

## Administrative News from Glen:

Just four more days to provide review and comment on the draft Academic Plan! I'll again offer my encouragement to wade into the draft plan and provide your input. This is a critical stage in the development of our UW Extension Plan. The next step will be to organize the planning retreat dialogue and objectives into a more limited set of actions that can nest within College and University plans and reasonably be portrayed in a plan, and accomplished during this next planning cycle. Your insights drawn from the employee and stakeholder input and the work of the academic planning retreat are critical to the development and refinement of the UW Extension Academic Plan. Please provide your input to Rhonda Shipp ([rshipp@uwyo.edu](mailto:rshipp@uwyo.edu)) by the end of day, Monday June 10<sup>th</sup>.

Thanks and Safe Travels, Glen

## Personnel News:

### **NE Area Extension Educator - PSAS**



We are pleased to announce that we have successfully completed the search for the NE Area Extension Educator PSAS position based in Campbell County. Chance Marshall will start the position in January after completing his M.S. degree in Animal and Veterinary Sciences from the University of Wyoming College of Agriculture and Natural Resources. Chance is conducting his research with Dr. Scott Lake and Dr. Allison Meyer in beef cattle nutrition. He is from Teton County and was active in the 4-H program. Chance has already contributed to Extension educational programs in Albany, Carbon and Fremont Counties. We are very excited to have

Chance join our UWE team.

### **Lincoln County 4-H/Youth Development – Kemmerer**



We are pleased to announce that Miriam Feeley will be our new 4-H/Youth Development educator in Kemmerer. Miriam will join the UW Extension team in Lincoln County on May 30, 2013. Miriam brings a wealth of youth development and volunteer management experience. Her academic training in Agriculture Education (B.S.-Utah State) and previous career experiences as a recreation center Program Coordinator, Substitute Teacher and FFA Advisor provide an exceptional foundation to lead a successful 4-H program in Kemmerer/Cokeville and contribute to the overall program in Lincoln County. Miriam is passionate in her belief that “4-H has something to offer everyone and everyone can offer something to 4-H”. She has high expectations for herself and her 4-H members. Miriam looks forward to working with a great group of volunteer leaders, 4-H members and UW Extension personnel in Lincoln County. Please join us in welcoming Miriam to UW Extension, Lincoln County and the 4-H/Youth Development Team.

**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**

Reading field educator annual summaries, I noted that some list few or no activities under administration/leadership. Even if you do not hold the county coordinator role, everyone has some leadership/administration in their positions. Here are some ideas:

- Participate actively in county staff meetings
- Responsible for \_\_\_\_\_ (CDE, NFS, 4-H, SMRR) program in \_\_\_\_\_ county or area
- Over site of 4-H council budget (County 4-H foundation)
- Management of program budget for \_\_\_\_\_ program
- Chair \_\_\_\_\_ issue team
- Provide leadership for facilitating two staff meetings a year (rotated among educators)
- Provide input on administrative assistants performance review
- Provide input on county budget request

### **Civil Rights Tip**

What is Reasonable Effort? To meet civil rights compliance all UW Extension programs educators should document that a reasonable effort has been made to reach all audiences. To show reasonable effort, documentation of using a variety of media sources to market programs such as newspaper, radio, TV if available, direct mail flyers, posters, Facebook, newsletters etc. A good topic for a staff meeting might be “What are some new creative ways to market programs?”

### **Customer Service Tip**

Thank your volunteers, it pays off. Thanking volunteers and co-workers for their work is more than an act of simple politeness. Smart educators know that saying “thank you” has benefits that affect the bottom line, like...

- ★ Volunteers and co-workers who are thanked feel appreciated and happy, making them more productive.
- ★ They feel empowered to do more.
- ★ They're more responsive to feedback and criticism.
- ★ Because they know you are paying attention and appreciate their work, they'll be more willing to share ideas and ask important questions.

*Adapted from Buffalo Business First*

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

The CNP staff who are on the 10-month calendar will enjoy some time off from June 17 through August 14, 2013. They will start up again on August 15. Several educators do work through the summer and will continue with youth and adult classes.