

DISTRICT 5 STAFF AGENDA

November 10, 2010
Marion County Extension Office
10:00 am EST



Personnel & Programs

PERSONNEL UPDATES

- Vacancies, Changes, Health, Retirements, Sympathy, Congrats

PROGRAM HIGHLIGHTS for DISTRICT 5

- 4-H Youth Development – Elijah Wilson
- FCS - Christy Nuetzman
- ANR - Ron Bowman
- Horticulture - Dennis Morgeson

SPECIAL RECOGNITION

- National ESP Poster Winner – Kelli Bonifer, \$100 Award
- November Staff Refreshments - Marion and McCreary Counties

Information – Deadlines - Events

AFFIRMATIVE ACTION

- ADA Assessment/Compliance Plan: Due to D5 Office Nov. 10, 2010
- Website: http://www.ca.uky.edu/psd/affirmative_action.php
- Training: Elizabeth Creed and Edith Lovett
- St. Contact: Martha Thompson

ANNUAL LEAVE STATUS

- Take “Old Leave” by June 30, 2011 (only 7 months away!)
- View Leave Status at <http://myuk.uky.edu/irj/portal>

BUILDING PARTNERSHIPS:

COMMUNICATING WITH POLICYMAKERS

- Follow-up: Completion of Action Plan for Communication
- Due following Adv. Group Mtg. to D5 Office (1 plan per county)

BUDGET UPDATE and ECONOMIC OUTLOOK

- Good News: No mid-year cut; UK “*consideration*” of raise (2 – 3%)
- Continued Efforts: Cost cutting, revenue enhanced measures
- Concerns: KY and Nation-wide (additional cuts expected FY 2012)

CAMP

- Strategic Planning Continues: State Committee, Toni Humble
- Camp Improvement Committees: Revitalization in progress
- Lake Cumberland: Concerned deficit
- Recruitment Efforts: 2011 Camping Season



CAREER LADDER

- Applications are due to the D5 Office Feb. 1, 2010
- In-Service Trainings: Must now provide transcript with application
- Last date for information to have occurred: Dec. 30, 2010

COMMUNITY & ECONOMIC DEVELOPMENT INITIATIVE of KY - CEDIK

- KY- TN Institute for Sustainable Dev.: May 23 – 25, 2011
- D5 Issues Forum Committee: David Harrison, Will Stallard, Teran Ransom, Audrey Myers, Kindra Ewing Jones and Elijah Wilson
- D5 Issues Forums: To Be scheduled Dec. 1, 2010 – Feb. 1, 2011

CIVIL RIGHTS REVIEW

- Federal Level Review: KSU and UK Extension Programs
- Date: April 4 – 15, 2011
- TBA: Counties and Schedule



COUNTY EXTENSION COUNCIL MEETINGS

- Agendas and Minutes to D5 Office as meetings occur during year
- Distribution of Report to the People

COUNTY PROGRAM REVIEWS

- Year One (2011): Clinton, Russell and Wayne - Dates Set

DIVERSITY

- “A Day in the Life of an Agent” Panel Presentation - Will Stallard
- Diversity Award: Dr. Henning’s email; Application due Dec. 17, 2010
- Tri-State Diversity Conf.: Feb. 10 – 11, 2011; Cincinnati Airport Marriott; Webpage: <http://ces.ca.uky.edu/cesrc/diversityconference>

EEP FORMS

- UK Deadlines: Submit forms to the D5 Office
- Calendar Website: http://www.uky.edu/HR/benefits/eep_dates.html

EPSILON SIGMA PHI

- Date: March 22-23, 2011 (In-Service and Annual Meeting)
- Location: KSU Ctr. for Sustainability of Farms & Family (Frankfort)
- ESP Membership Drive – Incentives!! Deadline – Jan. 20, 2011!

EXTENSION TODAY “REPORT TO THE PEOPLE”

- Due to the D5 Office by Nov. 24, 2010

FEATURED PROGRAMS

- Website for examples:
<http://warehouse.ca.uky.edu/Survey/PriorityIndicators/2010/Reports/Puform.asp>
- Role of Report: http://www.ca.uky.edu/psd/reports_reporting.php
- Archives: <http://warehouse.ca.uky.edu/AgWeb/pubreports>
- Need: Agents participation and REPORTING

FINANCIAL MANAGEMENT

- FCS Securing Financial Stability & MITT Initiatives
- Survey: Focus – Securing County Program Needs – Due Today
- State Contact: Jennifer Hunter

HOLIDAY LEAVE AND BONUS DAYS

- Bonus Holiday (4 Dec. days): Employed by Nov. 7; FTE of 0.5 (+)
- Floating Holiday (1 day): Employed by Sept. 1; Use June 30, 2011
- Work on a Holiday? Notify the D5 Office and Request thru CATPAWS

HOLIDAY STAFF & RETIREE GET-TOGETHER

- Dec 8th , 10:00 ET, All Occasions Community Bldg. in Taylor Co
- Agent Committee – Volunteers from each program area

