

Administrative News from Glen:

Thank you all for your reviews of the Academic Plan draft. I suppose it might seem that my mind is stuck on academic planning and our “plan”. It probably is today, as I have been reading your comments and considering proposed changes to the planning document. We should have a second draft out for review within the week. Again, thank you for your attention to this important effort.

I attended a Western Region Extension Directors meeting a couple of weeks ago. I wish I had something to report regarding budget, but the federal picture is as cloudy as ever. On a positive note, you have probably read of the Trustees proposal to include a salary increase in the University’s proposed budget for the next biennium. I’ll keep my fingers crossed. I hope the summer is going well for each of you. Looking forward to seeing many of you at State Fair in a little over a week.

Safe Travels

Glen

Personnel News:

We are pleased to announce **Brenda McKinzie** has accepted the 4-H Educator position in Platte County and will begin August 26th. Brenda grew up in Sheridan, Wyoming. She attended Casper College and has a B.S. degree in Agriculture Education from Utah State University. Brenda did a 4-H internship in Johnson County and also served in an interim educator role for fall 2012, when Rachel Vardiman was on leave working on her graduate degree. Brenda also brings experience as a vocational agriculture/FFA advisor. Her experience in youth development and education will be a great addition to the Platte County 4-H program.



Natrona County Extension Educator, PSAS – Position #0524, based in Casper. This is an extended term track, Assistant or Associate UEE position. Screening will begin August 13th.

Natrona County, 4-H and Youth Development Educator – Position #0401, based in Casper. This is a non-extended term position. Interviews have been held and search results are pending.

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. Theme for this year’s conference is “Yesterday, Today, and Tomorrow”. The committee has an excellent agenda planned. Registration will be available on-line in early September.

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

REMINDER # 2: UW Extension on-line reporting, which captures time and contact information for reporting October 1, 2012 – September 30, 2013, **must be completed by October 7, 2013**. We are exploring options to develop or purchase a new reporting system, but for now we continue to use the current system. Theresa Chavez has developed some excellent instructions, including instructions on how to use this system on Mac products and I-pads. Please check out the link below.

http://www.wyomingextension.org/wiki/index.php5?title=Learning_Guide:CES_Reporting

Remember, for State Extension Specialists, completion of your on-line reports is required for release of Extension support dollars to your department. If you need help, please contact Theresa Chavez or Susan James.

Civil Rights Tip

Every year businesses selling employment posters send notices that look very “*legal*” offering sets of posters for a fee. ALL employment posters are FREE and may be obtained from the Department of Workforce Services. *And Justice for All* posters is also free and can be downloaded from the Department of Justice Website. Contact Susan if you have questions.

Customer Service Tip

Keeping your cool – as a professional, you understand the importance of remaining on an even keel regardless of the circumstances. But that doesn’t mean that you’re immune from reacting – or overreacting- when someone pushes your buttons. The next time you feel your face growing flush and your stomach starting to knot, remember these tips:

- Smile. When people are deliberately trying to get under your skin, the last thing they expect to see is a smile. As the joke goes, it makes them wonder what you’re up to. Used appropriately, your smile may disarm the other person. And the act of smiling can help calm your own volatile emotions and take some of the sting out of your response.
- Breathe. Intense emotions, such as anger, tend to scatter your thoughts. Taking a cleansing breath will release some of that pent-up tension and allow you to center yourself and think about what you really want to say.
- Shift. Look off to the side or turn your body so you’re no longer facing the other person head on. Changing our position even slightly can make the situation feel a little less confrontational.
- Express. Be honest about your feelings-for instance, “I’m not sure how to respond to that. Let me get back to you.” Better to walk away and take time to cool off than to give a knee-jerk response that will undermine your position or escalate a conflict. If you don’t have the option of walking away, then don’t be afraid to step back and think before answering. Never let another person goad you into an off-the-cuff response that you may regret.

Source: Adapted from: “Responding skillfully when you are thrown off center,” on the Ivy Sea Web site.

Cent\$ible Nutrition Program News from Mary Kay:

The 10-month Cent\$ible Nutrition educators are back! Watch for them on August 15th.



UNIVERSITY OF WYOMING

Summers hours end on Friday August 23rd.

Back to regular hours of 8:00a.m.-5:00p.m. starting Monday, August 26th.