questions please contact hrstaff@uwex.uwc.edu.

COMMITTEE REVIEW REPORT
FOR THE MONTH OF FEBRUARY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
56-5600-0000-63100	OFC SUPP & EXP				
		P1800873	02/15/2018	WACAA	150.00
56-5600-0000-63300	TRAVEL				
			02/15/2018	FLICKINGER,ANGELA	55.59
56-5600-0000-64200	TRAINING EXP				
		P1800032	02/15/2018	JP MORGAN CHASE BANK NA	654.45
		P1801046	02/15/2018	DANE COUNTY TREASURER	40.00
U.W.EXTENSION PROG TOTAL					900.04

I have reviewed the preceding payments in the total **\$900.04**

Date:

Dept

Committee

COMMITTEE REVIEW REPORT
FOR THE MONTH OF DECEMBER 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
56-5600-0000-64200	TRAINING EXP	P1703130	02/15/2018	UNIVERSITY OF WISCONSIN EXTENS	510.00
				U.W.EXTENSION PROG TOTAL	510.00
56-5605-0000-44100	FEES	P1703198	02/22/2018	JANESVILLE CONFERENCE CENTER	886.58
56-5605-0000-64604	PROGRAM EXPENSE	P1703130	02/15/2018	UNIVERSITY OF WISCONSIN EXTENS	195.00
				UW-EXTENSION EDUCATION PROG TOTAL	1,081.58
56-5625-0000-63400	OPERATING SUPPLI	P1703166	02/15/2018	AIRGAS INC	61.58
				FARM-GENERAL FUND PROG TOTAL	61.58

I have reviewed the preceding payments in the total \$1,653.16

Date:

Dept

Committee

**Rock County Fairgrounds
2018 Contracts
List to go to A/E
3/14/18 Meeting**

March 20th Landmark Planting for Profit planter demo Craig Center \$600

April 6th-8th Janesville Beloit Kennel Club Barn Hunt Barns \$750

RESOLUTION NO. _____

AGENDA NO. _____

ORDINANCE
ROCK COUNTY BOARD OF SUPERVISORS

AGRICULTURE AND EXTENSION
EDUCATION COMMITTEE
INITIATED BY



RICHARD GREENLEE
DRAFTED BY

FEBRUARY 26, 2017
DATE DRAFTED

AGRICULTURE AND EXTENSION
EDUCATION COMMITTEE
SUBMITTED BY

AMENDING SECTION 5.02(16)(a) OF THE ROCK COUNTY ORDINANCES

1 The Rock County Board of Supervisors at its regular meeting this ____ day of _____,
2 2018, does ordain as follows:

3
4 I. Section 5.02(16)(a) of the Rock County Code of Ordinances shall be amended to read as
5 follow (new language underscored, ~~deleted language crossed-out~~);

6
7 **5.02 Parks Regulated**

8
9 ...

10
11 (16) Intoxicants Prohibited

12
13 (a) No person shall consume or possess any fermented malt beverage or intoxicating liquor,
14 as defined by ~~1987~~ Wisconsin Statutes, sec. 125.02, on any property owned by Rock
15 County, except that portion of the county airport designated by the Public Works
16 Committee or those areas of the fairgrounds designated by the Agriculture and
17 Extension Education Committee. Such possession and consumption of fermented malt
18 beverages on the airport premises shall be subject to all applicable State Statutes and
19 local ordinances including licensing of the restaurant operation by the appropriate
20 municipal authority. The consumption of fermented malt beverages and wine, in all
21 parks, except the 4-H County Fair Grounds, is allowed under a temporary permit issued
22 by the ~~Director~~ Parks Manager. The consumption or sale of fermented malt beverages
23 and wine on the 4-H County Fair Grounds is allowed under a temporary permit issued
24 by the Agriculture and Extension Education Committee. Such temporary permits shall
25 be subject to all local licensing requirements and such other restrictions as the respective
26 Committees may deems to be in the public interest.

27
28 II. Section 5.02(16)(a) shall be effective upon publication.

Respectfully submitted:

AGRICULTURE AND EXTENSION EDUCATION COMMITTEE

Richard Bostwick, Chair

Wes Davis, Vice Chair

Brenton Driscoll

Kara Hawes

Alan Sweeney

FISCAL NOTE:

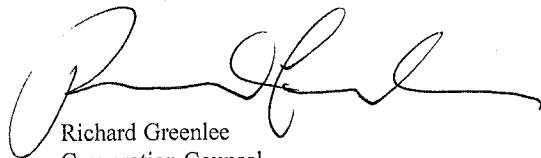
Minimal fiscal impact.



Sherry Oja
Finance Director

LEGAL NOTE:

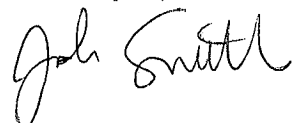
The County Board is authorized to take this action by Wisconsin Statutes section 59.02(2).



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

Amending Section 5.02(16)(a) of the Rock County Ordinances

This ordinance amendment would allow for the Agriculture and Extension Education Committee to establish areas of the Rock County Fairgrounds where alcohol could be sold during events. The ordinance would require event organizers to obtain a temporary alcohol permit from the Agriculture & Extension Committee, and any required temporary alcohol sale licenses from the appropriate municipal authority.