

## Administrative News from Glen:

I feel grateful for those April snows as they turned around the water and grass situation considerably; but they made for a bad month of driving. I'm hopeful May will bring more consistent spring-like weather.

The Academic planning retreat early in April went well. The team focused and worked hard. The planning team members have been working with the facilitator on the Academic Planning report and it is just about together. We expect the Academic Planning retreat team report will be available to all in Extension for review and comment by mid-May. We will need your review and comment back on a short turn-around. The Academic Planning Team report and the comment and input received will be used to write the 2014–2020 Academic Plan for UW Extension. The Academic Plan will be circulated a couple of times this summer for review, comment and revision before it is submitted in September for College review.

Regards and safe travels, Glen

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## Personnel News:

### **Goshen County/SE Area Educator -PSAS**

We are pleased to announce that we have successfully completed the search for the SE Area Extension Educator PSAS position based in Goshen County. Caleb Carter will start the position in the end of August after completing his M.S. degree in Agronomy from the University of Wyoming College of Agriculture and Natural Resources. Caleb is conducting his research in irrigation at the Powell R&E Center with Dr. Axel Garcia y Garcia. In fact, he presented information about irrigation delivery method choices at last summer's field days. Caleb also has experience working with youth as a Wilderness Instructor in Montana. We are very excited to have Caleb join our UWE team.



### **Hot Springs County 4-H/Youth Development**

We have a new 4-H/Youth Development Educator in Hot Springs County. We are pleased to announce that Joey L. Johnson will join UW Extension on June 01, 2013. Joey comes to UW Extension with substantial experience and proven success as a youth educator. He has been a vocational agriculture teacher and FFA advisor in Wyoming for over 16 years. Most recently, Joey was employed by Park County School District #16 in Meeteetse, where he was awarded Teacher of the Year for 2013. Joey also served as the livestock judging coach and manager of the Paul Stock Agricultural Pavilion for Northwest College in Powell, Wyoming. He was a nine-year 4-H member in Weston County and is a graduate of UW. Joey states that he is "enthusiastic and dedicated when it comes to promoting youth, leadership and agriculture". He hopes to foster excitement and energy in the Hot Springs County 4-H program and looks forward to growing the program in cooperation with community volunteers and participants. Joey and his family currently reside in Hot Springs County where they continue a long tradition of support and participation in 4-H programs. Please join us in welcoming Joey to UW Extension, Hot Springs County and the 4-H/Youth Development Team.



**Lincoln County, 4-H and Youth Development Educator** – Position #4205, based in Kemmerer. Interviews were held and a decision is pending.

**NE Area Extension Educator, PSAS** – Position #0568, based in Campbell County. This is an extended term track position. Interviews are scheduled for May 6<sup>th</sup>.

**Natrona County, 4-H and Youth Development Educator** – Position #0401, based in Casper. This is a non-extended term position. Screening will begin June 17<sup>th</sup>.

**Platte County, 4-H and Youth Development Educator** – Position #0245, based in Wheatland. This is a non-extended term position. Screening will begin June 17<sup>th</sup>.

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## Staff Development/Federal Relations News from Susan:

### **Professional Development News**

**November 4–7, 2013 - EPIC** (Extension Professional Improvement Conference). The bi-annual conference will be held in Casper. The Ramada Plaza Riverside will serve as the conference hotel and meeting site. Watch for details in coming months.

**Extension New Employee Training** – All employees hired after September 15, 2012 should reserve September 9–12, 2013 for training in Laramie.

**ESCAPE** – Extension Secretary Conference, a Professional Event, will be held October 1–4, 2013 in Evanston. Save the date!

### **Reporting Tip**

Reporting outcomes and impact is critical to providing accountability for all UW Extension programs. Evaluation is necessary to document results. Evaluations do not have to be cumbersome for clientele. Here are three key questions to ask program participants:

1. Did you learn at least one new concept, practice, idea from the program? (Shows knowledge and skills gained)
2. Do you plan to implement any changes in (practice, behavior) as a result of the program? Please list what you plan to do? (Documents behavior change)
3. What is the most important idea you can use from the program? (Documents what they gained from the program)

To truly measure impact, follow up after the program with a sample of participants, to learn if they actually implemented any of the changes this will show results.

### **Civil Rights Tip**

Why are staff meetings a topic for civil rights? When federal civil rights reviews occur, one item of documentation requested is copies of staff minutes. Regularly scheduled county staff meetings should be held with minutes documenting discussion. Reviewers look at staff minutes for any discussion relating to civil rights topics, such as promotion and publicity for programs; how to reach diverse audiences, or any concerns raised regarding civil rights. Copies of county staff meeting minutes should be forwarded to Marie Hanson at the state office who will distribute to the appropriate associate director.

### **Customer Service Tip**

Keeping your cool – as a professional, you understand the importance of remaining on an even keel regardless of the circumstances. But that doesn't mean that you're immune from reacting – or overreacting- when someone pushes your buttons. The next time you feel your face growing flush and your stomach starting to knot, remember these tips:

- Smile. When people are deliberately trying to get under your skin, the last thing they expect to see is a smile. As the joke goes, it makes them wonder what you're up to. Used appropriately, your smile may disarm the other person. And the act of smiling can help calm your own volatile emotions and

take some of the sting out of your response.

- Breathe. Intense emotions, such as anger, tend to scatter your thoughts. Taking a cleansing breath will release some of that pent-up tension and allow you to center yourself and think about what you really want to say.

- Shift. Look off to the side or turn your body so you're no longer facing the other person head on. Changing our position even slightly can make the situation feel a little less confrontational.

- Express. Be honest about your feelings-for instance, "I'm not sure how to respond to that. Let me get back to you." Better to walk away and take time to cool off than to give a knee-jerk response that will undermine your position or escalate a conflict. If you don't have the option of walking away, then don't be afraid to step back and think before answering. Never let another person goad you into an off-the-cuff response that you may regret.

Source: Adapted from: "Responding skillfully when you are thrown off center," on the Ivy Sea Web site.

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## Cent\$ible Nutrition Program News from Mary Kay:

Due to the spring snow storm, CNP Spring Fling has been re-scheduled for May 21-22 in Casper at the ARLC.

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## A Message from Marie Hanson:

**Congratulations** to new UW Extension Faculty Senate Representative, Kellie Chichester and her alternate, Mae Smith. They will begin their three-year terms this fall.

**Thank you** to Kim Reaman for serving as the UW Extension Faculty Senate Representative for the past three years and Kellie Chichester for serving as Kim's alternate. Their dedication is much appreciated!