

## Administrative News from Glen:

I have been writing nearly every month regarding the budget situation for UW Extension, citing a lack of clarity in every post. Congress acted to clarify the federal budget a couple of weeks ago with a cut of 7.6 percent to Smith Lever funds for FY13. Perhaps by the next time I write we'll have a clearer picture of the University's approach to the 6 percent cut to the state budget and our share of it. When I know more, I'll share.

Plans are on track for the expansion/relocation of the Sheridan R&E Center to land adjacent to Sheridan College. The R&E Center lands are south of the College. The Watt Ag Building on the Sheridan College campus will become the R&E Center headquarters and a UW Center. The Watt Center is being remodeled to house the Sheridan R&E Center staff and operations as well as the Sheridan County Extension office, UW Outreach School, Manufacturing Works and other UW entities. The expected move in date is early this fall. I'll keep you updated.

We have decided to shift the administrative liaison responsibilities for the 4-H Youth Development State Initiative Team. Associate Directors Duane Williams and Kelly Crane will share the responsibilities for administrative liaison to the 4-H Youth Development Team. This decision was based on a couple of factors that seem to be limiting as we try to build a more effective State 4-H program and improve as an Extension organization. Providing supervision and thus, leadership to county programs makes it paramount that each associate director knows and understands the activities and program directions of the 4-H Youth Development Initiative Team. The best way to know is to be connected to the initiative team as an administrative liaison. I have served as the liaison since the development of the 4-H team and have enjoyed the connection to the team and its programs and have learned much. However, I have missed many initiative meetings due to conflicts with other duties and responsibilities. I have been reluctant to give up the 4-H team liaison assignment because I too, need to be well informed and connected to the State 4-H Youth Development Program. Thus, I plan to attend the 4-H Youth Development Team meetings as well as the meetings of the other four initiative teams as I am available. I hope this approach will help us build a more effective State 4-H Youth Development program and allow me to represent all of our programs more effectively to clientele, policy makers and other stakeholders. Thank you for your consideration and patience.

Safe Travels, Glen

As promised earlier in March, a summary of the employee and stakeholder survey input has been made available online.

The reports have been posted to the website:

[https://uwadmnweb.uwyo.edu/employee\\_resources/](https://uwadmnweb.uwyo.edu/employee_resources/)

## Personnel News:

**SE Area Extension Educator, PSAS** – Position #0601, based in Goshen County. This is an extended term track position. Interviews were held and results are pending.

**Hot Springs County, 4-H and Youth Development Educator** – Position #4188, based in

*Thermopolis. This is a non-extended term position. Interviews were held this week.*

**Lincoln County, 4-H and Youth Development Educator** – Position #4205, based in Kemmerer. *This is a non-extended term position. Interviews are scheduled for April 18<sup>th</sup>.*

**NE Area Extension Educator, PSAS** – Position #0568, based in Campbell County. *This is an extended term track position. Interviews are scheduled for April 22<sup>nd</sup>.*

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## 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.

**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**

For annual summaries, audiences should be reported by youth and adults. When you teach or are attending meetings, please keep track of both youth and adult audiences. The Federal Plan of Work breaks down our contact numbers in this manner.

### **Civil Rights Tip**

**Racial Definitions** – I often receive questions on how to appropriately report clientele. The U.S. federal government, through its Office of Management and Budget, has compiled the following guidelines for racial categorization. University of Wyoming Extension uses these categories for Affirmative Action reporting purposes.

**American Indian/Native American or Alaska Native:** Persons having origins in the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander/Asian American:** Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes: China, Japan, Korea, India, Pakistan, Nepal, the Philippine Islands, Samoa, and Polynesia.

**Black/African American, not Hispanic:** Persons having origins in any of the black racial groups of Africa.

**Hispanic/Latino:** Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**White, not Hispanic:** Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

### **Customer Service Tip**

April 21 – 27 is National Volunteer Week. UW Extension would not be as successful in our outreach efforts to citizens of the state without the help of volunteers. The 4-H program is built on a model of training volunteers to work with youth in local clubs and communities. The Master Gardener program is also successful because of the dedication of trained volunteers. Many other programs utilize volunteers. This is a great opportunity to say “Thanks” for all you contribute to Extension. The current value of volunteer time in Wyoming is \$19.54/hour. The Independent Sector keeps data and research on volunteer contributions. See their Web site for more information.

[http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time). With conservative estimates UW Extension gains an additional 14 FTE's through volunteer contributions.

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## Cent\$ible Nutrition Program News from Mary Kay:

CNP has our annual Spring Fling April 16-17 in Casper at the ARLC. The theme is "Reunion Spring Fling." We will have a hands-on workshop for a new reunion lesson for past program participants. Graduate student, Kate Fantozzi, has developed a lesson plan using a conversation map to help CNP graduates re-connect with each other and with skills they learned during the series so they will be motivated and inspired to continue their transfer of learning. These lessons will also give us a new way to capture long-term impacts. Also planned are updates from recent newsletter focus groups with Joylyn Ciz, food safety with Warrie Means, and team sharing with NFS.

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## Children in the Workplace:

(Risk Management and Human Resources)

1. Children at work present a Risk Management issue – An employee can easily be distracted by a child and there is added risk to the child or others in the workplace if something were to occur, such as a fire.
2. "Best Practices" – The University of Wyoming expects employees to report to work prepared to give 100 percent of their full time and attention to their job.
3. This creates two sets of standards and leads to potential conflict between singles and people with families.
4. These are public funded positions (tax payer dollars) – public perception is very important.

While temporary exceptions are allowed to support employees with emergency situations, this should not be taken to condone a frequent pattern of such activities. In Extension, with many educational events occurring outside of standard business hours, it is understood that special circumstances may occur with greater frequency. It is expected that employees will work with their supervisor to discuss and determine the acceptable course of action to handle such special circumstances. In any case, where children are present, the employee must strive to insure that distractions to clientele and colleagues are kept to a minimum.