



July 1, 2011

### Administrative News from Glen:

Today is the first day of life under the new University Vehicle policy. I hope you have or will take the time to look it over very carefully. It is available at: <http://www.uwyo.edu/auxserv/Fleet/Official-Vehicle-Policy/OVP.pdf> . If you were engaged in the spring discussions regarding this policy you will recognize that substantive modifications were made to address some of our expressed concerns; others, we will have to live with.

*I picked out some highlights for your consideration as you read the policy:*

- Qualified Drivers – You must be a qualified driver to operate a University Vehicle or a Personal Vehicle on University business. Qualified Drivers must be at least 18 years old. Three moving violations or at-fault accidents in any 12 month period and you are no longer qualified.
- Qualified Drivers – Being a Qualified Driver requires an annual Motor Vehicle Record check. Current employees are grandfathered in for a time but must go on-line and complete a Request for Driving Privileges form before December 1, 2011. New employees must complete the form and receive approval before they can drive. The Request for Driving Privileges form is available at: <https://www.uwyo.edu/safety/mvr.aspx>.
- Talking, texting, reading e-mail or other use of a communication device while operating a University Vehicle or a personal vehicle used in University business is a misuse of the vehicle. (I'm going to have to change my behavior on this one.)
- No pets or firearms are allowed in a University Vehicle but apparently may be carried in a personal vehicle used in University business.
- Transporting family members, friends or anyone else in a University Vehicle when not necessary for official University business requires an exception from Risk Management. Clients, partners, volunteers and collaborators may be transported in University Vehicles as in the past. The form to request an exception is available at: <http://www.uwyo.edu/administration/operations/risk-management/Vehicle%20Use%20Policy%20Information.html>.
- Transporting family members and others relevant to University business in a personal vehicle used in University business requires a waiver from each non-University related passenger be completed and filed with the Driver's University Department prior to such transportation.

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### 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, crop science, plant sciences 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 last search closed June 1; after review of applications, extension administration has closed the current search. We are re-advertising with a September 2, 2011 close date. We are specifically looking for a candidate with degrees and background in agronomy, irrigated crops, and knowledge of crop systems in NW Wyoming. Please encourage qualified candidates to apply.

**The following open positions will be advertised in the fall.**

**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.

**Northwest Area Extension Educator, NFS or CDE – this position is based in Fremont County.** This is an extended term track Extension Educator.

**West Area Extension Educator, SMRR – this position will be based in Sublette County.** This is an extended term track Extension Educator position.

**CNN Area Extension Educator, PSAS or SMRR – this position will be based in Natrona County.** This is an extended term track Extension Educator position.

**(cont'd) Administrative News:**

- Single-event and multi-event waivers are possible. For those affiliated with a campus department, please submit those forms to your Department Head or designee. For extension field folks, please submit the waiver forms to Cathy Shuster. The waiver forms can be found at: <http://www.uwyo.edu/administration/operations/risk-management/Vehicle%20Use%20Policy%20Information.html>.

Cathy Shuster is working with Risk Management on several issues related to implementation and practice under the policy. When she has answers she will share them. If you have questions about the policy or practice please address them to Cathy and she will find the answers.

I hope you have an enjoyable Independence Day holiday. Safe Travels, Glen

**Staff Development/Federal Relations News from Susan:****Professional Development News**

**EPIC 2011 – Mark your calendars and reserve November 1 – 4 (Tuesday – Friday), 2011 in Evanston.**

The planning committee will begin work on the conference this month. Members include: Dawn Sanchez, Tansy Sussex, Kellie Chichester, Denise Smith, Mindy Meuli, Barton Stam, Tara Kuipers, Brian Meador, Tina Russell, Whit Stewart, and Duane Williams.

