

## Administrative News from Glen:

Academic planning has been on my mind the past month as we have been “making plans” for the planning “retreat” in April. Our Stakeholder Input Sessions have gone well and we have received some solid feedback on our successes, suggestions to improve and future opportunities. Last week I attended an input session hosted by Dean Galey at the Northwest College Spring Roundup. Much like the others I have attended, dedicated stakeholders offered some praise and some suggestions for improvement. Later that day, I attended the Powell R&E Center’s Advisory Board Meeting. Again, it was a dedicated group of volunteers and stakeholders engaging R&E Center and Ag College leadership to ensure our efforts are focused on their needs. This stakeholder interaction is critical for our long term success. We have to ask and we have to listen. At times, stakeholder input can seem to be a contact sport, but it is critical that we engage at every level.

This stakeholder input opportunity in Powell reminded me of a planning expectation Dean Galey has placed on me, and on Associate Dean Hess. He has asked that we work to understand; then act to make the Agricultural Experiment Station programs and UW Extension programs more seamless to ourselves and our stakeholders. Our clients and stakeholders don’t understand the difference between the two and how the two interact, nor do they understand the nuances of the leadership, funding and culture of the Stations and Extension. Those who do understand have little patience or sympathy for leadership structures and culture getting in the way of serving stakeholders. So as we move through Academic Planning, I will be pushing for a response to this issue.

I usually don’t point to awards in News Briefs but since these folks work with all of us and make us all look good, I can’t resist mentioning them. Tana Stith and Steve Miller received the first and second place publications awards from the Wyoming Press Association for *Barnyards and Backyards* and *Ag News*, respectively. Bernadette van der Vliet received second place in the Page Layout and Design category for her work on the “Water, not a dry subject....” article in the *Barnyards and Backyards Guide*. Congratulations to these three and thanks to you and our Communications and Technology group for their excellent work.

Safe Travels, Glen

---

## Personnel News:

**Hot Springs County, 4-H and Youth Development Educator** – Position #4188, based in Thermopolis. This is a non-extended term position. Screening will begin February 28, 2013.

**Lincoln County, 4-H and Youth Development Educator** – Position #4205, based in Kemmerer. This is a non-extended term position. Screening will begin March 8, 2013.

**SE Area Extension Educator, PSAS** – Position #0601, based in Goshen County. This is an extended term track position. Screening is underway.

---

## Staff Development/Federal Relations News from Susan:

### Professional Development News

**November 4 – 7, 2013 - EPIC** (Extension Professional Improvement Conference). The bi-annual conference will be held in Casper. The Ramada Plaza Riverside will serve as the conference hotel and meeting site. Planning will begin soon, watch for details in coming months.

**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

I have just returned from a conference with five UW Extension colleagues where program evaluation was the topic. Educators and state specialists from other western states shared program evaluation methods and results. The team from Wyoming included Kellie Chichester, Tara Kuipers, Jennifer Jacobsen, Rachel Vardiman, and Robin Schamber. The key to strong evaluation is planning objectives of the program at the initial stage. Good evaluations should measure what the program objective goals are.

### Civil Rights Tip

It seems that at least once a year private companies send out official looking letters threatening penalties if labor law posters are not displayed. All required labor law posters are FREE. If your office needs new copies you can obtain them from your local Workforce Service Office or e-mail the address listed below to request a copy.

**Free All-in-One Labor Law Posters (if you would like a hard copy of an all-in-one Labor Law Poster, please email [Shelli.Stewart@wyo.gov](mailto:Shelli.Stewart@wyo.gov)).**

**And Justice For All** posters are also FREE and can be obtained from the following Website: <http://www.fns.usda.gov/cr/justice.htm> download poster 475A. Print in color. Remember we are required to post *And Justice For All* posters as they provide information on how to file a civil rights complaint if a client feels they have been discriminated in our program efforts.

### Customer Service Tip

***“Do what you do so well that they will want to see it again and bring their friends.”***

#### **WALT DISNEY**

Simple advice isn't it? If we all posted that quote and thought about it each time we interacted with clients, whether through a phone call, personal visit, group meeting or educational activity, think how we might expand our audience base. Happy February!

---

## Message from Marie Hanson:

### AS A REMINDER FOR EVERYONE:

**Any contract** committing University of Wyoming Extension, as a part of the University of Wyoming, must be submitted first to the UW Extension Director. It will then be sent on to UW General Counsel for their review, approval and signatures. This also means any County Extension Office or Initiative Team commitment i.e. meeting/event facilities, etc. ***University Extension Educators/Specialists are not authorized to sign contracts on behalf of the University or Extension.***

**Contracts:** agreements (oral or written) between two or more parties where there is a mutual

exchange of promises or other considerations upon some understandable terms and/or conditions. This includes Memorandums of Understanding and Memorandums of Agreement.

---

## UW Extension Car Pool rates have changed:

Due to the increase costs of maintaining vehicles, our Extension car pool rates will change to the following beginning today, February 1<sup>st</sup>:

<p><b><u>Sedans</u> = 0.45 cents per mile</b> <b><u>Pick Up/Suburban/SUVs</u> = 0.64 cents per mile</b></p>
---

If you have any questions regarding these changes, please contact Cathy Shuster. Thank you! ☺

### **AND JUST A REMINDER...**

The new standard mileage rate used for reimbursement for use of personal vehicles on University business is in effect...the new rate is **\$0.565** per mile.