

Administrative News from Glen:

I spent a part of last week in Sacramento at the National Extension Director's meeting. The meeting was held jointly with the National eXtension Conference so participants could attend sessions in each meeting. As you might expect, the eXtension meeting agenda was focused on educational technology and social networking tools in education and learning strategies. Perhaps because of the joint planning for the meetings, the National Extension Director's agenda was filled with a lot of the same kind of content. These meetings were a particularly enlightening experience for me. They allowed me to give more substantive thought to things I have been sensing about the future in education and particularly, the "Extension" kind of education. I came away from the meetings with some additions to my "to do" list and several more general impressions. The first of these is that we, in UW Extension, are doing pretty well in our own digital education efforts, particularly given the size of our organization. We actually are leaders in a few things and not too far behind in many others. The second is that we really need to maintain our focus on building our capability, expertise and portfolio of digital Extension outputs. Third, we need to keep our eyes on our more traditional competitors for Extension content and those new technologies that could completely change the Extension landscape in a short period of time. And the last is this; I know that like me, many of you are amazed with the capabilities and success of our Extension Communications and Technology Unit. I learned last week what I suspected: they are held with that same high regard and respect across the Extension world. There's another reason to be optimistic for the future!

Safe Travels, Glen

Personnel News:

Natrona County, 4-H and Youth Development Educator – Position #0401, based in Casper. This is a non-extended term position. Interviews have been held and a decision will be announced in the near future.

Sheridan County, 4-H and Youth Development Educator – Position #0191, based in Sheridan. This is a non-extended term position. Screening has begun and interviews will be conducted May 13, 2014.

Wind River Reservation, 4-H and Youth Development Educator – Position #6141, based in Ethete. This is a non-extended term position. Screening will begin April 14, 2014 and continue until a suitable candidate is identified.

Carbon County, NFS – Position #1281, based in Rawlins. This is an extended term track, Assistant UEE position. The search will be extended and continue until a suitable candidate is identified.

Teton County, 4-H/Youth Development Educator – Position #4440, based in Jackson. This is a non-extended term position and will open soon.

Staff Development/Federal Relations News from Susan:

Professional Development News

In-Depth Training – 2014 will be held **November 3–6, 2014**. Please block these dates on your calendars now. Initiative teams and CNP will be working on training topics. UW Extension will use the Hilton Garden Inn and UW Conference Center for the training in Laramie. Initiative Team representatives serving on the planning committee include: Tom Foulke (CDE), Stacy Madden (4-H), Jossy Ibarra and Kentz Willis (NFS), Windy Kelly (SMRR), and Kellie Chichester and Chris Hilgert (PSAS). Mindy Meuli will represent CNP.

UW Extension – New Employee Training will be held **September 8–11, 2014** in Laramie. All new employees hired since October 1, 2013 should reserve these dates.

ESCAPE – Extension Secretaries Conference, a Professional Event – will be held in Thermopolis, September 23-26, 2014.

Reporting Tip

When reporting audience numbers in annual summaries, it is important to list the number of youth and adults separately. When an educator reports 25 youth and adults attended the training, it is not possible to break out the numbers by age. A better statement in the report would be 17 youth and 8 adults participated.

Civil Rights Tip

Reasonable Effort – This term is often discussed in relation to civil rights. In efforts to reach underserved audiences, staff must be able to show that a reasonable effort was made to involve expanded audiences in a program. Reasonable effort can be demonstrated by documentation of several methods of publicizing programs; print media, social media, radio, direct mail, newsletters, and fliers in locations that would reach underserved clientele. A suggested topic for a staff meeting would be to brainstorm new methods to reach potential clientele.

Customer Service Tip

The Top 10 Tips for Balancing Work and Family Life

There is no single formula for attaining a balanced life. It is a personal decision how one combines their career, spouse/significant other, children, friends and self into an integrated whole. Some of the same skills and strategies you use at work such as planning, organizing, communicating, setting limits and delegating can be used effectively on the home-front for achieving a satisfying, fulfilling and well-balanced life both personally and professionally.

1. **Build a Support Network:** Ask for help and allow yourself to be helped and contributed to. Recruit friends, family, neighbors, bosses, work colleagues, etc. and ask for their support.
2. **Let Go of Guilt:** Guilt is one of the greatest wastes of emotional energy.
3. **Establish Limits and Boundaries and Remember they are Necessary for Balancing Work and Family:** Boundaries are an imaginary line of protection that you draw around yourself. Boundaries and limits define how you take charge of your time and space and get in touch with your feelings. Without limits it's difficult to say "no". Remind yourself often that your boundaries are necessary for balancing work and family.
4. **Determine Your Own Standards:** Get rid of the notion of being a perfectionist.
5. **Create Time for Yourself:** Being a good parent, partner, and professional means being good to yourself first.
6. **Get Organized:** Set priorities, work smarter not harder, delegate (and really let go!). Create lists and save them for re-use. Keep a main calendar centrally located to post everyone's activities.
7. **Balancing Work and Family Requires You to Be Flexible:** Forgive yourself when things don't get done.
8. **Enjoy Quality Family Time:** Spend quality/focused time with your family and/or friends. Give them your full attention.
9. **Find Reliable Child Care:** Leave your kids in capable hands. Find someone you feel comfortable

and confident in.