IN-SERVICE OPPORTUNITIES

- On-line Catalog and Cancellations



IT UPDATES

- Google Docs – Assistance from Belinda Williams if needed
- Live Stream Video – Equipment purchased (mobile), test on campus

KY SAVES

- Update from Theresa Howard, State Contact Agent

INTERNSHIPS

- Interviews: January, 2011
- State Contact: Martha Thompson



LEADERSHIP/LEGISLATIVE ACTIVITY

- Future Event for Lincoln Trail Counties
- Agent Committee: Robbie Smith, Chair

MARKETING

- Use licensed UK Vendors (University Policy)
- College Marketing Website: <http://ces.ca.ukyu.edu.marketing>
- State Contacts: Laura Skillman and Jeanne Davis

MASTER'S DEGREES

- Approval from District Director & Assistant Director
- Must be approved to advance up the Career Ladder

MENTORING

- Assignments and Responsibilities
- D5 Mentor Contacts: Katie Alexander & Christy Martin

METERED MAIL

- Don't send cash
- Permitted: Employee to Employee; Client Request



MULTI-STATE PROGRAMMING

- Auditable from the State Level
- Important match for Smith-Lever Federal Dollars

PERFORMANCE APPRAISALS – SUPPORT STAFF

- Majority have been turned into the D5 Office and approved
- When approved, schedule consultations, attain signatures, submit finals to the D5 office

PERFORMANCE APPRAISALS – AGENTS

- Ratings have been approved
- Notifications will be mailed - Nov. 15, 2010
- Deadline to request a review – Nov. 24, 2010
- 2010-2011 Performance Appraisals – All Agents (except under 1 yr)

PROFESSIONAL DEVELOPMENT FUNDS

- Association Dues may be paid out of professional development funds if included in a conference registration fee and agent attends conference
- Applies to upcoming KEAFCS mtg. Nov. 30 – Dec. 2

RANDALL BARNETT AWARD

- Due Nov. 15th to Karen Ramage; Copy to the D5 Office
- At least 1 county apply from each end of the District

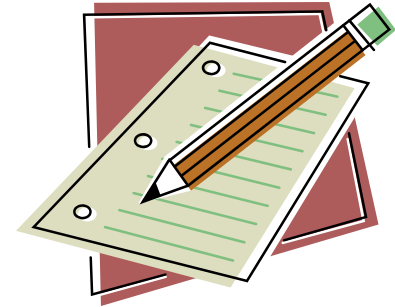


REGIONAL UPDATES and INFORMATION

- Substance Abuse Workshop: Jan. 25, 26, 2011; Marriott Griffin Gate – View webpage for additional information

SECRETARY TRAINING UPDATE

- ANR Agents – Contact Group



SNAP-ED REPORTING

- Report Monthly - Over 100 hours shows strength in programming
- Commitments not mandatory for reporting hours

SOCIAL SECURITY NUMBERS

- Directions from Dean Smith (email) – Must be removed
- Remove from computers and/or hard copies

STAFF MEETING DATES

- Jan/Feb/Mar -All Agents (Trainings-Supervision, Budget, Council)
 - May - All Agents (wrap up for year)
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STATE EXTENSION COUNCIL: FEB. 22 – 23, 2011

EMBASSY SUITES, LEXINGTON KY

- Nominations due Dec. 15 to Karen Ramage
- County Council Contact Agent ask delegates and contact D5 Office
- Group 1 (Hardin) Chuck can return (1st Term, 2nd yr.)
- Group 2 (Washington) Bob can return (2nd Term 1st yr.)
- Group 3 (Cumberland) Lida can return (2nd term, 2nd yr.)
- Group 4 (Wayne) Nancy can return (2nd term, 2nd yr.)
- Alternate (Adair) Debbie can return (1st term, 2nd yr.)

• TAX EXEMPT STATUS

- Cooperative Extension Organizations and Tax Exempt Status
- PowerPoint presentation

NOVEMBER BIRTHDAYS!

- Nov. 2 Rebecca Shagool, Hardin Support Staff
- Nov. 6 Theresa Howard, LaRue CEA for FCS
Vonda New, McCreary Co Support Staff
- Nov. 7 Amy Aldenderfer, Hardin CEA for Horticulture
- Nov. 8 Sherri Coffey, Russell Co Support Staff
- Nov. 10 Teran Ransom, Hardin Co CEA for FCS
- Nov. 11 Dennis Morgeson, Washington CEA Hort
Gaye Hutchinson, Wayne EFNEP Assistant
- Nov. 15 Anna Smith, District 5 Director
- Nov. 18 Edith Lovett, Pulaski FCS
- Nov. 19 Brian Newman, Green ANR
- Nov. 20 Misty Dubre, Cumberland Support Staff
- Nov. 25 Kindra Ewing, Grayson 4-HYD



PROGRAM GROUPS

- 4-H YOUTH DEVELOPMENT
- ANR/HORTICULTURE
- FAMILY AND CONSUMER SCIENCES

