

District 6 Staff Meeting Agenda

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

Welcome

Extension **10**

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>



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