

January 4, 2013

Administrative News from Glen:

I hope the holiday break was fun and relaxing for each of you. I spent the last half of the break working in my wood shop; so listened to too much radio news. It's hard to get the fiscal cliff/American Taxpayer Relief Act dialogue out of my mind. As you know, the country fell off the cliff early in the week but was caught before we crashed on the rocks below. There is really little settled in our federal budget picture but some potentially bad news was delayed and perhaps avoided all together. We will have to see what 2013 and the 113th Congress bring. With the Federal Legislative maelstrom churning and the Wyoming Legislature struggling with the budget, it will be an interesting winter and spring.

I made no New Year's resolutions this year! I'm just extending my efforts towards the ones I set last year. I wish each of you a happy, healthy and prosperous New Year...and safe travels. - Glen

Personnel News:

Kimberly Bell joins the UW Extension team on January 8th, as the 4-H and Youth Development



Assistant Educator in Campbell County. Kimberly grew up in Campbell County and brings over 19 years of involvement with the 4-H program. She has been a Cloverbud member, summer intern (for three summers) and most recently, an adult volunteer. Kimberly earned her B.S. degree in Theater Arts, with a minor in Extension Education, from the University of Idaho. Her studies, experience with the Campbell County program and passion for 4-H should be a great addition when she joins Jessica Gladson in providing an exciting youth development program in Campbell County.

Missey Dunaetz starts as the 4-H Educator in Converse County on January 16th. Prior to joining UW



Extension, Missey was an instructor at Shasta College in Redding, California. She taught programs in career planning for agriculture. She was also the Youth Conservation Corps crew education coordinator, helping to create and lead this new program effort for the college. Prior to these assignments, Missey worked for many years with youth on a variety of natural resource programs. As a past 4-H member, parent and volunteer, Missey was drawn to this new opportunity to continue her career in youth development. Living and working in rural Wyoming seems like a great fit to her lifestyle, another plus in recruiting her to Converse County. We are very pleased to have Missey join our Extension team.

CNN Area Extension Educator, PSAS/Small Acreage – Position #0524, based in Natrona County. This is an extended term track position. Search will be re-opened in the near future.

NE Area Extension Educator, PSAS – Position #0568, based in Campbell County. This will be an Assistant or Associate UEE, extended term track position. Search will be re-opened in the near future.

SE Area Extension Educator, PSAS – Position #0601, based in Goshen County. This is an extended term track position. Screening will begin February 1st.

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

Save the date – Extension Administrative Team has selected **November 4–7, 2013** for **EPIC** (Extension Professional Improvement Conference). Both Campbell and Natrona County have submitted proposals to host the conference. We should be finalizing the location this month. Watch for more details soon.

Extension New Employee Training – All employees hired after September 15, 2012 should reserve **September 9–12, 2013** for training in Laramie.

ESCAPE – Extension Secretary Conference, a Professional Event, will be held **October 1–4, 2013** in Evanston. Save the date!

Reporting Tip

Impact statements – we require at least one impact statement from every educator and state specialist. Impacts that describe program efforts across all five initiatives are selected for publication. These impacts are shared with county commissioners, state and federal legislators, advisory members, upper administration at UW and other stakeholders. The audiences for these impacts are busy people, so brief, concise stories are most effective. The impacts are edited to about 600 words. As you plan for reporting next year, keep this in mind. I hope to develop a more concise template for your use next year.

Civil Rights Tip

When conducting county civil rights training reviews, we often identify recommendations for counties to work on to strengthen civil rights efforts. One common area for many counties is to implement a 4-H Expansion and Review Committee. Each county should hold an annual 4-H expansion and review meeting. The sole purpose of this committee is to help identify methods to reach underserved youth audiences in the county. The committee should be made up of non-4-H clientele. Suggestions for committee members: representative from school districts in the county, other youth groups, grassroots organizations, counselors, law enforcement, etc. A small committee of five to seven people is adequate. A once a year meeting that could be held over the lunch hour (11:30 a.m.–1 p.m.) would be sufficient. Minutes should be sent to the appropriate Associate Director and Susan James for civil rights documentation.

Customer Service Tip

Punctuality: One way to show consideration to colleagues and clientele.

Be as good as your word. When you schedule an appointment with colleagues or clientele – whether it is a formal meeting or a one-on-one, arrive on time. Considerate educators realize their time is not more valuable than anyone else's. If others are sitting around waiting for you, you are not providing great customer service. I constantly remind myself to “under promise, over deliver”. This can be demonstrated by arriving early if you are in charge of a meeting to be sure the room is set up, refreshments are out, the lights are on, etc. If you are attending a meeting sponsored by someone else, arrive on time or early (five minutes) to be prepared for when the meeting starts.

Cent\$ible Nutrition Program News from Mary Kay:

The Cent\$ible Nutrition Program encourages everyone to start off the new year with a renewed commitment to fruits and veggies! Here is a zippy salad dressing to top a salad of greens, tomatoes, mushrooms, peppers, carrots and all your favorite fresh vegetables.

Citrus Dressing:

- 3 Tablespoons orange juice
- 2 Tablespoons lemon juice
- ¼ cup canola oil
- 1 teaspoon orange or lemon zest
- Salt and pepper to taste

Place all ingredients in a jar, cover and shake. Store in refrigerator.

Special Recognition for UW Extension:

The College of Agriculture and Natural Resources Annual Faculty and Staff Recognition Program was held on December 19, 2012 and two of our own received truly deserved recognition:

DEAN'S OUTSTANDING STAFF AWARD

Steve Miller (Communication & Technology)

OUTSTANDING EDUCATOR AWARD

Bill Taylor (Weston County Extension)

Congratulations to Steve and Bill and all those nominated from UW Extension!



Campus will be closed for the
Martin Luther King/Wyoming Equality Day
holiday on Monday, January 21, 2013

UW mileage reimbursement rate change for use of personal vehicles:

Pursuant to UniReg 177, the standard mileage rate used for reimbursement for use of personal vehicles on University business will increase effective for travel on January 1, 2013 forward. For any travel occurring on or after January 1, 2013 the new rate is **\$0.565** per mile. All travel through and including December 31, 2012 will be paid at the rate of \$0.555 per mile.

Please note this change on your travel reimbursements, and share this information with others in your area that may not get this e-mail.

In addition to the business expense rate change is the non-taxable moving expense rate. For moving expense mileage reimbursement the amount of non-taxable reimbursement beginning January 1, 2013 will be \$0.24. The taxable rate will be \$0.325.

Thanks,

Dee Dee Jones

Travel Specialist

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