

## Administration News from Glen:

After last month's "Manifesto" I think it best to be brief. As is typical, summer is winding toward its State Fair and start-of-the-semester conclusion. I hope you are enjoying your work and can find some time to enjoy the summer season. As you know, we have made some funding available for technology equipment and other program enhancements. Just a reminder: The funds have to be spent by mid-September so if you have a need, please don't forget to make your request.

You probably have heard that the College of Agriculture and Natural Resources Business Office has been going through some transitions. We want to be sure that we are navigating the challenges as best we can. I mention this with some reluctance because I know that no one is satisfied with the timeliness of University reimbursements and payments. However, if you feel a reimbursement or other business office matter is beyond the reasonable time frame for a University action please email your accounting contact, me, or your supervisor and we will check on it. In my observation, everyone is working very hard to work through the transition as smoothly as possible. Patience with attentiveness is the best approach.

State Fair starts tomorrow. I hope to see you at State Fair!  
Glen

## Personnel News:



**Laura Balis** will begin August 17<sup>th</sup> as the Northwest Area, University Extension Educator for Nutrition and Food Safety; the position is based in Fremont County. Balis has a B.S. degree in Public Health Education and Health Promotion from Central Michigan University. She received a M.S. degree in Health and Human Performance from the University of Montana in Missoula in 2009. In 2015, she completed a Certificate in Preparing the Future Professoriate at Virginia Polytechnic Institute and State University in Blacksburg, Virginia. She brings

experience working with youth and adult audiences with previous employment with Missoula Early Head Start serving as Health and Nutrition Manager and also worked with the Tucson Council on Aging where she recruited and trained volunteers to lead cardiovascular health programs.

**Glenn Owings** will join UW Extension August 17, 2015. Owings will serve as an Area Educator contributing to UW Extension's statewide effort to provide educational programs on the Sustainable Management of Rangeland Resources. Owings is based in Sublette County. He holds both a B.S. degree in Natural Resources and Rangeland Ecology and a M.S. degree in Animal and Range Sciences from Montana State University in Bozeman. Owings has worked for the Sublette County Conservation District as a Range Specialist since 2012. His knowledge of Sublette County and western Wyoming range issues will be an asset in his educational role.



**Platte/Laramie County, Nutrition and Food Safety - Position #0805, based in Wheatland or Cheyenne. This is an extended term track, Assistant UEE position. Screening will begin September 1, 2015.**

**Converse County, 4-H Youth Development - Position #4365**, based in Douglas. This is a non-extended term track, Assistant UEE position. Screening will begin September 1, 2015.

**Campbell County, 4-H Youth Development –Position #4842**, based in Gillette. This is a non-extended term track, Assistant UEE position. Screening is underway and interviews will be scheduled.

***Opening soon:***

**Campbell County, Ag & Hort – Position #0568**, based in Gillette. This is an extended term track, Assistant UEE position.

**Crook County, SMRR – Position #1675**, based in Sundance. This is an extended term track, Assistant UEE position.

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## **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. Registration for this year’s conference will be available the beginning of September. 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.** New hires should have received registration information.

**County Coordinator Training – September 8-9, 2015 – Laramie.** Training will be held in Laramie for County Coordinators. The Associate Directors have developed a strong agenda based on the needs survey conducted last winter. We look forward to seeing you all in Laramie.

**2015 ESCAPE Conference** - will be held in Laramie this year, September 29 – October 2<sup>nd</sup>. Updated information: <https://www.facebook.com/pages/ESCAPE/119440384858502>

### **Civil Rights Tip**

#### **Publications – free of gender bias?**

During County Civil Rights Training Reviews, counties are asked to provide samples of newsletters, program handouts, and other materials used for publicity. Why? To ensure that all materials provided to the public are free of gender bias and show diversity. An example “all photos in the 4-H newsletter are of girls participating in events”. Clientele might assume 4-H or any other type of program is not open to boys. When using photos or clipart in publications, remember to show that extension programs are open to everyone. Photos should reflect diversity in age, gender, and ethnicity or race.

### **Reporting Tip**

#### **On-line Contact Reporting – Just a reminder:**

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**

As leaders, we need to be accessible and available to provide advice, wise counsel and coaching. But that doesn't mean we can never silence our phone or that we can't go a couple of hours away from

email. Manage your interrupt-ability.

Have you ever gone into someone's office and had them turn off their phone, or put the ringer on mute? Did you feel like your conversation was important to them? That is the point of managing interrupt-ability. You will find what is appropriate for you and when. It could mean turning off the email notification on your computer, putting your phone in silent mode, or any number of other things. Schedule time to reply to emails. Have you ever been traveling for the day and then looked at your email after several hours? If you have, you likely found three things: there was a lot of it, few if any messages required fast attention, and responding in batches took less time. Let's be clear. When you are constantly replying to email, you are training people (setting unspoken expectations) that you are always answering emails! If you choose to set times aside during the day (or even during the hour, if you must) you will be more productive AND you will be taming the expectations that you are "always on."

Set sacred off-line times. Do you really have to be on the phone in the public restroom? Is your email really the last thing you need to check before bed and the first thing in the morning? If your answer to any of these is "yes", I'd say get a life and get over yourself. The most important, busiest people in the world aren't doing that, and you don't need to either.

Source: Kevin Eikenberry; The Kevin Eikenberry Group

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## Cent\$ible Nutrition Program News from Mindy:

July was a month of successes for the Cent\$ible Nutrition Program. We are pleased to announce that the 2016-2018 SNAP-Ed Plan was submitted to the State Department of Family Services Office on August 3<sup>rd</sup>. Upon approval, our new grant year will begin October 1<sup>st</sup> and we are excited for the projects we have outlined in the grant plan.

This month we are also happy to welcome Rainy Stacey to CNP. Rainy began with CNP on July 27<sup>th</sup> on the Wind River Indian Reservation and will work with long-term WRIR CNP educator Nan Craft. We look forward to having her on our team.

As we move into the end of summer, we would like to welcome back our 10-month employees, who will return on August 14<sup>th</sup>. We hope everyone had a restful and fun summer!

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### *Farewell from Susan:*

*As I hope you all know, I officially retired from UW Extension August 3 – thus my LAST News Briefs. By my count I've written for 172 editions in the 14 years I have spent at the state office as the Federal Relations and Staff Development Coordinator. I have many fond memories of my 37 years with Extension, and those memories all go back to the relationships that I built and the colleagues and clientele I had the privilege to work with. I will be helping Kim Reaman a bit as she assumes this position in September. I know I will be in touch with many of you over the next few months. Thanks for your support, friendship, and yes, even sometimes challenging me. I will miss all of you.*

