



April 1, 2011

Administrative News from Glen:

Many of you are probably hoping for news on the Associate Director search in my News Briefs comments. I have comments but not the conclusive kind you were hoping for. I want to recognize the search committee for bringing a slate of highly qualified candidates for the position to Wyoming for our consideration. I appreciate the many of you who engaged in the interview process and provided their perspective on the candidates. I also want to thank the search committee for working with Marie Hanson and Cathy Shuster to organize and carry out a well executed series of candidate interviews. I greatly appreciate everyone's work to reflect the best aspects of UW Cooperative Extension's capabilities and professionalism for the candidates. At this time I really can't say much more beyond expressing my belief that we are on track for a successful outcome. I am hopeful to have more definitive news soon.

I have attended both the Western and National Extension Directors meetings this month and can offer a few comments. The budget picture is still quite negative for many other state extension services. We are in as good a situation as any and some western states are really hurting; Nevada being at the top of the list. The federal budget picture is even more clouded than it was a month or so ago when I e-mailed on the continuing resolution. No one seems to have a clue of what is going to happen. It looks as if the rules have changed in Washington D.C. Even the lobbyists will admit they are clueless.

Even so, there is much to be grateful and joyful for. Spring seems to be just around the corner. Student enrollments are up in the College. We are doing great work that is recognized as such by our clients, partners and colleagues. It is a great time to be a part of the University of Wyoming, the College of Agriculture and Natural Resources and Cooperative Extension.

Safe Travels, Glen.

Staff Development/Federal Relations News from Susan:

Professional Development News

EPIC 2011 – Mark your calendars and reserve November 1st – 4th (Tuesday – Friday), 2011 in Evanston. The planning committee will begin work on the conference this month. Members include: Dawn Sanchez, Tansey Sussex, Kellie Chichester, Denise Smith, Mindy Meuli, Barton Stam, Tara Kuipers, Brian Mealor, Tina Russell, Whit Stewart, and Duane Williams.

Reimbursement Tip

UW CES employees submitting mileage to UW for reimbursement – important information from accounts payable. If you have questions, please contact Jacque Cook in the Ag Business Office.

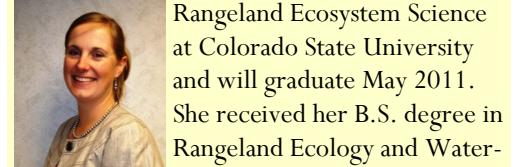
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Personnel News:

Park County 4-H Educator, position #0789. We are pleased to announce **Kelsey Roop** accepted the position and began March 28th. Kelsey spent six years as a 4-H member in Park County before moving with her family to Colorado. Kelsey was part of the State 4-H officer team in Colorado for two years, and during her last year on the team was State 4-H President. She is a May 2008 graduate of Montana State University with a BA in Modern Languages & Literature, Spanish, and continued to be a collegiate 4-H member. She has been living in Colorado where Kelsey worked for an Event Planning company for the past two years. Welcome Kelsey!



Southeast Area Extension Educator, Sustainable Management of Rangeland Resources, position #0177. This position will be based in Carbon County. **Mae Smith** has accepted the position and will begin June 1st. Mae is completing her M.S. degree in Rangeland Ecosystem Science at Colorado State University and will graduate May 2011. She received her B.S. degree in Rangeland Ecology and Watershed Management from UW in May 2008. A Pinedale native, Mae was a ten year 4-H member.



Northeast Area Extension Educator, Sustainable Management of Rangeland Resources, position #1675. This position will be based in Crook County, Sundance, WY. We are pleased to announce **Brian Sebade** has accepted the position and will begin June 6th. Brian has both his B.S., and M.S. degrees from the University of Wyoming in Rangeland Ecology and Watershed Management. A native of Lander, he brings experience as a research assistant and forestry technician to the position.



(cont'd) Staff Development/Federal Relations News:

Reimbursement for miles traveled will be actual map miles from point A to point B and back. Standard map miles should always be used when available.

The Accounts Payable Office will utilize MapQuest® (<http://www.mapquest.com>) to determine reimbursable mileage for all out-of-state travel. For in-state travel, the Accounts Payable Office mileage chart found at <https://www.uwyo.edu/ACCOUNTSPAYABLE/> will be utilized. Mileage will be calculated from the origin city to the destination city. Personal travel mileage such as to entertainment venues, movies, shopping, etc. is not reimbursable.

There is a provision in the UniRegs that allows for indirect route mileage (travel to clientele locations, meetings, etc.). It just has to be submitted differently. If someone does make a side trip or something it will need to be indicated in the itinerary/business purpose area.

What you need to do is enter the mileage for the trip to town (example Casper), then the traveler will keep odometer readings to their destination after arriving in Casper and submit a note with the readings to say what her destination/business purpose was and that it was to a rural destination outside the city limits. See the UniReg below:

UniReg 11.j. - For indirect route mileage, odometer readings must be taken at the beginning and end of each side trip and the mileage for the difference in odometer readings, rounded to the nearest whole mile, should be claimed. The odometer readings for indirect route mileage must be recorded separately on the mileage affidavit portion of the travel expense voucher and must be clearly identified with an explanation as to reasons why the side trip(s) were necessary business expenses.

