



March 2, 2012

### Administrative News from Glen:

February has been a month of snowy and sometimes closed roads, and travel. I'm on my way to Sundance today for the PSAS/SMRR In-Depth training. Given my presentation evaluation scores at EPIC, I figured a little training in effective presentations couldn't hurt.

The legislative picture is as clear as mud, though it is apparent that the chance of raises for this year is becoming more of a long shot. On the federal scene, the President's budget for 2012 proposed small reductions for Smith Lever (0.5%) with modest increases for eXtension and Renewable Resources Extension Act lines. The Ag Experiment State funds are similarly proposed for a small cut to Hatch. Many research and integrated lines are proposed to be rolled into the Agriculture and Food Research Initiative (AFRI) and AFRI is proposed for an increase. Given the budget situation, the relatively modest reductions proposed for the NIFA budget are good news, but in the unsettled federal legislative climate it is hard to know if the President's budget proposals really have much bearing on the final outcome of the FY2013 budget.

This is not all the best news, but all in all, I am optimistic regarding our budget situation. We are in a strong position here in UW Extension and our future is positive. When next you see me I will be a better trained presenter. I will await your judgment at In-Depth in the fall as to the efficacy of the training. 😊

Safe travels and best regards, Glen

### Staff Development/Federal Relations News from Susan:

#### Professional Development News

**In-Depth Training 2012 – Mark your calendars and reserve November 5-8, 2012 in Laramie.** Planning committee members are: Kellie Chichester – PSAS, Jennifer Cheney – 4-H, Julie Daniels – CDE, Mindy Meuli – CNP, Mae Smith – SMRR, Diane Saenz – NFS and Kelly Crane, Administrative Liaison. Watch for details in coming months.

**UW Extension New Employee Training** - will be held on the UW campus in Laramie, September 10–14, 2012.

**ESCAPE – Extension Secretary Conference - a Professional Event** - save the date: September 18–21 in Wheatland.

#### Reporting Tip

**On-line reporting.** Extension on-line reporting provides data to document extension time (effort) and contacts. Specialist and field educators **should report actual time worked**; so if you work a 13 hour day

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### Personnel News:

#### Crook County 4-H/Youth Educator.

Based in Sundance; this is a full time University Extension Educator, non-extended term track position. Interviews have been held and a decision is pending.

#### CNN Area Community Development Education Educator, position #0286.

Based in Natrona County, Casper, WY. This is an extended term track position. Interviews will be held March 7th.

#### Teton County 4-H/Youth Educator.

This position is based in Jackson; a full time University Extension Educator, non-extended term track. Interviews have been held and a decision is pending.

#### West Area Extension Educator, SMRR – this position will be based in Sublette County.

This is an extended term track Extension Educator position. Position closed and screening is in progress.

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

**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.

**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.

**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. Thank you!**

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

that should be reported. Contacts should include; individuals in a program audience; meetings, phone calls, office walk-ins, newsletters if you have a specific distribution list (for example 4-H newsletters have lists of 4-H clientele who receive them) and direct e-mails where you can identify who you were communicating with. At this time we cannot count Web hits; newspaper, magazine, radio, TV or other media efforts. When in a formal staff meeting, count colleagues; you do not count office staff you visit with on a typical day.

**Location:** On-line reporting automatically defaults to your home office location. State specialists and administrators – that default is STATE; it is useful when traveling to a county for educational efforts if you report the specific county. AREA educators – it is recommended that you specify the county you are working in to demonstrate your area work; as an example if I am based in Washakie County, but conducting a program in Big Horn County, change the location to Big Horn County. County and area educators and CNP – location reflects the location of benefit. In most cases your location should be your home base – **when participating in training outside your home county, the benefit is still to your base county.** The only time to change locations is if you are the instructor in another location. If there are questions on reporting, please contact Susan.

**Civil Rights Tip**

We will soon be scheduling 2012 county civil rights reviews. Counties being reviewed this year include: Laramie, Lincoln, Platte, Sheridan, Uinta, Washakie, and Goshen. The purpose of the county reviews is to provide training on documentation required for all federal programs and raise awareness of civil rights compliance guidelines.

**Customer Service Tip**

For productive meetings, follow the Google model...

Some of search engine Google's business practices may be controversial, but this year it ranks No. 1 on the list of *Great Places to Work*. One reason may be its philosophy about meetings. At Google, every meeting must...

- **Focus on a decision.** If there's no decision to be made, don't call a meeting.
- **Have a clear decision maker.** One person should be empowered to make the final decision or to decide when consensus has been reached.
- **Be Small.** To keep the discussion manageable, not more than 10 people should attend.
- **Gather input.** Everyone present should share ideas and opinions.
- **Be timely.** If a decision has to be made, call a meeting immediately. Don't wait.

Source: Adapted from the Kevin Eikenberry blog. The Motivational Manager. March 2012.

**Important Message:**

**SALE! SALE! SALE!**

**"UW CES" hats and shirts**

**drastically reduced to 1/2 price!**

With our new logo in effect, we have limited selection and sizes from past years.

**Shirts @ \$10.00**

**Hats @ \$3.00**

List of available sizes and colors:

**Hunter Green with Beige Logo**

Ladies = S, M, L, XL, 2XL

Mens = M, L, XL,

**Tan with Black Logo**

Ladies = S, L, XL

Mens = S, M, L, XL

**Gold with Navy Logo**

Ladies = M, L, XL, 2XL, 3XL

Mens = S, L

**Brown with Tan Logo**

Mens = S, M

**Pink with Brown Logo**

Ladies = S, M, XL, 2XL, 3XL

**Navy with Tan Logo**

Ladies = M, L, XL, 2XL, 3XL

Mens = S, M, L

**Blue Jean with Brown Logo**

Mens = L, XL

**Black Vest with White Logo**

Unisex sizes = L

**Black Coat with White Logo**

Unisex sizes = 2XL, 3XL

**Baseball Caps**

Red, Gold, Burnt Orange, Floral

**Bucket Hats**

Cactus Green

If you'd like to see the different logos or colors, please email or call Cathy Shuster for pictures. Thank you!

**Spring Break!**



**March 12—16, 2012**