

# NEWS BRIEFS



UNIVERSITY OF WYOMING  
Cooperative Extension Service

December 2, 2011

## Administrative News from Glen:

I'm sure you are all aware that change to the College UniReg was approved by the Trustees. We have our name change – **University of Wyoming Extension**. You will hear more about this as our C&T group builds out our branding and marketing effort with the new name. In the meantime we can begin using the 'University of Wyoming Extension' name. Certainly there will be new name tags, business cards and letterhead in the future but until those are developed the old ones will work fine.

You should have received an e-mail from Marie Hanson a couple of weeks ago announcing the availability of program enhancement funds and the process to apply for them. If you missed that one, please get back to me or Marie and we can resend it. Don't let it go too long, as requests for funds must be received by January 31, 2012.

There seems to be lots of uncertainty right now regarding FY 2013 budgets; both federal and state. In the case of the federal budget the failure of the Super Committee has thrown the budget setting process back into the rather rancorous House/Senate partisan debate. It is hard to predict how that will come out. As you may be aware, the Smith Lever line received a small increase over FY 2011 in the FY 2012 budget. The state budget picture is also confusing and uncertain. The Consensus Revenue Estimating Group (CREG) estimated one relatively high level of surplus, state leaders are posting another lower sized surplus and state agencies, including UW, have been asked to prepare budget scenarios reflecting cuts of 2%, 5% and 8% for the next biennial budget. The Governor released his budget proposal yesterday, recommending a small decrease in the standard state operating budget. He also recommended a portion of the requested UW salary increase. So the request for a salary increase for UW employees is still on the table as are the other University requests, but the picture is very unclear. I do not believe any of us should be overly concerned, but the range of possible budget outcomes for the next biennium goes from a significant cut to a modest increase. Not particularly reassuring talk, but by any measure, we are better off than many of our Extension colleagues in other states. 2011 has been a great year for UW Extension. I am optimistic 2012 will be even better.

I wish you the best for the holidays! Glen

## Staff Development/Federal Relations News from Susan:

### Professional Development News

**In-Depth Training – 2012.** In 2010 an administrative decision was made to alternate EPIC (non-specific subject matter) with subject matter in-depth training. 2012 will be In-Depth training in Laramie.

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## Personnel News:



We are pleased to announce **Chris Hilgert** will assume the State Master Gardener Coordinator/Horticulture Specialist position December 19<sup>th</sup>. Hilgert has both his MS and BS in horticulture from Oregon State University.

He has worked at Washington State University, Spokane County Extension since October 2008 as an Urban Horticulturist. The position involves providing educational assistance to the local community with landscape management, home gardening, and organic production systems. In addition he spent five and half years in a similar role with University of Illinois Extension. His strong extension experience and direct work with Master Gardeners will make him an asset for the University of Wyoming.

### The following open positions will be advertised this winter:

#### 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, 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. Screening will begin January 17, 2012.

#### CNN Area Extension Educator, PSAS/ Small Acreage—Horticulture – this position will be based in Natrona County. This is an extended term track Extension Educator position.

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

**Extension Administration has chosen November 5-8, 2012 for the training.** Please block these dates on your calendars now. Initiative teams and CNP will be working on training topics

**EPIC Follow-up:** We have ordered copies of **Focus Groups: a Practical Guide to Applied Research** 4<sup>th</sup> Edition by Richard Krueger and Mary Anne Casey for each county and the Wind River Reservation office. Dr. Steven Daniels, at EPIC used the book as a model. Dr. Krueger, who was with the University of Minnesota Extension Service for many years, is well known nationally as the expert in focus groups. UW Extension will be implementing focus groups as the methodology for collecting stakeholder input.

