District 6 Staff Meeting Agenda

Warren County Extension Office Bowling Green, Kentucky November 14, 2018

COOPERATIVE EXTENSION





Welcome



NEP Update – Mary Higginbotham

District 6 IT Update

• Please email Mark Machek if you have any IT issues. He is temporarily without a working office phone.

New Phone Numbers for District 6 Staff at the UKREC in Princeton

- David Herbst Dial David's Cell Number at 270-350-8011 or call Sandie
- Mark Machek 859-562-1324 or 270-365-7541 ext. 21324 (when he gets an office phone)
- Sandie Waddell 859-562-1337 or 270-365-7541 ext. 21337

Out of State Travel Request Paper Form - Needs more discussion

• http://districts.ca.uky.edu/files/out of state travel form 2.2017.pdf

Fall CEC Meetings

- Nominate members for District Board vacancies. Two names for each vacancy.
- County Judge Executive chooses members.
- Must be completed by December 15th.

Performance Appraisals

- For those that went through the 2018 performance appraisal process, final appraisals will be emailed to you on November 20th.
- All agents will be appraised this program year.

District 6 County Facilitator Help Session

• Barren County Extension Office, December 6th at 10:00 a.m.

Extension Guide to Emergency Closing

• http://districts.ca.uky.edu/files/extension guide to emergency closing revised november 30 2015.pdf

Career Ladder Reminder – Due to District Office before February 1st

• http://ces-manuals.ca.uky.edu/content/career-ladderprofessional-promotion

Cooperative Extension Service Agriculture and Natural Resources Family and Consumer Sciences 4-H Youth Development Community and Economic Development Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race. color, ethnic origin, national origin, riced, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.



Extension Annual Calendar for 2018-2019 - Review often for important deadlines

• http://districts.ca.uky.edu/files/extension annual calendar 2018 2019a.pdf

District Staff PowerPoint

• https://districts.ca.uky.edu/files/d6 district staff nov 2018.pdf

Program Areas

4-H

• Dr. Mark Mains to meet with 4-H Agents at 1:00 p.m.

FCS

ANR and HORT