

As you may know, voluntary transfers from one county or location to another have long been a possibility within our organization. The potential for transfer can be important to employee job satisfaction. Transfers have become more difficult to manage with more limiting equal opportunity employment practices and increased public and commissioner interest in county extension positions. The administrative team has been exploring the best approaches to this question of voluntary employee transfer as positions become vacant. Going forward we will use this approach:

- As written notice of a retirement or resignation is received, an announcement of the retirement or resignation will be made immediately in News Briefs and/or by email.
- An employee interested in a transfer should send the director or an associate director a letter of interest within ten days of the notice of retirement or resignation.
- A decision will be made whether to work toward a transfer of the employee.

This decision will be based on the following principles:

- An employee will be transferred only if it is in the interest of UW Extension and the University.
- Selection in a national search process is always the better way to start a new position.
- A location change to a similar position would be the primary reason for a transfer.
- Transfer of an employee to a different type of position would generally not be considered.
- Transfer will generally be considered only if there is compelling reason that a national search would preclude an employee's consideration e.g., a senior educator competing for a position advertised at the assistant level.
- If a transfer is under consideration, the input of employees and stakeholders potentially affected by transfer will be sought and taken into account.

The issue of internal transfer is a work in progress. If you have any suggestions or comments to offer, please contact me.

Safe travels, Glen

Personnel News:

Fremont County, NFS – Position #1205, based in Lander. This is an extended term track, Assistant UEE position. Screening will begin May 8, 2015.

Niobrara County, 4-H Youth Development Educator – Position #0693, based in Lusk. This is a non-extended term position. The position closed and screening is under way.

Sweetwater County, 4-H Youth Development Educator – Position #4031, based in Rock Springs. This is a non-extended term position. The position closed and screening is under way.

Fremont County, Ag & Hort – Position #0204, based in Lander. This is an extended term track, Assistant UEE position. Screening will begin May 22, 2015.

Sublette County, Sustainable Management of Rangeland Resources (SMRR) – Position #1699, based in Pinedale. This is a non-extended term position. Screening will begin May 22, 2015.

James Dawson will begin as the 4-H Youth Educator in Johnson County May 18, 2015. Jim received a B.S. in Biological Science Education from UW in 1978. He also has a Masters of Agriculture, Extension Education from CSU. He taught biological science for over 19 years at Buffalo High School. He also spent one year working as the UW 4-H State natural Resource/Shooting Sports State Coordinator in 2003 - 2004. Since 2006 Jim has worked at Wyoming Game and Fish Department as the Hunter Education and Outdoor Skills Coordinator both in Cheyenne and Casper. He brings strong experience in education, volunteer recruitment and training and management to this position.



Callie Kettner will assume the SE Area Nutrition and Food Safety position based in Carbon County June 8. Callie has a B.S. in Dietetics from Idaho State University and will complete her Masters in Health Sciences – Nutrition Emphasis and Dietetic Internship May 2015 from Western Carolina University in Cullowhee, NC. She has worked three years with the University of Idaho Extension, delivering nutrition education to youth in the after-school, summer lunch, and 4-H program.



Michelle Pierce will join the NE Area and Campbell County team June 8 when she starts as the area CDE educator. Michelle has a B.S. degree from UW in Administration of Justice. She also holds a secondary teaching certificate in Business Education with emphasis in Technology and marketing from Black Hills State University in Spearfish, S.D. and a M.E. in Educational Administration from South Dakota State University. Since 2008 she has taught business education at Campbell County High School. Michelle brings experience in developing curriculum in personal finance, business, and computer classes.



Staff Development/Federal Relations News from Susan:

Professional Development News

Save the dates: November 10 – 12, 2015 for EPIC (Extension Professional Improvement Conference) will be held in Riverton. This annual training is not subject matter specific, but will include topics applicable to all, regardless of the discipline you provide education in. Members of the planning committee include: Tina Russell, Alex Malcolm, Kimberly Chapman, Shar Perry, Vicki Hayman, Mindy Meuli, Chance Marshall, Melissa Bardsley, Liz Shaffer, Ashley Garrelts, and Mary Kay Wardlaw.

