

**Sub Committee of the Richland County Agriculture and Extension Education Committee
(Clerical II Interview Team) Meeting Minutes
December 10, 2014 - 9:00 a.m.
Room 713, UW-Richland East Hall**

Present: Kinney, Rasmussen, Lewis, Hady, and Campbell.

1. Meeting was called to order by Chairperson Lewis at 9:01 a.m.
2. Hady gave proof of notification.
3. Motion by Kinney, seconded by Rasmussen, to approve the agenda regarding the Clerical Assistant II position. Motion carried.
4. Motion by Kinney, seconded by Rasmussen, to move into closed session pursuant to the Exemption Contained in S.19.85 (1)(c). Motion carried.
5. Motion by Rasmussen to return to open session and have Hady contact the candidates, second by Kinney. Motion Carried. A motion by Kinney to offer the first choice candidate the position, and if declined, to then offer it to the second candidate, second by Rasmussen. Motion carried.
6. Motion to adjourn by Kinney, and seconded by Rasmussen. Motion carried. Meeting adjourned at 11:45 a.m.

Minutes submitted by: Sandy Campbell