

Administrative News from Glen:

Laramie is hot and smoky this Independence Day. As I write this, the building is too warm to keep the windows closed and the smoke makes my throat burn just a little. With last month's fires in Colorado, the fire in Laramie and the fires on Laramie Peak, it seems that the whole southeast Wyoming is on fire. I applaud the EDEN team, the Small Acreage Team and others for publicizing the wild fire Extension materials. Just this morning a local TV station featured EDEN and Extension's other efforts to provide useful education on wildfire and disaster response. A summer of wild fires may provide heightened programming opportunities for us.

I am confident that you have read President Buchanan's memo on the potential 8 percent budget cut. I don't have much more specific information at this time but wanted to share a few things.

- The budget cut is proposed for the next fiscal year beginning in July 2013. Whether it actually is imposed depends on state revenues. As I understand, Governor Mead will make a decision on this in the fall.
- President Buchanan has indicated that the budget cut should be accommodated through attrition rather than layoffs. My review of the UW Extension budget indicates that we should be able to accommodate budget reductions of the scale proposed with natural attrition. I'm not suggesting we won't lose funding; just that we can absorb the cuts through natural vacancies.
- As you know, as a budget adjustment strategy, the University has imposed centralized position management for staff; both general staff and professional staff. This does not affect academic professionals. The College of Ag and Natural Resources will develop a staffing plan this summer. Positions will be defined by the functions performed and functions will be rated on some sort of scale between absolutely essential and valuable but less essential. When a position becomes vacant it will be refilled based on the priority of the position's duties or functions and the resources available.
- If the Governor imposes the cut, we (UW Extension; the College) will probably give up some faculty, academic professional and staff FTE and funding. If this happens, conducting the essential work of UW Extension may require us to give some things up and make other adjustments.
- My bottom line is optimistic; whatever the governor's decision, we'll work through the challenge, our jobs will be secure, and UW Extension will continue to be an effective and essential organization.

Safe travels and a successful summer Extension season, Glen.

Personnel News:

Carbon County 4-H Educator



Please welcome **Cathleen Craig** into her new role as the 4-H Educator in Carbon County, July 30th. Cathy has a B.S. degree from the University of Wyoming. She has lived and worked in Carbon County for nearly 15 years, the last five as an administrative assistant in the County Extension Office. In this role, Cathy was very involved in supporting the 4-H program. Prior to joining Extension, she worked with the recreation program in Rawlins and taught in the Encampment School. We are

very excited about the leadership, experience and knowledge of Carbon County that Cathy brings to the 4-H Educator assignment.

NW Area PSAS Educator



Brandon Greet will be joining UW Extension, September 10th, as the Northwest Area PSAS Educator based in Washakie County. A native of Ten Sleep, where he was raised on his family's ranch, Brandon attended the University of Wyoming where he obtained a B.S. degree in Agroecology, with a minor in Animal Science in 2011. He received his M.S. in Agronomy, August 2012, also from UW. Brandon's research focused on the ecology and management of Tall Larkspur in Washakie County; his advisor was Dr. Brian Mealar. While he was a student at UW, Brandon served as an Ag Ambassador for the College of Agriculture and Natural Resources. This experience provided an opportunity to represent the college at numerous events and in recruitment activities.

West Area Extension Educator, SMRR – Position #1699, based in Sublette County. This is an extended term track position. Screening will begin August 1st.

CNN Area Extension Educator, PSAS/Small Acreage (RE-OPENED) – Position #0524, based in Natrona County. This is an extended term track position. Screening will begin September 7th.

NW Area Extension Educator, NFS – Position #1205, based in Fremont County-Lander. This is an extended term track position. This search has been extended and screening will begin September 7th.

NE Area Extension Educator, PSAS – Position #0568, based in Campbell County. This will be an Assistant or Associate UEE, extended term track position. Interviews will be held July 11th.

SE Area Extension Educator, PSAS – Position #0601, based in Goshen County. This is an extended term track position. Screening will begin September 4th.

Converse County 4-H/Youth Educator – Position #4365 in Douglas. This is a non-extended term track position. Screening will begin September 24th.

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. All initiative teams and CNP have great plans for training this November. Watch for details in coming months.

New Employee Training – All employees hired after November 1, 2011 should plan to attend the UW Extension new employee training September 10–14, 2012 in Laramie.

ESCAPE – Extension Secretary Conference - a Professional Event. Save the Date - September 18–21 in Wheatland.

Reporting Tip

UW Extension Fiscal Year 2012 On-Line reports which gather data on time and contacts for October 1, 2011 – September 30, 2012 need to be completed for ALL Extension Employees (field educators and state specialists) by **October 5, 2012**. The system we use has to be manually rolled over to the new FY October 1 – 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.

If you need help with how to do reports, contact Theresa Chavez in our C&T department.

Civil Rights Tip

What is Reasonable Effort? To meet civil rights compliance all UW Extension programs should document that a reasonable effort has been made to reach all audiences. To show reasonable effort, documentation of using a variety of media sources to market programs such as newspaper, radio, TV if available, direct mail flyers, posters, newsletters etc. A good topic for a staff meeting might be, "What are some new creative ways to market programs?"

Customer Service Tip

Timeless ideas

- Don't be afraid of the phrase, 'I don't know'. If you don't know the answer, don't try to bluff. If you're at fault, take the blame. If you're wrong, apologize. A wise person once said, "If you always tell the truth, you never have to remember anything."
- No task is beneath you. Don't think you are above anything. Be a good example and pitch in – especially if the job is one that nobody wants to do.
- Share the credit whenever possible. Staff that spread the credit around, especially with volunteers looks much stronger than those who take all the credit themselves.
- Ask for help. If you think you're in over your head, you are. Before it gets out of hand, ask someone for help – most people enjoy giving a hand. Besides saving yourself from embarrassment, you'll make an ally.

Source: Adapted from The Manager's Intelligence Report.