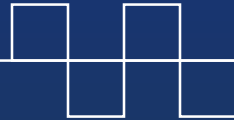


# District Staff Meeting

November 11, 2020

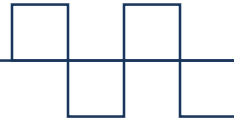


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# *Human Resources Update*

Stacy Miller, Director, Extension Human Resources

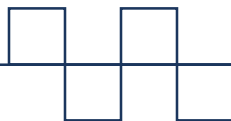


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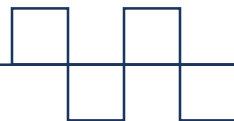
# Minors on Campus Training

- Minors on Campus training is now required of all Extension Field Staff (Agents, Staff Assistants, Extension Assistants, Program Assistants, and Custodians).
- There are 3 modules (1 hour of training in all).
- Send the 3 certificates of completion (3 PDFs – not just the link) to Dora Collins (djc@uky.edu).
- The training is available from UK's Risk Management site:  
<https://www.uky.edu/administrativeservices/minors-campus>



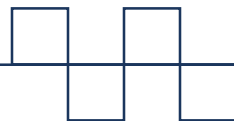
# Required I-9 Approved Signer Re-Training

- All Extension Field Staff I-9 Approved Signers must re-train this year.
- Sign up on MyUK Learning for: “Form I-9 Training for Approved Signers” (VIRTUAL HR-EMP-FI9TAS)
  - Last Virtual Course offered this year will be on:
    - 12/04/20 – 10AM-11AM EST (unlimited number of participants)
- Only individuals on the approved I-9 signers list can sign an I-9.
- Use the current I-9 packet (See Yankuba Banda’s 8/4/20 email)
  - Voluntary Self-Identification form should show an expiration date of 5/31/20



# Staff Harassment Training

- All bi-weekly staff strongly encouraged to attend (agents welcome too).
  - Please make sure all office staff who were unable to attend the October training attend this training if at all possible.
  - Will be by Zoom
- Date:
  - Thursday, November 19, 2:30PM ET
- Sign up on KERS – Zoom information is in KERS



# 2020 Staff PE's – Expedited Timeline

## 2020 Staff Performance Evaluations

Recommended  
Timeline & Resources



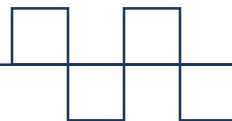
**Step 1**  
**Self Evaluation**  
by Dec 18

**Step 2**  
**Supervisor Evaluation**  
by Jan 18

**Step 3**  
**1:1 Meeting**  
by Jan 25

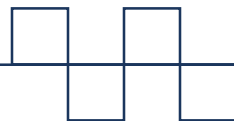
**Step 4**  
**Employee Signature**  
by Jan 27

**Step 5**  
**Supervisor Signature**  
by Jan 29



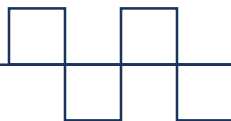
# 2021 Interns

- Host applications due to Kelly Jordan by December 11.
- Students application deadline is December 31.
- Host application, link to student application and FAQs on the CES Personnel website:
  - <https://ces-personnel.ca.uky.edu/>



# Policy Review

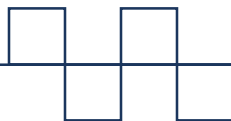
- Numerous audits over the last few years indicated a need to review our Conflict of Interest policy.
- That policy is being reviewed by UK administration.
- More information will be shared in the coming weeks.





# Holidays

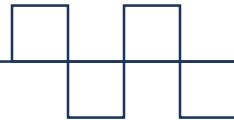
- All 2020 holidays (and New Year) are loaded
- Please have all holidays entered and approved before Thanksgiving (i.e., by Nov. 25).
  - Thanksgiving – Nov. 26, 27
  - Christmas – Dec. 25
  - Bonus Days – Dec. 21-24, 28-31
  - New Year – Jan. 1



# *NEP Update*

Sara Talbot, D5 Area NEP Agent

Mary Higginbotham, D6 Area NEP Agent

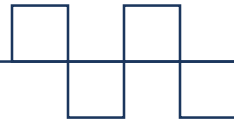


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# *Urban Extension Update*

Jeff Young, Director for Urban Extension



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# Diversity Equity and Inclusion Certificate for Agents

A UK and KSU team is designing a professional development certificate program for agents.

Application and additional information should be available in December or January.

# Urban Extension Collaborations

***November 24th***

Originally scheduled to be held in McCracken County,  
now via Zoom

Colleagues from Kansas State University will share  
and discuss programming ideas.

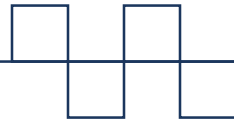
# Urban Extension Leadership Fellows – Cohort #2

Applications for Cohort #2 will be available  
in early 2021.

Supports Career Ladders Applications!

# *Office of Diversity Update*

Antomia Farrell, Assistant Dean for Diversity




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# Upcoming Extension Trainings

- Unconscious Bias Training: December 3, 2020 at 10am EST, May 20, 2021 at 12 pm EST
  - All Reasonable Efforts Training for Extension: November 24 at 9am EST
- 





# Kentucky Extension Diversity Award

- Nominations are OPEN until January 8, 2021!
  - Award winners receive a plaque and a program monetary award (\$500 individual or \$1,000 team).
  - Information has been sent out.
- 

# WE'RE BETTER *together*

The faculty and staff of the College of Agriculture, Food and Environment (CAFE) are committed to creating an inclusive learning environment of mutual respect where all members of our community are able to fully engage, belong, and succeed as their full selves. We support students, faculty, and staff in all of their identities including race, ethnicity, gender identity and expression, perspectives, beliefs, sexual orientation, national origin, religious belief, age, ability, and socioeconomic status. We work together as a diverse group of engaged students, faculty, and staff to ensure we all feel welcome, safe, accepted, and included.