10. Achieve an Integrated Life: Keep things in perspective. Create harmony in your life--a mixture of work, family and friends. Remember, there is no single formula for balancing work and family. It is a personal decision how one combines spouse, children and career.

Adapted from MomMD 2013.

Cent\$ible Nutrition Program News from Mary Kay:

We have filled several vacancies with Cent\$ible Nutrition:

Sandra Biller started April 1 in Albany County. She will work 30 hours per week, 12 months.

Dasa Moore started April 1 in Natrona County. He will work 30 hours per week, 12 months.

Sadith “Fio” Wailes will resume in Carbon County in June working 30 hours per week, 12 months. Fio has been filling in part-time.

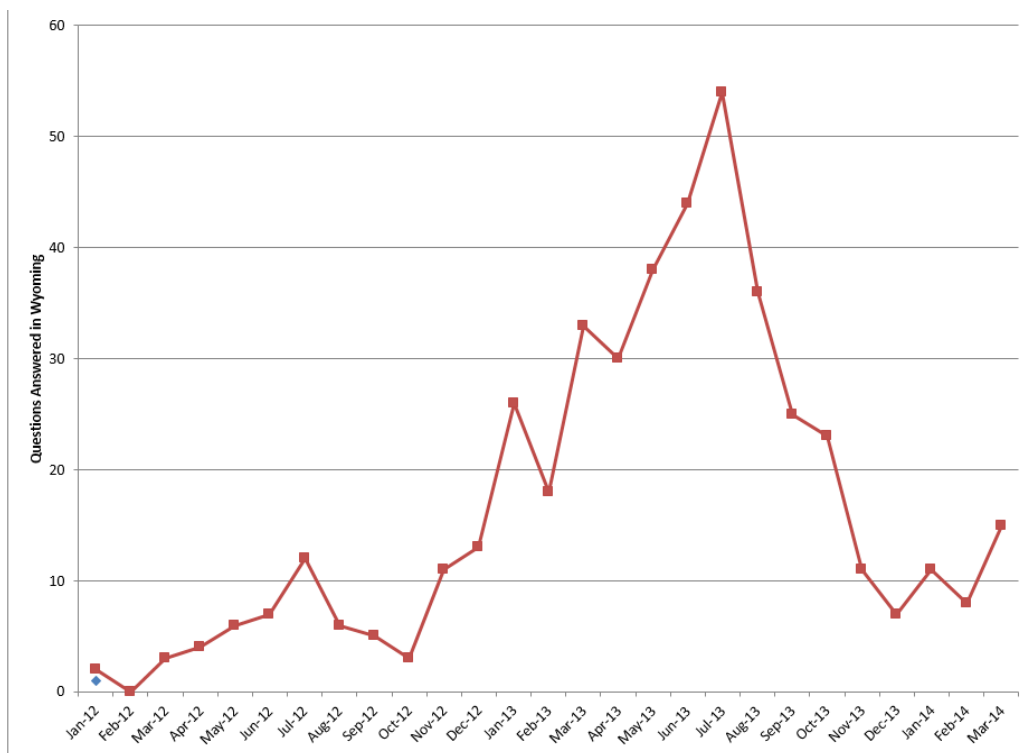
Debra Russell started April 1 in Laramie County as the Coordinator, Senior. She will be full time.

All of our employees will attend the annual **Spring Fling Training in Casper April 15 & 16**. We are having the training with the Nutrition and Food Safety Initiative Team.

eXtension News from Milt:

www.eXtension.org Ask-an-Expert (AaE)

The busy season for AaE is arriving! You can see the strong summer peak from last year’s data below:



The AaE tool helps engage folks who may not normally call or contact UWE. Remember to treat these inquiries just like a phone call or email, meaning you provide a reply, either with an answer or letting them know you are “working on it,” within 24 hours of submission. To get involved, you need to have an eXtension ID. Questions are “wrangled” to the relevant County Coordinators first, who can then refer them to their Extension colleagues state or nationwide. If you have questions regarding how the AaE system works, or how you can feature the widget on your local Extension webpage, please contact Stan Skrabut.