

District 3 Zoom Meeting Agenda
Thursday, October 1, 2020
10:00am

Good Morning

Good News!

Local Tax Form Resubmission

- If you have returned to working at your county office 100%, you will need to complete it. Return to Robin as soon as possible. HR needs it right away.
- Missing PERNR #. You can locate it by logging into MyUK and it should be on your paystub. The PERMR # maybe different from your person ID, but either way you still need to list it.
- When contacted by the State Office for missing information, be mindful of speaking to the person on the other end of the phone.

Concur

- The EBO team has worked to develop resources using the University's resources. They are modified to include information that is specific to our Extension field staff and the nature of their travel.
- These resources can also be found on the EBO website and UK website:
UK Concur Website: <https://www.uky.edu/ufs/concur-travel-expense-management>
EBO Concur website: http://cafebusinesscenter.ca.uky.edu/ebo_concur
- The EBO Team will continue to update resources and add more as time permits and needs require. Any feedback regarding these or other resource needs are welcomed.
- Concur Travel Review with Tina Ward tomorrow, Oct. 2nd at 1:00pm. Robin sent everyone an invite.

KSU Update – Nancy Calix

- Virtual Hispanic Network Summit on October 8th.

- Any questions in regards to the Virtual Hispanic Network Summit (Oct. 8 from 1-3 PM) contact Jessica.Marquez@kysu.edu.
- Register with Juan.pena@ky.gov for virtual summit Hispanic network.

NEP/SNAP-Ed

- NEP COVID19 Response Survey: Please take a few minutes and complete the Covid19 NEP Response Survey for your work during the past few months (June 17th through the present) by Friday, October 2nd.
https://uky.az1.qualtrics.com/jfe/form/SV_ebs4Kp2USiJC5ZX
- October 10, 2020: Deadline for all SNAP-Ed hours to be entered into KERS (direct, indirect, professional development and administrative time).
- New SNAP-Ed program year begins 10/1/20 and goes through 9/30/21.
 - Counties: 1,000 for SNAP-Ed food demonstration reimbursements
 - Flat \$150 for copy reimbursement per county (NEP Assistant: \$150 copy reimbursement separate)
 - 2021 NEP Calendars: mid-November
 - Chop Chop Magazines
- Weekly update email sent Monday, September 28th
 - How Agents Log Virtual Direct Education in KERS: attached
 - Cook Wild KY: promotional video is linked below, attached: Cook Wild infographic and recipes (see email from Jann Knappage on 9/24)

<https://luky->

https://luky-my.sharepoint.com/personal/jlkn225_uky_edu/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fjlkn225%5Fuky%5Fedu%2FDocuments%2FDocuments%2FCook%20Wild%20KY%2FCOOK%20WILD%20KY%20PROMO%2Emp4&parent=%2Fpersonal%2Fjlkn225%5Fuky%5Fedu%2FDocuments%2FDocuments%2FCook%20Wild%20KY&originalPath=aHR0cHM6Ly9sdWt5LW15LnNoYXJlcG9pbnQuY29tLzpz20i9nL3BlcnNvbmfSL2psa24yMjVfdWt5X2VkdS9FVDJORKV1ck1UUktoX1ptUnVuRWd0c0JCZ3BhRlpHWFlvV2RpR0F0VHgzeWp3P3J0aW1lPXpfV3JIYtInMkVn

- [2021 Budding Botanist grant](#): click link for more info

IT Updates

- CES Public Wi-Fi for Student Access
 - It has to have a password on the public wireless SSID. We don't want to simply have an open connection for anyone and everyone to connect.
 - DEITC can work with the office to setup a password that they want on that SSID. Students (and other authorized users) can contact the office via phone or email to obtain the password.
 - AP isolation must be enabled. We don't want people on the public Wi-Fi being able to "see" or otherwise access other machines on that network.
- We will be migrating from Skype for Business to Teams in this month.
 - Migration will be completed by district
 - D1 & D2 – Wed Oct 7
 - D3, D4, FCS, 4-H, ANR, Extension Admin – Wed Oct 14th
 - D5, D6, & D7 – Tues Oct 20th
 - Everyone should already have Teams installed
- October is Cybersecurity Awareness Month
 - The DEITCs will be sending weekly emails in October as we have in years past.
 - We are also creating a new Extension Cybersecurity Team to distribute information
 - Q&A Oct 29th at 10 AM:
 - Qualtrics survey to collect questions (just like the Teams Q&A) https://uky.az1.qualtrics.com/jfe/form/SV_ePyuxTfLL7dGpny
 - Zoom meeting link <https://uky.zoom.us/j/93692129101?pwd=MFVkrRjNqZnpBSUo1UHlqN3pSWk1XUT09>
- The Zoom security updates requiring passwords or waiting rooms was not implemented over the weekend.
 - We still strongly recommend that meetings are setup with one of these features to better combat "zoom bombing".
 - Chad has created videos on securing Zoom meetings:

<https://web.microsoftstream.com/channel/9354cc40-d91a-4fb5-8b8d-18e441528c1a>

Report to the People Reporting Process

- A Q&A session was held on Tuesday, September 29th 10am-11am ET (<https://uky.zoom.us/j/94089443568>) and the next one will be Wednesday, October 7th 2pm-3pm ET (<https://uky.zoom.us/j/95704826868>).
- Instead of completing a template, each county office will be asked to complete an Information Request Form, then submit the completed form and the program area images directly to Program and Staff Development. The actual report will be completed by Program and Staff Development, then posted to the website and provided to the county office.
- Please start by taking a look at the [updated Report to the People website](#). You will see that the deadline is the same – December 1st – and the necessary forms are available here as well. It will also be added to the Report to the People Teams page file section. [Join the team here.](#)
- The left hand menu on the RTP website has all of the documents you will need to review. Please read through the instructions posted as well and if you have questions, contact Pam Holbrook, 859-257-7193, pamela.holbrook@uky.edu.

Agent's PE and Mid-Year Reviews

- All agents will be evaluated this year.
- Area Extension Directors have one on one mid-year conferences with agents - January/February 2021.
- One on One Meetings with agents who elected to be evaluated for 2019-2020 year to be completed by December 15th.

ESP

- All Annual ESP Members will be sent an invoice for their 2021 membership dues on October 1st. Members will receive a personalized dues invoice with national and chapter dues, payment due December 31st.
- Remember, County Extension Agents may use county Professional Improvement funds to pay their ESP dues. Be sure to request approval from your DD via email. You should then attach a copy of the email request and approval to the payment voucher before submitting to your county fiscal coordinator.
- ESP will also be recruiting new members during this time, please reach out to your co-workers and encourage, invite or persuade them to join ESP! If you have any questions or would like additional information to share with co-workers, please reach out to the Membership Committee or your Area Contact.

Social Media Posting

- A reminder to be mindful in commenting online of your personal opinions on COVID-19, related safety measures, the protests and upcoming elections.
- When you are posting on personal social media sites about these matters, you should identify your views as your own and not the views of UK Cooperative Extension or the University.
- That social media channels are powerful communications tools that have a significant impact on organizational and professional reputations.

See calendar link for August-September-October deadlines: <http://districts.ca.uky.edu/OfficeTools>

- Communication Audit Survey Due today, October 1st
- County Payment due to Robin Oct. 1st
- 1st Quarter TRIP Payment due upon receipt of invoice.
- 2nd Success Story due Oct. 10th.

Thanks to all who participated in the One Day for UK Fundraiser.

Do not forget to share updates with your county staff.

The next District Zoom Update, Thursday, October 8th, at 10:00am.