

NEWS BRIEFS



UNIVERSITY OF WYOMING
Cooperative Extension Service

October 7, 2011

Administrative News from Glen:

I am delighted to report that actions associated with Academic Plan 2009 – 2014 are just about completed. Implementation of the recommendations of the four academic planning working groups (County Coordinator Review, Mentoring, Stakeholder Input and Branding and Marketing) is in process. I will briefly discuss the final outcomes and implementation of each.

County Coordinator Review – The review process as recommended will be implemented (https://uwadmnweb.uwyo.edu/employee_resources/county-coordinator.asp). The position of county coordinator is an important leadership position in UW Extension. All educators should be trained and prepared to serve. Conceptually, every eligible employee should have an opportunity to serve. It will be the responsibility of the incumbent county coordinator to train and prepare each eligible employee for the assignment.

The county coordinator assignment will be reviewed every five years. Associate Directors will manage the review process. The review will be composed of an application for the assignment. Each eligible employee will be encouraged to apply. The administrative team will consider the applications and make a decision on the county coordinator assignment. One county from each Extension Area will be reviewed each year. The longest serving county coordinators will be reviewed first.

Mentoring - The Mentoring Working Group recommendations will be implemented as proposed (https://uwadmnweb.uwyo.edu/employee_resources/Mentoring.asp). Susan James will serve as the coordinator for the mentoring program as a part of her staff development responsibilities; will organize mentoring training; and, will work with the associate directors to see the program is implemented for each employee.

Stakeholder Input – The Stakeholder Input Working Group recommendations will be implemented as proposed (https://uwadmnweb.uwyo.edu/employee_resources/StakeholderInputReportWithChanges6-1-11.docx). Susan James will coordinate stakeholder input collection as a part of her federal relations responsibility; will organize training for employees (EPIC this year contains training in facilitating groups to collect input); and, will work with associate directors to see that input is being collected in all areas of the state and in all initiatives.

Branding and Marketing - The Branding and Marketing Working Group recommendations will be implemented as proposed (https://uwadmnweb.uwyo.edu/employee_resources/MarketingReportWithChanges6-9-11.docx).

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Personnel News:

The following open positions will be advertised this 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 – 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 – this position will be based in Natrona County. This is an extended term track Extension Educator position.



Fall is Here!

Administrative News from Glen: (cont'd)

We have been working on the name change to "University of Wyoming Extension". I believe the name change will occur but it is a long process to change a name so we should continue to use the UW Cooperative Extension Service name until the Trustees have approved the change. Tana Stith will lead the development of the new Marking and Branding approach/effort. Funds will be made available to contract with a marketing consultant to help with development.

I am glad to be moving ahead on these action items. Good thing, as it is nearly time to start planning for the 2015 – 2020 Academic Plan.

See you at EPIC! Safe Travels, Glen

Staff Development/Federal Relations News from Susan:

Professional Development News

EPIC 2011 –We look forward to seeing colleagues from across the state November 1 – 4 (Tuesday – Friday), 2011 in Evanston.

The conference theme will be *Connecting People and Programs*. The EPIC committee has exciting plans for this year's conference. Duane Williams is heading up our teambuilding and camaraderie....you won't want to miss what he has planned.

CES New Employee Training was September 12 – 15, 2011 in Laramie. We had a large group who joined CES in the past two years. New employees included Milt Geiger, Jossy Ibarra, Diane Saenz, Faith Kroschel, Mae Smith, Brian Sebade, Erin Curtis, Britany Johnson, Megan Brittingham, Kelsey Roop, Gretchen Gasvoda-Kelso, Jen Cheney, Jerrica Lind, Tessia Steingrebe, Whit Stewart, Melissa Bardsley, David Keto, and Kelly Crane. Many thanks to the Administrative team, state 4-H specialists and our administrative support Marie Hanson and Cathy Shuster for making this training successful.

Civil Rights Tip

What are the protected classes covered under civil rights? There are six protected classes under the Civil Rights Act of 1964. Age, gender, race, ethnicity, handicap, and religion are protected classes. What does being a protected class mean? That in employment and programs we do not discriminate – for instance we have no minimum or maximum age for employment (other than degree requirements). It is inappropriate to imply that someone is at an age to retire, or that only males should hold certain jobs. This might be a good discussion topic for a staff meeting.

Reporting Tip

FINAL Reminder! 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.**

ET&P Update from Marie:

ET&P Note to Those Educators Up for Action This Year:

Since everyone will be Evanston November 1, 2011...in order to save you all postage for your **original** ET&P packets, please take your **original ET&P packets** to Evanston with you. The CES Administrators will bring your packets back to campus and deliver them to Marie Hanson. You will still keep your **packet copies** to be distributed among your colleagues in your peer region, as in the past.

Retirement News

Farewell and Best Wishes to Peggy Symonds, 4-H Youth Educator in Crook County. Peggy is retiring October 31st.

She began her position in Sundance 10 1/2 years ago.

We appreciate all of her work with CES and thank her for her years of service. Peggy's retirement party is scheduled for

October 28th

from 3:00–6:00 pm.



Best Wishes in retirement Peggy!

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

Annual summaries and impact statements – remember to identify your role. Be sure to give credit if someone else developed the program – state that you adapted, or presented a power point presentation developed by _____. When using materials developed by someone else, whether it is a handout or power point for a presentation, always credit the original author through a slide that states their name and title at the beginning or end. Same is true with publications.

Customer Service Tip

October is the start of the new 4-H year, and for many initiatives we kick off new educational programs. Remember that great extension work is all about building relationships with our clients, partnering agencies, organizations, and colleagues. Don't forget to thank volunteers and others who assist with programs. I know this is a hectic time of year for everyone in CES with annual reports due, training, and day to day job responsibilities. Know that your work and contributions to CES are appreciated.

Cent\$ible Nutrition News from Mary Kay:

The Cent\$ible Nutrition Program is pleased to welcome several new employees. We typically hire just in the fall. We want to thank the Extension personnel in all four counties for their invaluable assistance in this process. Our new staff will be participating in EPIC in Evanston.

Kristy Michaels began October 3rd in Big Horn County. She has previously owned a daycare in Basin.

Sadith Fiorella Wailes, "Fio," begins October 10th in Carbon County. Fio is originally from Peru and is bilingual.

Denise Jackson began October 3rd for Goshen County. Denise has worked at the Goshen County Library and the school district.

Ruth Lake begins October 10th in Albany County. She is a Registered Dietitian.