

Administrative News from Glen:

Once a year, the Wyoming County Commissioners Association meets with the associations of other elected county officials in the state. I returned from their meeting in Lander last evening. As last year, UW Extension hosted a booth in the trade show. Duane Williams, Ron Cunningham, Alex Malcolm and I staffed the booth for the two day meeting. As you know, the relationship with commissioners and other elected officials is a most critical one for UW Extension. We had the opportunity to talk with many officials; commissioners, coroners, sheriffs, clerks, etc. I believe Duane, Ron, and Alex would agree with me that our county relationships are healthy and productive. Thank you all, both county and campus, for working so hard to keep Extension relationships strong.

Every five years the Professional Extension Educator Associations meet together in large conference called Galaxy. Last week I attended the *Galaxy IV* in Pittsburgh with about 3500 other Extension folks. It was an enjoyable and productive meeting for me. Many of our educators received awards and recognition from their professional associations. Congrats!

I feel compelled to mention the federal budget situation even though I haven't any idea what will develop over the next weeks and months. I suppose the bright side is that a government shut-down really won't affect us much in the short term. I'm confident our national leadership will be able to sort through the politics of budget deficit, debt ceiling and economic stimulus in the longer term.

Safe Travels, Glen

Personnel News:

Natrona County Extension Educator, PSAS – Position #0524, based in Casper. This is an extended term track, Assistant or Associate UEE position. Interviews will be held October 18th.

Natrona County, 4-H and Youth Development Educator – Position #0401, based in Casper. This is a non-extended term position. This was a failed search and will be re-opened soon.

Sweetwater County, 4-H and Youth Development Educator – Position #4031, based in Rock Springs. This is a non-extended term position. Screening will begin October 11, 2013.

Washakie County Extension Educator, PSAS – Position #1180, based in Worland. This is an extended term track, Assistant UEE Position. The search process has just begun.

Big Horn County Extension Educator, SMRR – Position #0404, based in Greybull. This is an extended term track, Assistant UEE Position. The search process has just begun.

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". There are close to 120 registered for this year's conference. Final details will be sent to all who have registered before the end of October.

ESCAPE – Extension Secretary Conference, a Professional Event, was held October 1 – 4, 2013 in Evanston. Thanks to the SW District and Uinta County for serving as hosts! Special Congratulations to Annie Erickson, who was recognized as the Francis Freese Secretary of the Year, an honor well deserved!

Reporting Tip

Annual reports for all Extension Area and County based educators are due November 1. Please refer to the letter sent via e-mail from me and a separate evaluation letter sent from Glen Whipple also via e-mail for details. Annual reports should be submitted electronically to Cathy Shuster and your supervisor.

Impact Statements – Every Extension Employee is required to be the Lead author on at least one impact statement. It is fine to submit team impacts, but if you are not the author, you must submit one impact statement you have written. Remember, impact statements are written for the lay public, they should be brief, no more than two pages in length, preferably shorter; a brief statement of need and what was done; and the impact or outputs – what difference did the program do for clientele. There are guidelines on the UW Extension Employee Resources Website. These are a guide, not a template. If you have questions, please contact Susan.

Hard copies of original ET&P Packets for the State Office can be dropped off Monday, November 4th between 12 noon and 3 p.m. to Marie Hanson at EPIC in Casper.

Civil Rights Tip

How do I report contacts in my on-line reports? Remember, personal contacts are required documentation for Civil Rights Compliance.

Personal Contacts – one personal contact is one person contacting Extension for information or education once. An office visit from John Doe in the morning and his attendance at a workshop in the afternoon are two contacts.

Contacts are office visits, home visits, persons at meetings of various kinds, phone calls

Mailing list in which each individual is identified by race and sex can be considered personal contacts. Mailing of newsletters to an identified mailing list can be considered contacts each time the newsletter is mailed. If you are distributing newsletters to agencies or for example at a local business you cannot count the number distributed as contacts.

Members of workshops are counted as contacts each day of the workshop of which Extension coordinates, sponsors or presents information. Contact by more than one Extension professional can be recorded with the same audience if each is presenting information.

Members of a camp are counted as contacts only by those who teach them or work with them. This is also done on a daily basis. If you teach two classes a day, count both classes.

Persons reached by means other than personal contacts are not counted as contacts for civil rights purposes. Newspapers, radio, television, Website, are not personal contacts.

Customer Service Tip

Be a team player! UW Extension values teamwork.

- Learn to get along with co-workers.
- Appreciate your co-workers for their strengths and value them for who they are.
- Recognize your own strengths and weaknesses and how you can best contribute to the team.

- Develop a mutual respect with your support staff – everyone has an important role in serving the citizens of Wyoming.

Cent\$ible Nutrition Program News from Mary Kay:

We are pleased to welcome Joylyn Ciz back as our CNP coordinator in Platte County! Joylyn worked as an educator in Platte County several years ago. When she left that position, we hired her to do special projects including the newsletter. Now, she is working as an educator again and will still prepare our monthly newsletter. Joylyn started on September 30th. Her new email is jciz2@uwyo.edu.