**CES New Employee Training will be held September 12 – 15, 2011 in Laramie. All new employees should block these dates.**

**Civil Rights Tip**

UW CES and Agricultural Experiment Station had a Federal Civil Rights Program Review June 6 -10, 2011. Many thanks to the counties (Carbon, Goshen, Natrona, and Uinta), all initiative team chairs, Duane Williams, Glen Whipple, Mary Kay Wardlaw and Mindy Meuli – CNP, Randy Weigel- AgrAbility, and Ellie Riley, OMK project director who were interviewed for the review. We will receive a formal report in a few months. Over-all the reviewers were complimentary of our efforts; we will have a few areas to strengthen. The civil rights employment review was postponed; it will be re-scheduled for FY12. Again, thanks to all for giving time from your busy schedules to participate.

**Reporting Tip**

**CES Fiscal Year 2011 On-Line reports** which gather data on time and contacts for October 1, 2010 – September 30, 2011 **need to be complete for ALL Extension Employees** (field educators and state specialists) **by October 7, 2011**. The system we use has to be manually rolled over to the new fiscal year beginning October 1st – to facilitate this, we are allowing employees a few days into October to complete these reports. Schedule time now to work on these reports. Remember – Departmental support funds for specialists are tied to these reports.

**In looking at FY-10 reports, we still have some individuals who are reporting 0 contacts. You must scroll down after entering your time and program data to enter contacts. Contact data is used in a variety of reports, but is used for Civil Rights documentation for all employees. If you have questions, please contact Susan.**

**If you need help with how to do reports, contact James Ackerson in our C&T department.**



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**(cont'd) Staff Development/Federal Relations News:****Customer Service Tip****Leave a Lasting Impression**

Making a good impression the first time you meet someone is very important because it is what people remember the most. Your clientele and volunteers will appreciate if you are pleasant and warm the first time meeting you, but it should not stop there. It is crucial that they continue to have a positive impression, trust and respect you. The following steps should get you started on leaving a wonderful and lasting impression.

- 1. Smile** - Always have a smile on your face when you first meet someone. It makes you look friendly and confident. People like someone that smiles, because they seem approachable and easy to talk to.
- 2. Be a good listener** - By listening attentively to others, you open the doors to trusting you. People love talking about themselves so ask them questions and listen. When devoting your attention to others instead of talking about yourself, it shows that you are truly interested.
- 3. Look them in the eye** - To show others you are easily approachable and feel comfortable, shake their hand firmly, look them directly in the eye and smile. This never fails! It creates a connection between the two parties meeting.
- 4. Remember names** - People love the sound of their own name. It is not always easy to remember someone's names, especially if you are meeting a group of people at once, but try to remember. It shows that you are paying attention and interested in what they are saying. A good way to do practice is to repeat the name out loud after meeting someone. Try to mention the name several times in the conversation so it remains in your mind. Another way to remember someone's names is to find a connection or characteristic between the name and the person.

Source: Dale Carnegie Colorado, BlogSpot, June 21, 2011.

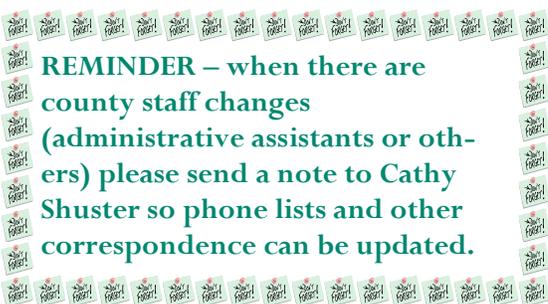
**Words from Interim Associate Director Gene Gade:**

*Dear colleagues,*

*As you know, I'm about to retire from UW CES. It may take a bit of time and distance to objectively evaluate my professional efforts. However, the thing that has been obvious from the outset is that Extension people are exceptionally nice, caring, competent, hard-working people. It has been an honor to work with many of you and to count you as friends.*

*Thank you.*

*Gene Gade*



**Offices closed Monday**

**Happy  
4th of  
July!**

**Have a safe  
Holiday!**