**Civil Rights Tip**

**LEP Executive Order 13166.** Title VI of the Civil Rights Act prohibits discrimination on the basis of national origin, among other things. The LEP Executive Order (Executive Order 13166) ensures that, consistent with Title VI, persons with **Limited English Proficiency ("LEP")** have meaningful access to federally conducted and federally funded programs and activities. The Order requires all agencies that provide Federal financial assistance to issue guidance on how Title VI applies to recipients of that assistance in their contact with persons who are LEP. The Order also requires that Federal agencies create plans for ensuring that their own activities also provide meaningful access for persons who are LEP.

What does this mean for Extension in Wyoming? We will be developing a plan of action for Limited English Proficiency. LEP includes not only individuals who do not speak English, but also individuals with low-literacy levels. Currently, there are publications and reference materials available in Spanish on our Web site: <http://extensionenespanol.net/>. As we develop a LEP policy for the University of Wyoming Extension, we will keep you updated. A good topic for discussion at an upcoming staff meeting would be: brainstorming on how to provide programming and information to LEP clients.

**Reporting Tip**

**Location** – what do I report if I am traveling to a training or meeting outside my work area?

When employees are participating in training – the location should remain your Home Base County, state, etc. The only time you should change the location is if you are teaching or conducting the training. As an example, EPIC was held in Evanston, which is in Uinta County. The only people who should change their location for that week are those who were presenters. If you were a participant, your home base is the location of benefit.

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

**Northwest Area Extension Educator, Profitable and Sustainable Agriculture Systems, (Crops).** This position will be based in Washakie County, Worland, WY. This is an extended term track position.

**Teton County 4-H/Youth Educator.** This position is based in Jackson; a full time University Extension Educator, non-extended term track. Screening will begin January 18, 2012.

**Crook County 4-H/Youth Educator.** Based in Sundance; this is a full time University Extension Educator, non-extended term track position. Screening will begin January 18, 2012.

**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.**



**Campus will be closed for:**

**Christmas**

**December 23 & December 26, 2011**

**Winter Closure**

**December 27–December 29, 2011**

**New Year's**

**December 30, 2011-January 2, 2012**



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

**Contacts while at a training** – while attending training, you should not report contacts *unless* you were conducting the training. Example: you participated in three days, but served on a panel for two hours during the week – for those two hours you can count 100 as the audience; the rest of the time you were a participant and would not report contacts.

**Customer Service Tip**

At these times of the year programs are in full swing and so it seems our work load never slows down. It also means our families have expectations on us too; such as seeing our children in Holiday programs, more events packed into our schedules, gifts to buy, food to prepare, families and friends to see, and opportunities to give to those less fortunate than us!

Wow, where is there time to rest and gain some work-life balance. Since we are just starting this busy season, I thought today would be a great time to share some tips that I have learned from some of our outstanding Customer Service Representatives. Some key tips are:

1. Eat more protein, fruits and vegetables – try to cut down on sugars and complex carbs - this should give you natural energy!
2. Get exercise when you can. Take a break and walk at lunch or after hours. It will give your body some new found oxygen and help you be able to sleep better at night!
3. Limit your activities to a manageable level – someone told me that “No I cannot attend” is an acceptable answer! Be careful what you accept, be willing to decline and if you cannot do either then maybe you can give a counteroffer that meets your needs.
4. Remember it is about you!!!! Do as much of your shopping early as possible or online.
5. Keep your spirits positive and try to find the magical moment in each day. Look for them and you will find them. You can help create them for others.
6. Get your rest and find time quite for yourself! Before it gets to be too much solicit the help of others – at home, at work, at church, wherever you can get it.
7. You do not have to do it all. We have all heard these before. Nothing is new.

Maybe with this reminder you can at least try and apply one. It does not matter what your title, level, responsibility or point in your life we all need to take care of ourselves.

In the book *Enlightened Power: How Women are Transforming the Practice of Leadership*, one of the keys to success is to spend some quiet time, pause and reflect. This reflection and rest enables us to be better in our day to day actions. I hope you take care of yourself! Only you can do it for you! I can't wait to hear about what you are doing to balance your life this season!

