

## Administrative News from Glen:

It seems like it's been a short summer but the number of students crossing Prexy's Pasture is a sure sign that a change of season is at hand. Looking ahead at my calendar provides another sign. New employee training is next week and the following week is ESCAPE. There is football on the television... and at War Memorial Stadium in Laramie on Saturday.

This is a planning year for UW and for Extension specifically. We will be gathering input to the planning effort this fall. In fact, just this morning, members of the planning team for the 2002 Strategic Plan (who are still employees of UW Extension) were together in a facilitated focus group session to gather perspectives on the 2002 Strategic Plan; what change was envisioned, what are the accomplishments under the plan and what might have perhaps worked better. It was an interesting morning; hearing the perspectives on the 2002 plan, which so fundamentally changed the way we do our extension work in Wyoming, from the folks who developed it. The input gathered from this group, along with results from an online survey of all UW Extension employees and input collected from key stakeholder groups will be provided to the 2014 - 2020 academic planning team as input to their deliberations next spring.

This is an awfully important planning cycle for UW Extension. It has been more than a decade since we have taken a thoughtful comprehensive look at the totality of UW Extension; the content and scope of our program; our interactions with partners and clients; our team work; and how we refresh ourselves to ensure efficacy and success with our clients and communities in the future. This type of review and self-reflection is critical to the relevance and success of UW Extension employees and as an organization, over the next five years and the next five years after that. This over-arching planning need along with the threat of reduced budgets in the future, make this a particularly important planning opportunity for UW Extension.

I was able to attend the Powell, Laramie Greenhouse and Sustainable Agriculture Research and Extension Centers field days this summer. I really enjoyed each of those experiences and appreciate some of the changes they have made in the field day format. I learned about some really interesting applied research and extension demonstrations being conducted on the centers. Thanks to the researchers, specialists and technicians working on the centers. I would encourage all in Extension to learn more about the work on the R&E Centers and when the opportunity comes, attend a field day.

Just one last note - I have to tell you I am excited by the efforts and success of our Extension Communications and Technology staff. Their presence at Wyoming State Fair and the video and social media reporting of fair events was impressive. My hat is off to our C&T group and the changes they are leading in UW Extension.

Safe Travels, Glen

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## Personnel News:

**West Area Extension Educator, SMRR** – Position #1699, based in Sublette County. This is an extended term track position. Screening is underway.

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

**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 is in progress.

**NE Area Extension Educator, PSAS** – Position #0568, based in Campbell County. This will be an Assistant or Associate UEE, extended term track position. This search has been extended and screening will begin September 16<sup>th</sup>.

**SE Area Extension Educator, PSAS** – Position #0601, based in Goshen County. This is an extended term track position. The search has been extended and screening will begin October 5<sup>th</sup>.

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

**Campbell County 4-H/Youth Educator** – Position #6101 in Gillette. This is a part-time, benefited, exempt, non-extended term track position. Screening will begin September 20<sup>th</sup>.

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## 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.***

Registration is now available on-line: <http://www.uwyo.edu/ces/training/>. All initiative teams and CNP have great plans for training this November. The conference will include some active breaks, awards banquet, and time for networking with colleagues. **Registration Deadline is October 2.**

***New Employee Training*** – New Employees will be on campus September 10-13, 2012.

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

### **Reporting Tip**

**FINAL Reminder!** 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 complete 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.

For those educators on **Extended Term Track** – just a reminder if you are up for action or currently a probationary employee – excellent resources are available on the Extension Web site under employee resources which provide helpful tips on packet preparation.

[https://uwadmnweb.uwyo.edu/employee\\_resources/ET+P\\_Webinar.asp](https://uwadmnweb.uwyo.edu/employee_resources/ET+P_Webinar.asp)

### **Civil Rights Tip**

*Why are staff minutes reviewed during county civil rights training reviews?* All county offices should hold **regular** staff meetings. Minutes are reviewed to see documentation that civil rights issues are discussed. Some counties have implemented “a civil rights minute” during each staff meeting where one or more staff members share information. Examples might be expanding audience base; demographics of county; accessibility of meeting and program delivery locations. Watch News Briefs for ideas on topics for county staff meetings.

### **Customer Service Tip**

The 4-H year is winding down with portfolios due soon and achievement nights planned. Gardening season will soon come to an end as fall and winter arrive. It is the perfect time to thank volunteers in the Master Gardener and 4-H program for their help over the past year.