Civil Rights Tip

I noticed reading 2010 reports that only a few 4-H educators mentioned conducting a 4-H Expansion and Review meeting. Expansion and Review committees are required for Civil Rights compliance. The purpose of the committee is to gather input on ways to expand youth audiences; by gender, race or ethnic origin, geographic locations in a county, or any underserved audience. The committee should meet at least once a year, and be comprised of individuals outside of the traditional 4-H program. For example, a representative from the school district, DARE officer from police or sheriff office, other youth groups, community leaders and perhaps one 4-H leader. Minutes should be taken as a record of the meeting. When reporting, this committee meeting would be listed under assessment of needs. Contact Susan for more information.

Customer Service Tip

Why Attitude Rules

Winston Churchill put this in wonderful and simple perspective when he said, "Attitude is a little thing that makes a big difference."

Understand that attitude will always make a big difference – for better or worse. A poor attitude will make the same level of difference as a good attitude.

(continued on page three)

Personnel News:

Associate Director, UW Cooperative Extension Service, position #0488. This position will be based on the UW campus in Laramie. Interviews were held in early March. We hope to announce results in the near future.

Extension Food and Nutrition Specialist in the Department of Family and Consumer Sciences, Cooperative Extension Service, **Position # 0583.** This is a 100% Cooperative Extension appointment. Interviews are scheduled for early April. Contact Mary Kay Wardlaw, search chair for more information.

CNN Area Community Development Education Educator, position #0286. This position will be based in Natrona County, Casper, WY. This is an extended term track position. A master's degree is required with at least one degree in Community Development, Business Administration, Rural Sociology, Education, Agribusiness and Applied Economics, Family and Consumer Sciences or a field closely related to the extension mission. This position serves a three county area including Natrona, Converse, and Niobrara counties. See the complete position announcement for details. **Administration has re-opened the search for this position after the initial screening of applicants. Close date for applications is May 13, 2011.** Please encourage qualified applicants to apply.

Converse County 4-H Educator, Position #4365. This position is based in Douglas; this is a full time University Extension Educator, non-extended term track position. A bachelor's degree is required. Upon completion of master's degree, demonstrated excellent performance, and availability of funds, promotion to extended term track extension educator is possible. Screening is currently underway. Interviews will be held in early May.

(cont'd) Staff Development/Federal Relations News:

However, your clientele, UW CES, and you will not be pleased with the effect. Your attitude will affect your performance, whether you want it to or not.

Customer service starts and ends with attitude. Your attitude – good or poor – will be more important than the actual answers you give and the actions you take. While you need to give the right answers and take the appropriate actions, your customer interaction will be most affected by the attitude you display.

Cent\$ible Nutrition Program News from Mindy Meuli:

The Cent\$ible Nutrition Program will be conducting their annual Spring Fling training on April 19th & 20th in Casper with CNP and Nutrition and Food Safety educators.

The theme is the 1970's

A groovin' time is planned since times are a-changin' for CNP with the passage of the Child Nutrition Reauthorization Act. It is the dawning of the age of CNP with no collection of cost share. The training will include program updates; jive talking; the lowdown on reporting; the skinny on SNAP and SOFAS; and some boogying down.

What's a SOFAS, you might ask?

Stay tuned for the rest of the story....

Or ask your CNP educator after April 20th

Retirement News

Patti Griffith, NW area nutrition/food safety educator based in Fremont County has announced she plans to retire September 1st. Patti will be on leave as of June 30, 2011. Patti started her career with CES on the Wind River Reservation in the early 90's with the 4-H Youth at Risk Project; she moved to Cent\$ible Nutrition in 1996 and assumed the NFS educator position April 1, 2003. We appreciate her contributions to CES in the nutrition program and 4-H where she has helped develop curriculum and provided leadership in FCS areas. We wish Patti well in retirement.



Personnel News:

Northwest Area Extension Educator, Profitable and Sustainable Agriculture Systems, position #1180. This position will be based in Washakie County, Worland, WY. This is an extended term track position. A master's degree is required with at least one degree in agronomy, agriculture, or cognate field. This position serves a five county area including Big Horn, Park, Hot Springs, Washakie, and Fremont counties. In this position CES will be partnering with NRCS. The University of Wyoming is dedicated to ensuring a safe and secure environment for our faculty, staff, students, and visitors. To achieve that goal, we conduct background investigations on prospective employees. **Close date for this position has been extended to March 31, 2011.**

Laramie County 4-H Military Educator, Position #4977. This position is based in Cheyenne, Wyoming with a split assignment, 50% of time will be devoted to the 4-H military program at F.E. Warren Air Force Base and Cheyenne National Guard Installations, and 50% will be work with the traditional 4-H program in Laramie County. This is a full time, non-extended term track position. A bachelor's degree is required. Screening has just been completed and interviews will be held in late April.



REMINDER – when there are county staff changes (administrative assistants or others) please send a note to Cathy Shuster so phone lists and other correspondence can be updated.