# CULTIVATING INCLUSION SERIES

College of Agriculture,  
Food and Environment  
Office of Diversity

Join the Office of Diversity as we learn and engage in training related to diversity and inclusion to foster an appreciation of an inclusive college community

SESSIONS WILL TAKE PLACE VIA ZOOM FROM 12 - 1 PM

SEPTEMBER 3, 2020: INCLUSIVE LANGUAGE

*Dr. Quentin Tyler, Michigan State University*

OCTOBER 1, 2020: CURATING A CULTURE OF BELONGING, SAFEZONE TRAINING  
THIS SESSION WILL CONCLUDE AT 1:30 PM

*UK Office of LGBTQ\* Resources*

NOVEMBER 5, 2020: STAMPED FROM THE BEGINNING BOOK DISCUSSION

*UK CAFE Office of Diversity*

DECEMBER 3, 2020: MOVING FROM KINDNESS TO ANTIRACIST

*Dr. Melissa Stein, UK College of Arts & Sciences*



SCAN QR CODE OR VISIT  
LINK TO REGISTER  
[HTTPS://TINYURL.COM/OOD  
CIS2020](https://tinyurl.com/oodcis2020)

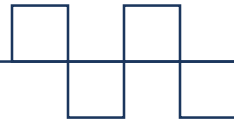
**KERS CREDIT AVAILABLE FOR  
EXTENSION PROFESSIONALS**

JOIN US IN READING, STAMPED FROM THE BEGINNING BY IBRAM X. KENDI, BOOK PROVIDED FOR FIRST 30 REGISTRANTS!

FOR MORE INFORMATION CONTACT: [KENDRIANA.PRICE@UKY.EDU](mailto:kendriana.price@uky.edu)

# *Program & Staff Development Update*

Ken Jones, Director, Program and Staff Development

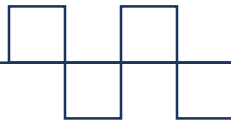


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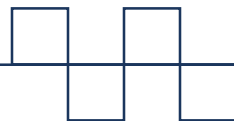
# Report to the People Update

- Changes to instructions are to allow more flexibility for counties.
  - Front picture option expanded to allow counties to include their own image; however, it must meet quality and resolution requirements. Counties still have the option to choose from the 20 suggested images provided.
  - Last page of document adapted with two options:
    - For counties that need more space to feature an additional program area, that is now allowed.
    - Smaller counties can continue to use the template containing state level data.
- A recorded update as well as the original training are available at <https://psd.ca.uky.edu/reportstothepeople>.



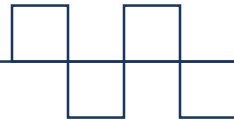
# New Online Career Ladder Application

- Beginning in 2021, the application process for the career ladder will include an online submission.
- All requirements will remain the same, so agents who are planning to submit applications should begin preparing materials soon.
- The online application will be available in KERS by early January.
- Once submitted, an application must be approved by an Agent's Area Director and the appropriate Regional Director.
- Once approved by the Regional Director, the applications will be submitted to Program and Staff Development (by no later than February 1) to prepare for review and consideration for promotion.



# *Community and Economic Development Update*

Provided by CEDIK



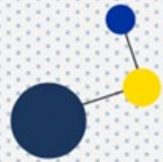
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# Community and Economic Development

## **SOCIAL MEDIA FOR OFFICE PAGES**

Community & Economic Development  
October 2020



Now Available - CED related social media posts for October.

[Two posts, with wording for each post and graphics, for October are available to download here.](#)

# Community and Economic Development



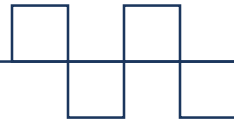
**SizeUp Kentucky** – SizeUp is an intelligence, market research, and competitive analysis tool tailored specifically to individual Kentucky businesses. These data are designed to boost the ability of all Kentucky enterprise to inform decision making and thrive in the Commonwealth. Free access to SizeUp is provided by the Kentucky Association for Economic Development.

<https://sizeupkentucky.com/>



# ESP KENTUCKY

Epsilon Sigma Phi | Your Key to Professional Excellence



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- **Scholarships** for individual professional development opportunities including Advanced Degrees
- **Professional Development Grants** for Chapters
- Chapter and national **recognition programs** for member individuals and teams
- National and State Professional Development **Conferences**
- ESP Connection newsletter and **ESP Communiqué**
- Chapter and national **leadership** opportunities
- **Network of Extension** professionals united across disciplines and program areas
- Involvement in **Global & International Opportunities**
- Partnerships with **Joint Council of Extension Professionals** and National Institute for Food and Agriculture (**NIFA**) - USDA



- ***Membership Drive underway!***
- Annual Members – check your email – renew by Dec. 31 - \$85
- County Professional Improvement funds can be used – get DD approval
- New Members: Any Extension professional with at least 3 years of service by Dec. 31 (Annual Dues + \$5 initiation fee)
- New Member Application: <https://esnational.org/New-Member-Application>



# ***Save the Date***

## **2021 State Extension Conference**

*December 6-8, 2021*

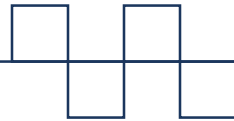
Hyatt Regency and Hilton  
Downtown

Lexington, Kentucky

# *Extension Business Operations Update*

Chris Shotwell, Director of Business Operations

<https://web.microsoftstream.com/video/841357cf-9ec6-492c-8380-60a88129c1ef?list=studio>



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