
Administration News from Glen:

I hope that you each had a chance to participate in one of the town hall meetings with President Nichols last week. I understand that there were technical difficulties with the Thursday morning broadcast so you may have missed the real time broadcast. I was in Jackson last week and tuned in on Wednesday afternoon. There were a few glitches but all in all, it worked fine. If you didn't get to participate in either town hall, please go to the archive and have a look.

I don't have any additional information, update, or inside perspective beyond the content of Dr. Nichols' presentation. So my comments here are really just my thoughts regarding her plan for accommodating the budget cuts. The 1.5% cut to the block grant imposed by legislature will be implemented as planned. UW Extension lost a couple of positions and significant support funds in that cut (\$239K). The additional 8% cuts imposed more recently by the Governor will be accommodated using a hard hiring freeze on academic positions. About 70 academic positions across the University will be lost. We have vacant specialist positions and field positions caught in this freeze.

To reduce benefit costs, part-time benefited positions will no longer be an option. Part-time positions will be either less than halftime and un-benefited, or full time benefited. We have a few of these positions in Extension. Teaching loads for faculty and lecturers on instructional appointments will increase. Credit outreach courses will be taught as part of load and outreach tuition will be retained centrally. These changes to instructional responsibilities will have an impact on some specialists. President Nichols also indicated that an early retirement incentive program is planned with details to be announced soon.

The good news is that this approach avoids layoffs; employee's jobs are safe. The bad news is that there will be fewer of us and we will have to respond to the program voids and staffing adjustments implied by the loss of our vacant positions. As I understand, the Trustees will make a decision on strategy to accommodate the budget cuts in their mid-June meeting. Perhaps following that approval, we will have more clarity and specificity on the implementation of the cuts.

The University and UW Extension are key threads in the fabric of Wyoming and its communities. Though a time of uncertainty, I feel confident that we will navigate these challenging times successfully.

Safe Travels, Glen

Personnel News

Due to the UW hiring freeze mandate, all open positions in Extension have been suspended until further notice.

Staff Development/Federal Relations News from Kim:

Professional Development News

Last month Cath Harris, Executive Business Officer in the College of Ag and Natural Resources, and Martha Miller, Manager, Procurement Services presented a webinar for county coordinators that all of you may be interested in watching. It is available on the on the Employee Resources web site, under

Educator and County Resources; County Coordinators.

Title: *Financial Matters and the UW P-card recorded 5/24/16*

- Overview of the Ag Business Office
- Advantages of the UW P-Card
- Five top mistakes people make using the p-card
- Process to obtain a p-card

Dates to Keep in Mind:

New Employee Training, September 13-15, 2016, on the UW campus in Laramie.

EPIC, November 7-9, 2016, UW Convention Center and the UW Gateway Center in Laramie.

Judging at a Wyoming County or State Fair this summer???

Since fair season is upon us, we wanted to remind you that UWE specialist and educators who are asked to judge in-state fairs and expositions must:

- Submit a consulting form to your supervisor. The consulting form is available on the UW Extension Employee Resources web site; under Forms and Requests. Please allow adequate time for the form to be circulated because it does require original signatures.
- Submit an official leave form.
- Provide your own transportation.
- Pay your own expenses.
- Secure reimbursement covering judging fees, per-diem expenses, and mileage from county/state fair board or exposition sponsors.

Civil Rights Tip

Signed Assurances...What are they and whom do we collect them from?

Signed assurances fall under our responsibility for public notification. It is one way to communicate UW Extension's commitment to the Federal government's non-discrimination/affirmative action policies.

A signed assurance documents that the group(s) UW Extension works with will adhere to the Federal government's non-discrimination policies. Signed assurances need to be collected from any non-governmental and non-agency groups that you work with REGULARLY to provide educational programs, partner with to conduct activities that use Extension meeting space, etc. The signed assurance from these groups/agencies need to be collected every four years and filed in the civil rights box. If a group/agency refuses to sign the assurance stating they will adhere to the non-discrimination policies, the working relationship with them would need to be discontinued.

Any organization that receives federal funds would also fall under the same non-discrimination/affirmative action policies as UW Extension. That is why it is not necessary to collect signed assurances from those groups.

Cent\$ible Nutrition Program News from Mindy:

May was yet another full and busy month for the Cent\$ible Nutrition Program. At the end of the semester we welcomed two new students, Nathan Raska and Taylor Constable, to the CNP team. They will be helping out at the state office with inventory and projects this summer as we work on completing our big goals before fall.

We held the final part of initial training in Laramie from May 17th-20th for our four new educators. Linda Melcher, a past CNP director, helped our educators get a step up recruiting participants by teaching Creating Meaningful Conversations. Kim Reaman also joined us to cover Civil Rights. A big thank you to both of them.

At the end of the month Megan and I attended the Western Region EFNEP meeting in Honolulu, Hawaii. We trained on program fidelity, increasing participant physical activity, and reporting with the national evaluation tool. Overall, it was a very successful meeting.

As we approach June, it is time for many of our educators to begin winding down for the summer. Our ten-month employees will be heading out on June 10th. For our twelve-month employees, we are looking forward to a great summer, time at farmers markets, and participation at local events.

Ag Business Office News from Cath:

We have a new email address for all time sheets within the College. This new email was setup so we have a secure location for incoming timesheets and to give us a mechanism to inform submitters as to upcoming deadlines and news about time sheets, as an added bonus you will always get a response that indicates we received it. Please start sending your time sheets to AGTIME@UWYO.EDU.

As always, let me know if you have questions.

Cath Harris