UW Extension New Employee Training – September 9 – 11, 2015 in Laramie. All new employees hired after October 1, 2014 should reserve these dates.

County Coordinator Training – September 8-9, 2015 – Laramie. Training will be held in Laramie for County Coordinators. Please hold these dates.

2015 ESCAPE Conference - will be held in Laramie this year, September 29 – October 2nd. More information will be available soon!

Civil Rights Tip

Civil Rights and Extension –what does it mean?

The Civil Rights Program is a concept that all people are entitled to equal consideration in all government programs. All programs, including extension, which receive federal funds, are required to document civil rights efforts. It is important in all extension programs. The most effective educators in extension have always tried to extend their programs to people not usually being served. This is civil rights extension.

Civil rights legislation, as defined by the Civil Rights Act 1964 simply states that there will be no

discrimination in program delivery or in employment based on race, national origin, sex, age, religion, or handicap.

Reporting Tip

On-line Contact Reporting

Everyone with an extension appointment is required to complete contact reports. The on-line reporting system is used to gather contact data only. If you have no contacts – you don't report any data for that day. The new program is Web based, and can be accessed from your PC, laptop, I-pad or other tablet, and smartphone. As in the past, this data will be collected from October 1, 2014 – September 30, 2015. All reporting should be entered by September 30, 2015. URL: <http://www.uwextensionreporting.org>. This data is used for a number of reports for UW, the Federal Plan of Work, and documentation of civil rights compliance.

Customer Service Tip

Gratitude and Impact on Attitude

Most people realize the value and importance of being grateful for the positive and meaningful things in their lives. Much has been written about the benefits of an attitude of gratitude.

It doesn't take much prove that value – your experiences likely are proof enough. When you take the time to “stop and smell the roses” or take a more disciplined approach to thinking about all of the things you have to be thankful for, you know how it makes you feel.

This attitude of gratitude typically/hopefully makes you feel better, reduces your stress and makes you more productive. When you consider these facts as a leader, you will quickly realize two things: The attitude you create for yourself through this process makes you a better leader and professional because the thoughts and feelings spread beyond your personal life.

As a leader you can help others create those results through your example. Showing gratitude is a powerful thing; however, you can't show it or spread it if you aren't grateful. When you share your gratitude with others you can have an extremely powerful impact on them.

Source: <http://blog.kevineikenberry.com/leadership-supervisory-skills/three-ways-to-effectively-show-your-gratitude/>

Cent\$ible Nutrition Program News from Mindy Meuli:

Every spring, the entire CNP group gathers together for our annual Spring Fling meeting, a time for sharing successes, learning new information and answering nutrition oriented questions. Each year we pick a theme to help create a fun atmosphere for the information packed days. This year's theme was sports.

During the information sessions we were joined by Andrew Kniss who talked about GMOs and by Warrie Means, who not only talked about food science, but also played the banjo for our halftime show. The discussions helped to answer questions and concerns many of our educators have received from participants over the last year. And, the banjo playing was simply a marvelous end to a busy day.

Added into Spring Fling this year was initial training for new CNP educators and personnel. Last month we welcomed Sandi McColl and Rita Lemley to Laramie County. This month we are pleased to have Julie Dwyer joining us in Natrona County and Lea Mendinghall joining us in Crook/Weston Counties. Julie is from Casper and has worked in a variety of fields, including being a CNA and a dental assistant. Lea is originally from New York City and has lived in Wyoming and Oklahoma. She is happy to be returning to Wyoming with her daughter.

Initial training included cooking labs, classroom demonstrations and an overview of the curriculum. Initial training will continue in early June after which our new educators will be prepared to start teaching classes in their counties. We are pleased to have so many of our vacant positions filled and

to have such enthusiastic new educators.

Congratulations to *Tracy Navarro/Laramie County* and *Dan Smith/Sheridan R&E Center* for receiving the Off-Campus Staff Awards this year during UW Staff Recognition Day ceremonies held Tuesday, April 28th.

Also, congratulations to our *Trish Hysong/Family & Consumer Sciences* who was awarded one of the Staff Incentive Awards.